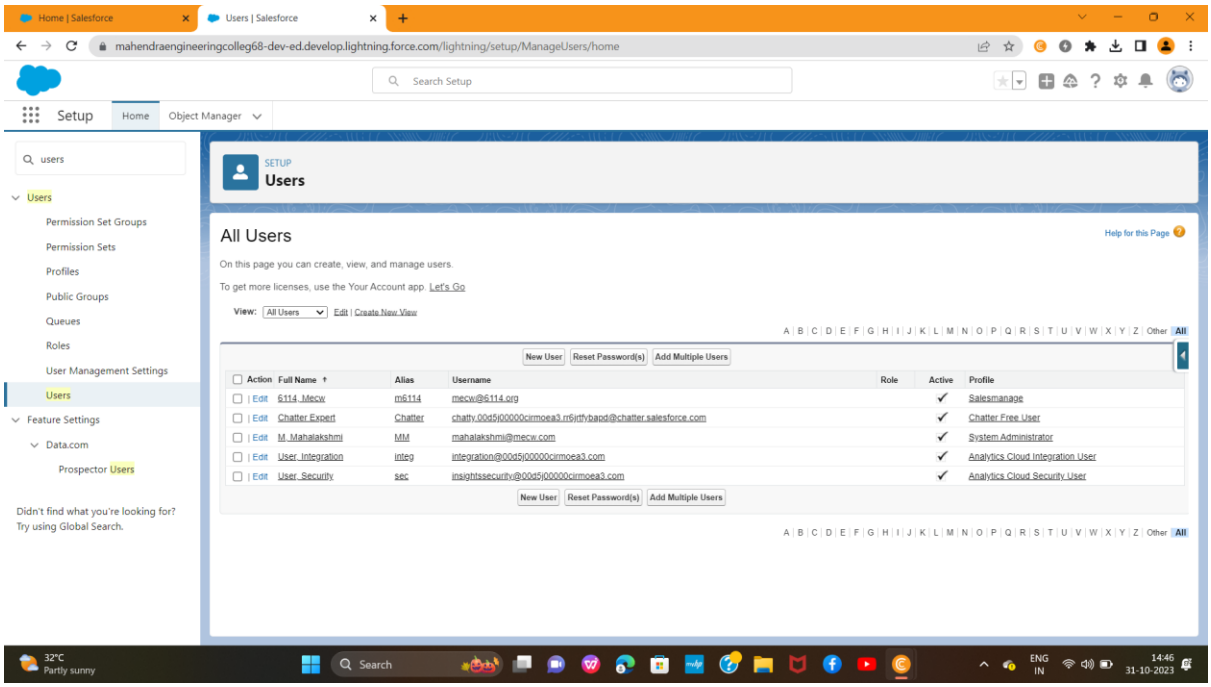
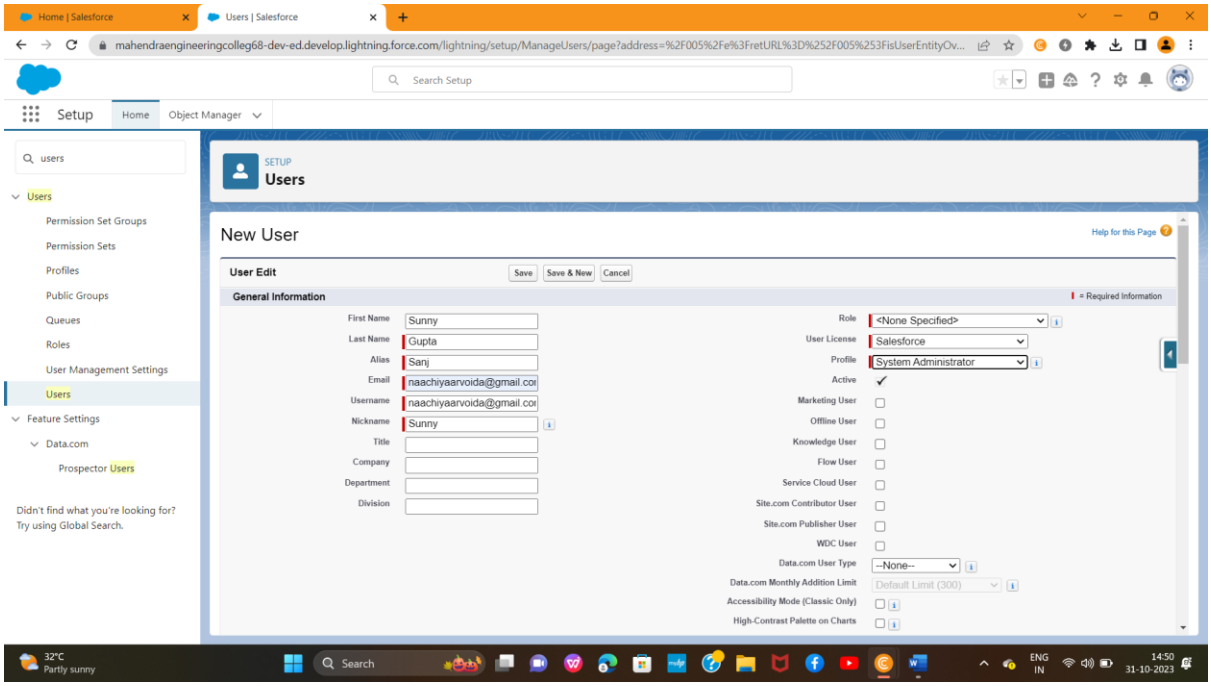
Create User

