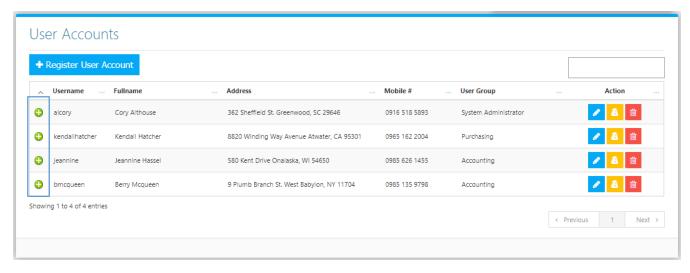
## **USER ACCOUNTS**

Listed in Figure 1 are the users created in the Accounting System. Use the **Search Field** to search for the information from inside the table. Click the **Trash Button** to delete, **Pencil Button** to edit.



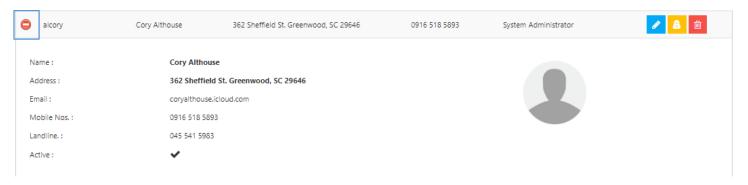
Click the User (Yellow) Button to change the Password of the User (Figure 2).

Figure 2



Click the + Button to show the details of the user. (Figure 3).

Figure 3



Click the **Register User Account Button** to create new. Fill the Form (*Figure 4*), and click **Save Changes Button** to save new user. **Journal Footer Settings** are used as default *prepared by* and *approved by* when printing Journal Vouchers.

