

# Example Doc with data (based on template)

12/29/2023 4:33 pm EST

## Menu path

Setup > Company > User Manager

## Overview

This screen lists existing users in a grid. You can complete these actions:

- Add users to the system.
- Can filter by active or inactive users. Can filter by internal users or customer users. Can edit details for existing users.
- Can sort by any column in the grid.
- Can arrange grid column order by drag and drop.
- Open menu (beside column name) to sort, hide, or show columns.

## Prerequisites/Dependencies

To research

## User Rights/Roles

To research

## Database

To research

## Fields

### Users tab

Click Add User button or Edit button for existing user.

Click Document button... COMING SOON

Field	Required	Size	Type	Default	Description
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Field	Required	Size	Type	Default	Description
Username	Yes	1 to ?	Alphanumeric	None	User name, unique identifier used to sign in and throughout system
First Name	Yes	1 to ?	Alphanumeric	None	
Middle Initial	No	1 to ?	Alphanumeric	None	
Last Name	Yes	1 to ?	Alphanumeric	None	
Phone					
Email					
Timezone		1	List		
User Role					
AlarmBiller	No	1		Off	Allows or disables rights to AlarmBiller
Time & Attendance	No	1		Off	Allows or disables rights to Time & Attendance
eForms	No	1		Off	Allows or disables rights to eForms
Sales Automation	No	1		Off	Allows or disables rights to Sales Automation
SedonaOne Mobile app	No	1		Off	Allows or disables rights to the SedonaOne Mobile application
Password					
Confirm					Must match password
Default Login					
Site Theme					
User Online					
Inactive					
Inactive Date					
Description					
Permissions					
Services					
Tokens					

## Tokens

## Transaction Types

None

## Integration Points

To research  
(Good place for a flowchart)

## Troubleshooting

To research  
(Troubleshooting chart)

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