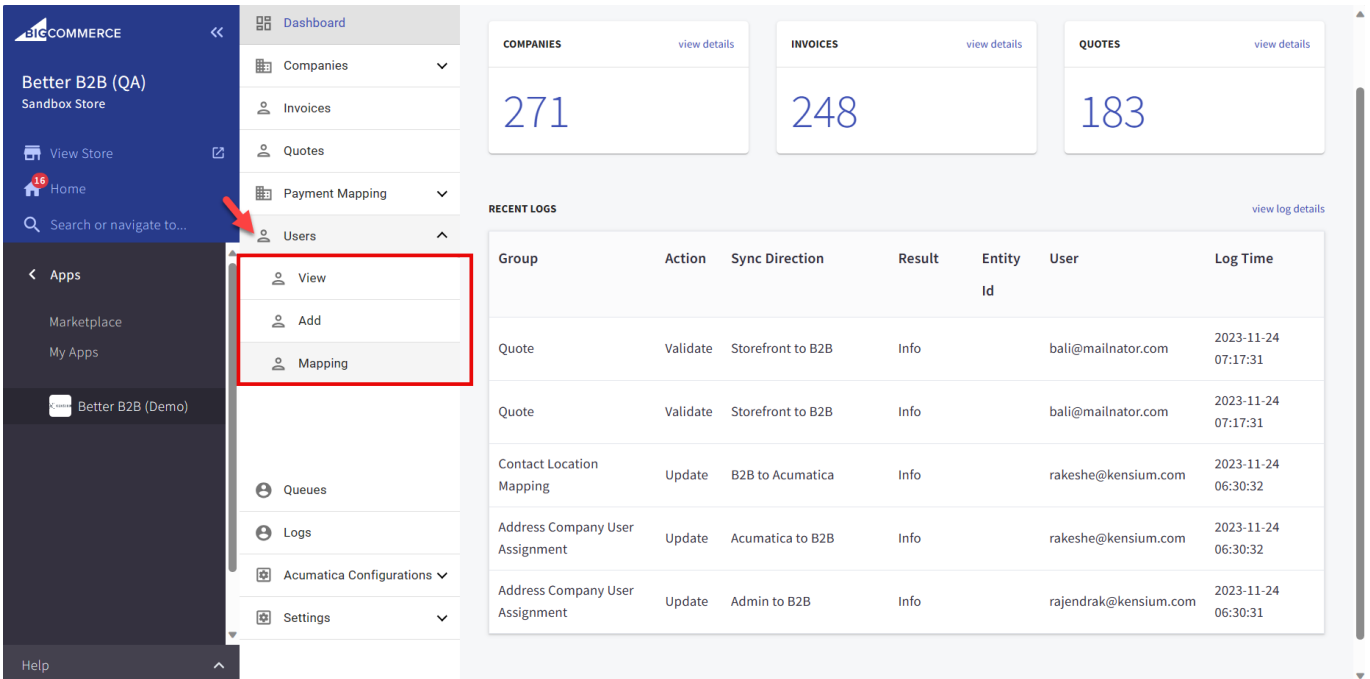


Creating Users in Better B2B

To create a user in Better B2B go to the Users below the Payment Mapping. The application will provide 3 options in the **[Users]** section on the left panel.

- View
- Add
- Mapping



The screenshot shows the Better B2B application interface. On the left, there is a navigation menu with a search bar and a list of options. The 'Users' option is highlighted, and a red box is drawn around the 'View', 'Add', and 'Mapping' sub-options. The main content area displays three summary cards for 'COMPANIES' (271), 'INVOICES' (248), and 'QUOTES' (183). Below these is a 'RECENT LOGS' table with columns for Group, Action, Sync Direction, Result, Entity Id, User, and Log Time.