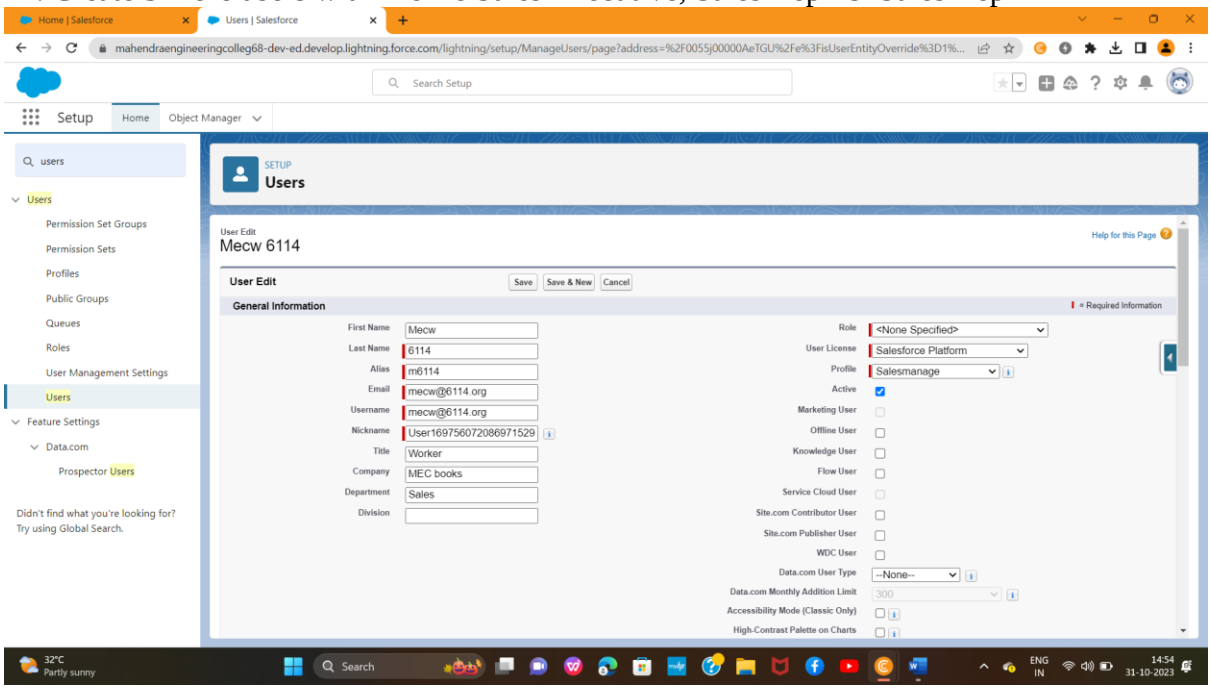
1.Go to setup ? type users in quick find box ? select users ? click New user First.

