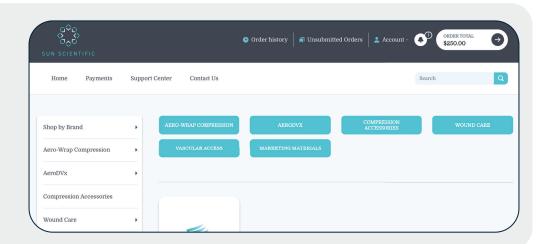
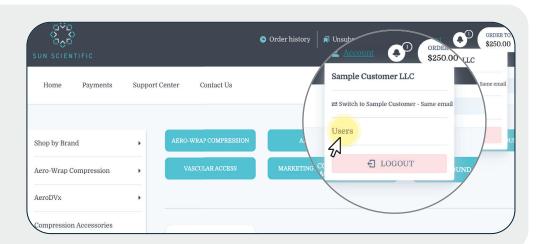


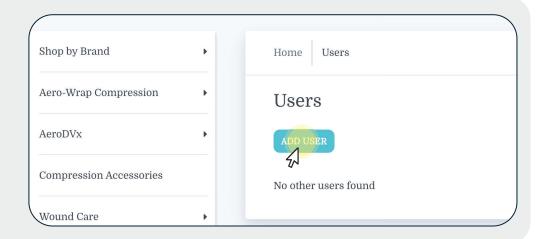
Log in



Go to Account, Select Users.



Select ADD USER.



4. Add in User Details. Please note, you can select the level of authority the user has. ■ Can Confirm Order Without Approval: ◀-Off: Orders require admin approval. On: User can place orders directly. ■ Can View Full History: ◀------Off: User sees only their own orders. On: User sees all orders in the organization.

