

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.

User Accounts

+ Register User Account

	Username	Fullname	Address	Mobile #	User Group	Action
<div>+ </div>	alcory	Cory Althouse	362 Sheffield St. Greenwood, SC 29646	0916 518 5893	System Administrator	<div><div></div><div></div><div></div></div>
<div>+ </div>	kendallhatcher	Kendall Hatcher	8820 Winding Way Avenue Atwater, CA 95301	0965 162 2004	Purchasing	<div><div></div><div></div><div></div></div>
<div>+ </div>	jeannine	Jeannine Hassel	580 Kent Drive Onalaska, WI 54650	0985 626 1455	Accounting	<div><div></div><div></div><div></div></div>
<div>+ </div>	bmcqueen	Berry Mcqueen	9 Plumb Branch St. West Babylon, NY 11704	0985 135 9798	Accounting	<div><div></div><div></div><div></div></div>

Showing 1 to 4 of 4 entries

< Previous

1

Next >

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

Figure 2

Change Password

X

\* Password :

Password

\* Confirm Password :

Confirm Password

Please make sure password match.

Password Changed by: System Administrator

Confirm

Cancel

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

Figure 3

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alcory

Cory Althouse

362 Sheffield St. Greenwood, SC 29646

0916 518 5893

System Administrator

Name :

Cory Althouse

Address :

362 Sheffield St. Greenwood, SC 29646

Email :

coryalthouse.icloud.com

Mobile Nos. :

0916 518 5893

Landline. :
















045 541 5983

Active :

✓

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.

### User Information

* User Name :		davidh
* User Group :	System Administrator 	
* Required. Please select the correct user group of the user.		
* Password :		.....
* Confirm Password :		.....
Please make sure password match.		
* Firstname :		David
Middlename :		Middlename
* Lastname :		Hout
Birthdate :		12/03/1995
Address :	9936 College Drive Hudson, NH 03051	
Email Address :		davidhout.icloud.com
Landline :		045 985 6513
Mobile No :		0956 213 2651
Photo :		
<div><div>Browse Photo</div><div>Remove</div></div>		
<h3> Journal Footer Settings</h3>		
Prepared by :		David Hout
Approved by :		Christopher Manns, President

Note: The user must log off and then login again for the changes to take effect.

Save Changes

Cancel