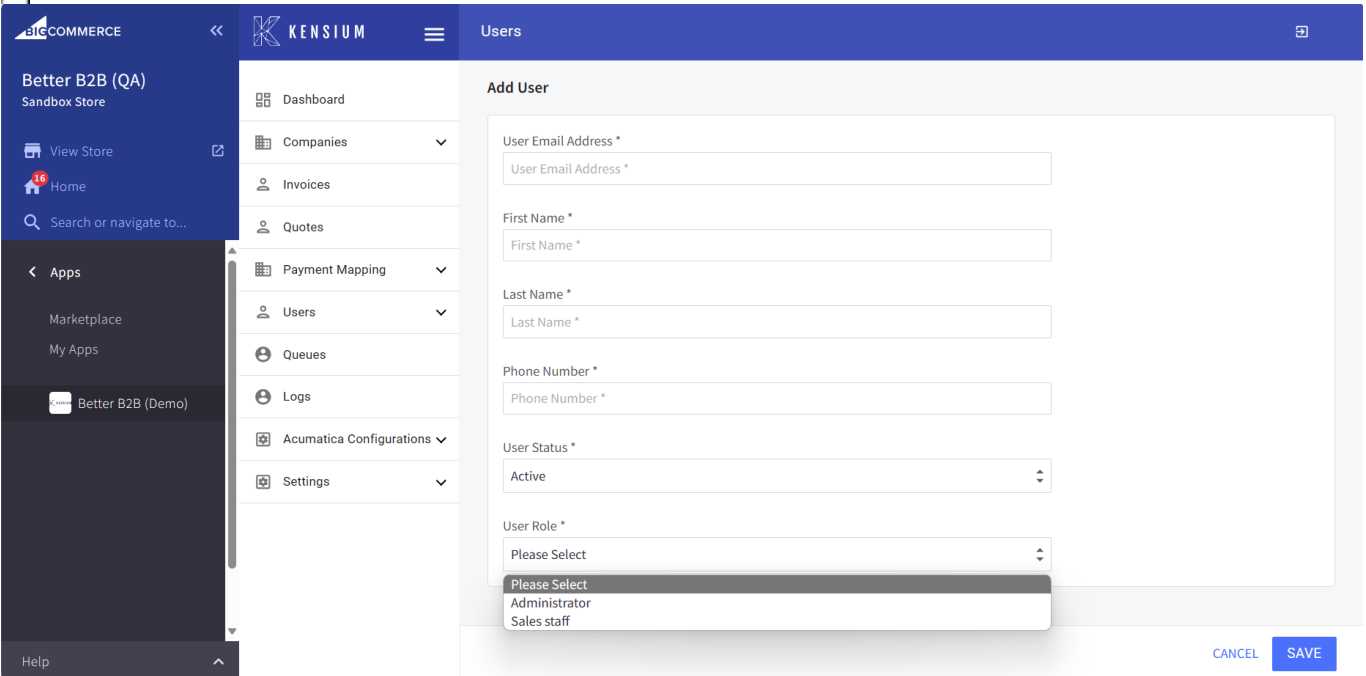
Group	Action	Sync Direction	Result	Entity Id	User	Log Time
Quote	Validate	Storefront to B2B	Info		bali@mailnator.com	2023-11-24 07:17:31
Quote	Validate	Storefront to B2B	Info		bali@mailnator.com	2023-11-24 07:17:31
Contact Location Mapping	Update	B2B to Acumatica	Info		rakeshe@kensium.com	2023-11-24 06:30:32
Address Company User Assignment	Update	Acumatica to B2B	Info		rakeshe@kensium.com	2023-11-24 06:30:32
Address Company User Assignment	Update	Admin to B2B	Info		rajendrak@kensium.com	2023-11-24 06:30:31

Option to Add User

To add a user, you need to follow these steps and enter the relevant details. All the self-explanatory fields are mandatory. The fields are as follows.

1. User Email Address
2. First Name
3. Last Name
4. Phone Number
5. User Status: Select the status as Active.
6. User Role: You need to select the user role and save the records. You will have two options

Administrator or Sales Staff.



The screenshot shows the 'Add User' form in the KENSUM application. The form is titled 'Add User' and is located in the 'Users' section. The form fields are as follows:

- User Email Address * (text input)
- First Name * (text input)
- Last Name * (text input)
- Phone Number * (text input)
- User Status * (dropdown menu, currently set to 'Active')
- User Role * (dropdown menu, currently set to 'Please Select')

The 'User Role' dropdown menu is open, showing the following options:

- Please Select
- Administrator
- Sales staff

The interface also shows a sidebar with navigation options: Dashboard, Companies, Invoices, Quotes, Payment Mapping, Users, Queues, Logs, Acumatica Configurations, and Settings. The 'Users' option is currently selected.

Adding User Fields