
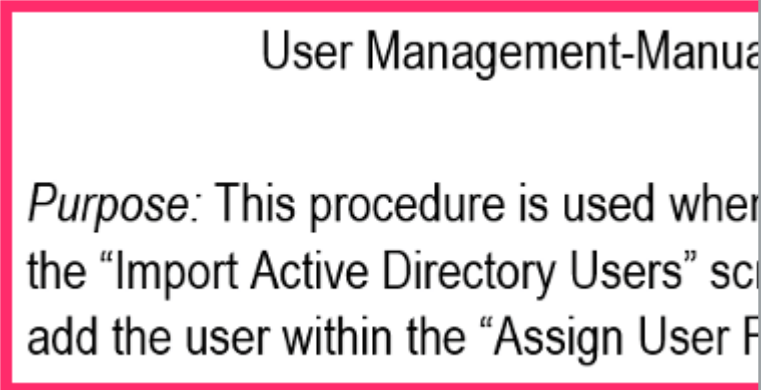
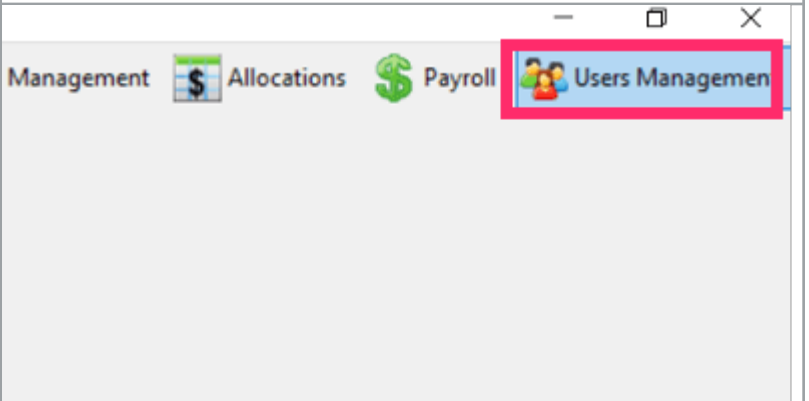
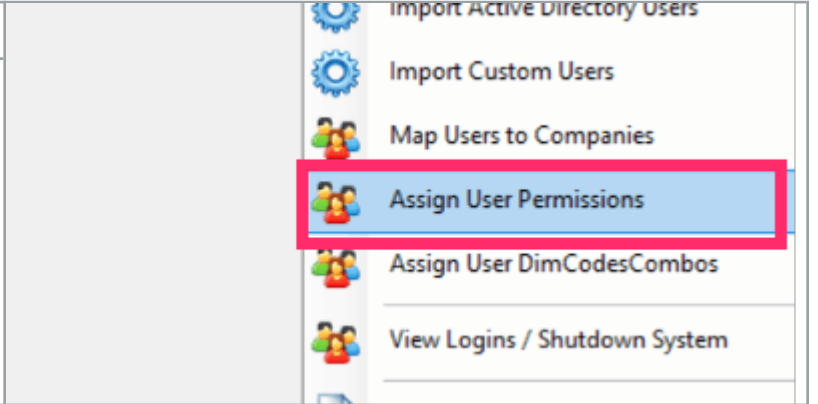
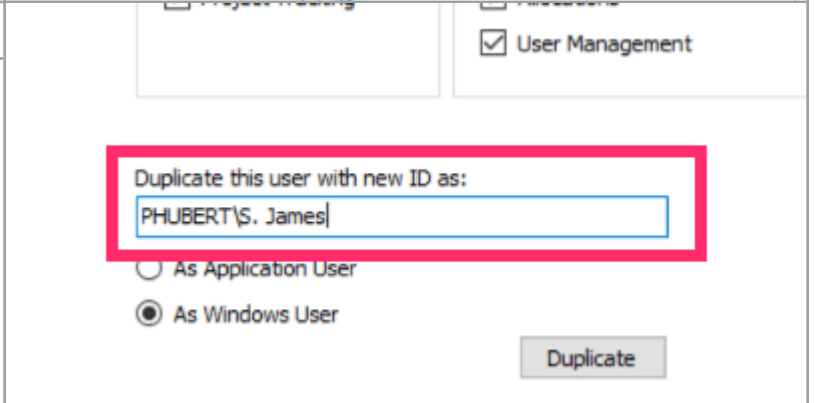
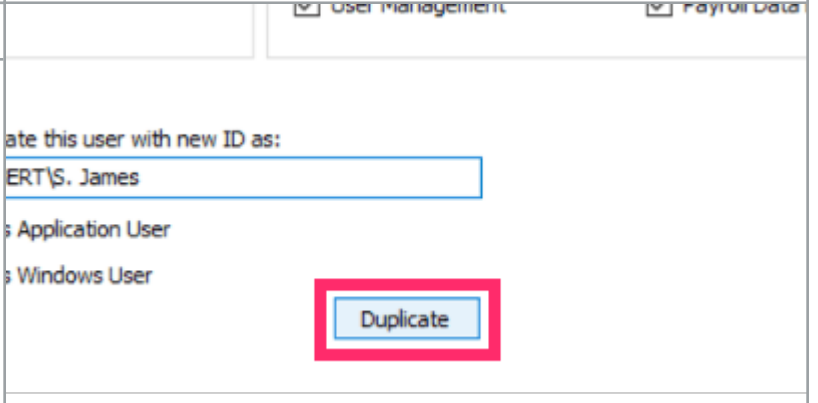
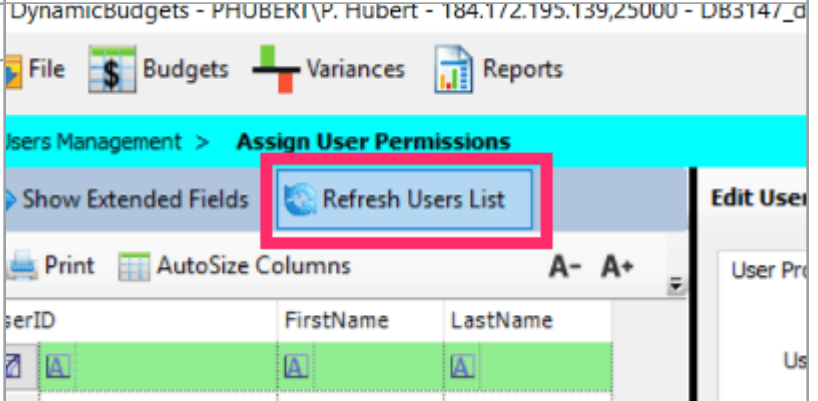


