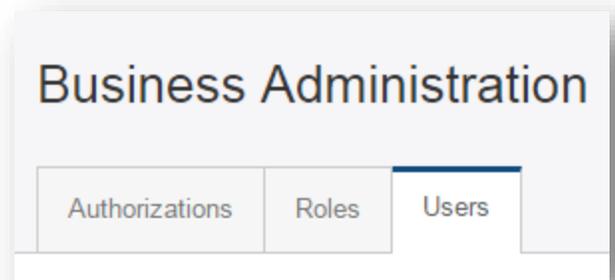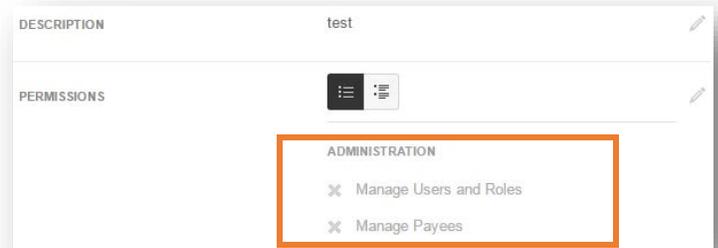## Users

This service allows Users to add, edit and delete Sub Users.

Role Permissions

Users must be assigned "Manage Users and Roles" before working with Sub Users and Roles
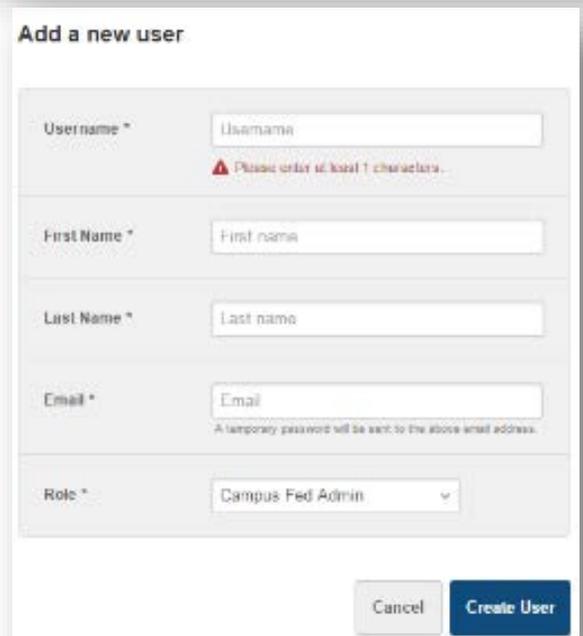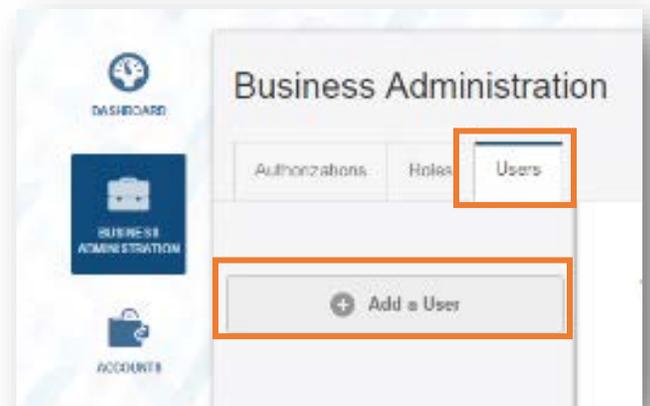
Creating New Users

1. Click "Users" in Business Administration

2. Click "Add a User" and enter a Username, First Name, Last Name and email for the new Sub User

3. Click the "Check Availability" button.

   Note: Usernames must be unique. If the username you entered is in use, the system will prevent you from assigning duplicate Usernames.

4. Select a Role

5. Click "Create User"

   A temporary password is sent to the Sub User, however you must communicate the username that was created for the Sub User in order for the user to complete the registration process.