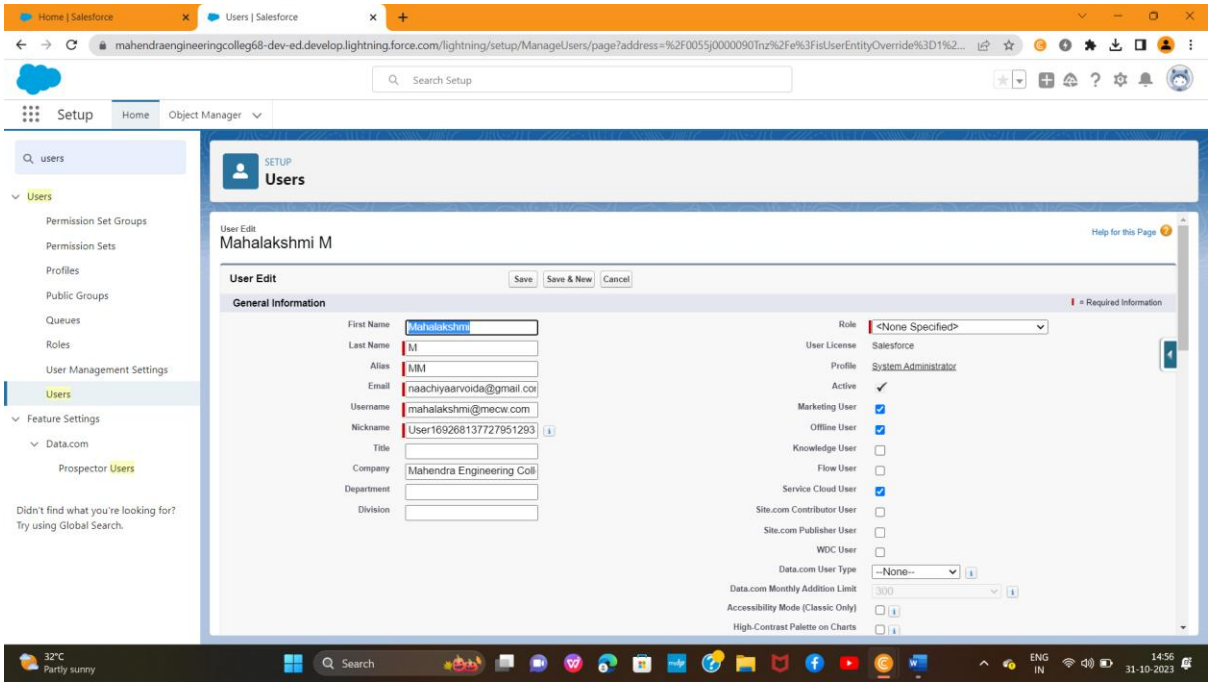


1. First Name: Sunny
2. Last Name: Gupta
3. Alias: Sanj
4. Email: provide your personal email id for future reference
5. Username: sunnygupta@thesmartbridge.com
6. Nickname: Sunny
7. Role: leave it as default
8. User License: Salesforce
9. Profile: Sales Manager and Click Save Button.
10. Note: Assign Profile according to user requirement.



11. Create 3 more users with Profile Sales Executive, Sales Rep1 & Sales Rep2




Home | Salesforce
Users | Salesforce
mahendraengineeringcolleg68-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F0055j0000090Tnz%2Fe%3FisUserEntityOverride%3D1%2...
Search Setup
Setup
Home
Object Manager
users
Users
Permission Set Groups
Permission Sets
Profiles
Public Groups
Queues
Roles
User Management Settings
Users
Feature Settings
Data.com
Prospector Users
Didn't find what you're looking for?
Try using Global Search.
SETUP
Users
User Edit
Mahalakshmi M
Help for this Page
User Edit
Save
Save & New
Cancel
General Information
= Required Information
First Name
Mahalakshmi
Last Name
M
Alias
MM
Email
naachiyaarvoida@gmail.cor
Username
mahalakshmi@mecw.com
Nickname
User16926813772795129 3
Title
Company
Mahendra Engineering Colle
Department
Division
Role
<None Specified>
User License
Salesforce
Profile
System Administrator
Active
Marketing User
Offline User
Knowledge User
Flow User
Service Cloud User
Site.com Contributor User
Site.com Publisher User
WDC User
Data.com User Type
--None--
Data.com Monthly Addition Limit
300
Accessibility Mode (Classic Only)
High-Contrast Palette on Charts
32°C
Partly sunny
Search
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31-10-2023