<p> Dynamic Budgets User Guide for Assign User Permissions, Manually Add A User</p>	<p>1</p> 
<p> Purpose: User Management- Manually Add a User</p> <p>This procedure is used when a user is not listed within the "Import Active Directory Users" screen. You can manually add the user within the "Assign User Permissions" screen.</p>	<p>2</p> 
<p> Click on <b>Users Management</b>.</p>	<p>3</p> 

<p>4</p> <p>Click on <b>Assign User Permissions</b>.</p>	
<p>5</p> <p>Now we will <b>duplicate a user profile</b> (PHUBERT\P. Hubert). Then enter the new person's ID.</p> <p>In this example, its PHUBERT\<b>S. James</b>.</p>	
<p>6</p> <p>Click on <b>Duplicate</b>.</p>	
<p>7</p> <p>If the new user does not appear on this list, click on <b>Refresh Users List</b>.</p>	

<p>8</p> <p> Click on the new user ID ( <b>PHUBERT\S. James</b>).</p> <p>Make sure the name is gray.</p>	<table border="1"><tr><td>dynbudtsm</td><td>system</td><td>manager</td></tr><tr><td>dynbudtsplus\avixa</td><td>system</td><td>manager</td></tr><tr><td>dynbudtsplus\laura</td><td>system</td><td>manager</td></tr><tr><td>PHUBERT\Patrice Hubert</td><td>Patrice</td><td>Hubert</td></tr><tr><td><b>PHUBERT\S. James</b></td><td>Patrice</td><td>Hubert</td></tr></table>	dynbudtsm	system	manager	dynbudtsplus\avixa	system	manager	dynbudtsplus\laura	system	manager	PHUBERT\Patrice Hubert	Patrice	Hubert	<b>PHUBERT\S. James</b>	Patrice	Hubert
dynbudtsm	system	manager														
dynbudtsplus\avixa	system	manager														
dynbudtsplus\laura	system	manager														
PHUBERT\Patrice Hubert	Patrice	Hubert														
<b>PHUBERT\S. James</b>	Patrice	Hubert														
<p>9</p> <p> Note: The UserID has been changed to <b>PHUBERT\S. James</b>.</p> <p>Now this user can login to Dynamic Budgets as a windows user.</p>	<p>PHUBERT\S. James   Save User   Delete User   Create New</p> <p>Company Permissions   OrgUnit Permissions</p> <p>PHUBERT\S. James</p> <p><input checked="" type="checkbox"/> Windows Account</p> <p>System Manager</p>															
<p>10</p> <p> Change the First Name, Last Name and EMail address to the new person's information.</p>	<p>Confirm password</p> <p>FirstName: Stephanie</p> <p>LastName: James</p> <p>EMail: sjames@dynamicbudgets.com</p>															
<p>11</p> <p> Click on <b>Save User</b>.</p>	<p>dynamicbudgets</p> <p>PHUBERT\S. James   Save User   Delete User   Create</p> <p>Company Permissions   OrgUnit Permissions</p> <p>UserID: PHUBERT\S. James</p>															

<p>12</p> <p> If necessary, change the role of this new user.</p>	<p>User Profile   Company Permissions   OrgUnit Permissions</p> <p>UserID: PHUBERT\S. James</p> <p><input checked="" type="checkbox"/> [Windows Account]</p> <p><b>Role: System Manager</b></p> <p>Password: [dots]</p> <p>Confirm password: [dots]</p>
<p>13</p> <p> If necessary, change the Feature and Admin access of this new user.</p>	<p>Feature Access</p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Manage Capex</li><li><input checked="" type="checkbox"/> Edit ST/OT Hours</li><li><input checked="" type="checkbox"/> Project Tracking</li></ul> <p>Admin Menu Access</p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Tools</li><li><input checked="" type="checkbox"/> System Management</li><li><input checked="" type="checkbox"/> Allocations</li><li><input checked="" type="checkbox"/> User Management</li></ul>
<p>14</p> <p> If necessary, give access to refreshable reports for this new user.</p> <p>If any changes have been made, then click on Save User.</p>	<p>System Manager Reports</p> <p><input type="checkbox"/> Grant access to Full Company Data for refreshable Excel Reports</p> <p>Please be advised , if GRANTED , this can give the user direct access to the Entire Company's Financials, All Accounts, All of Time</p>
<p>15</p> <p> That's It. You're Done.</p>	<p><b>DYNAMIC BUDGETS</b></p> <p><b>That's It. You're Done.</b></p>