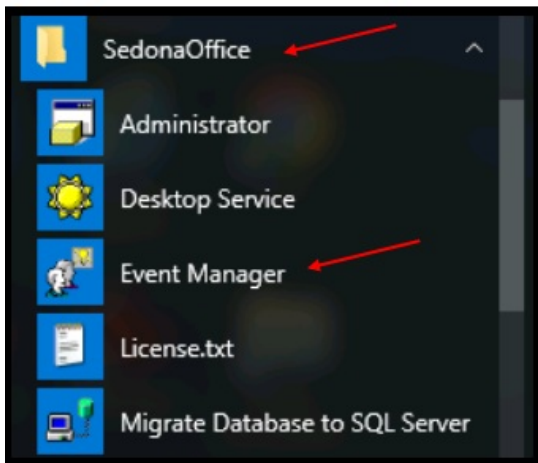


Sync 9.0 Creating new user to an Event Distribution via Email

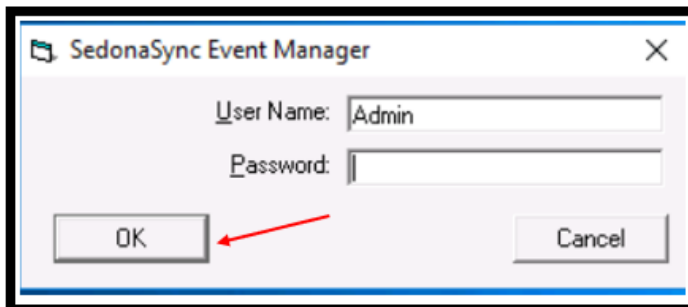
02/12/2024 6:32 pm EST

The following steps are used to Add a New User to an Event via Email Distribution.

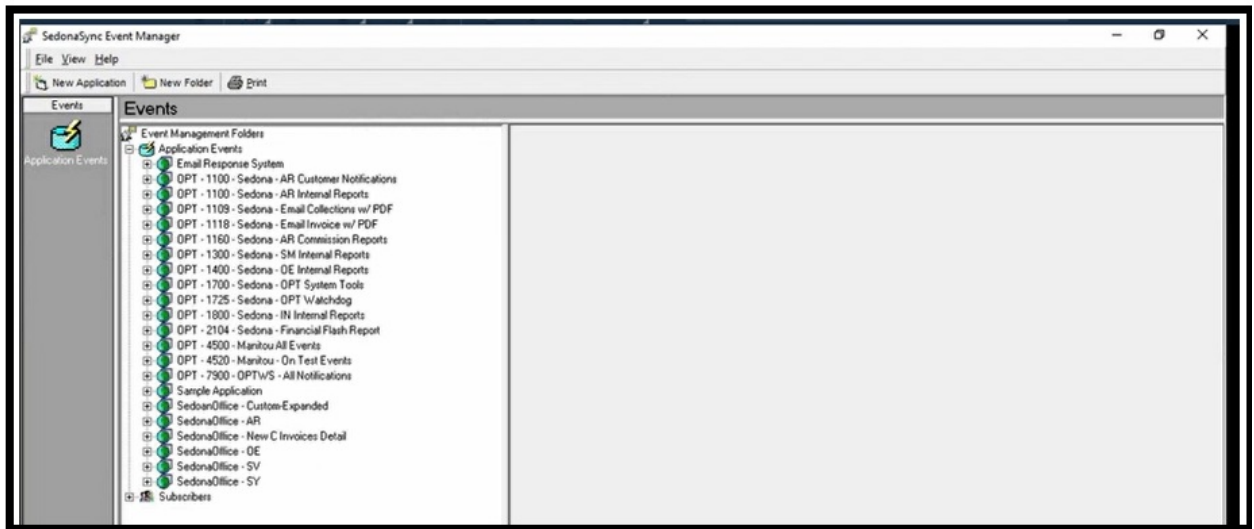
1. From the customer SQL server workstation go to Windows search, locate the Sedona Folder, then scroll until you find the Event Manager. Click.



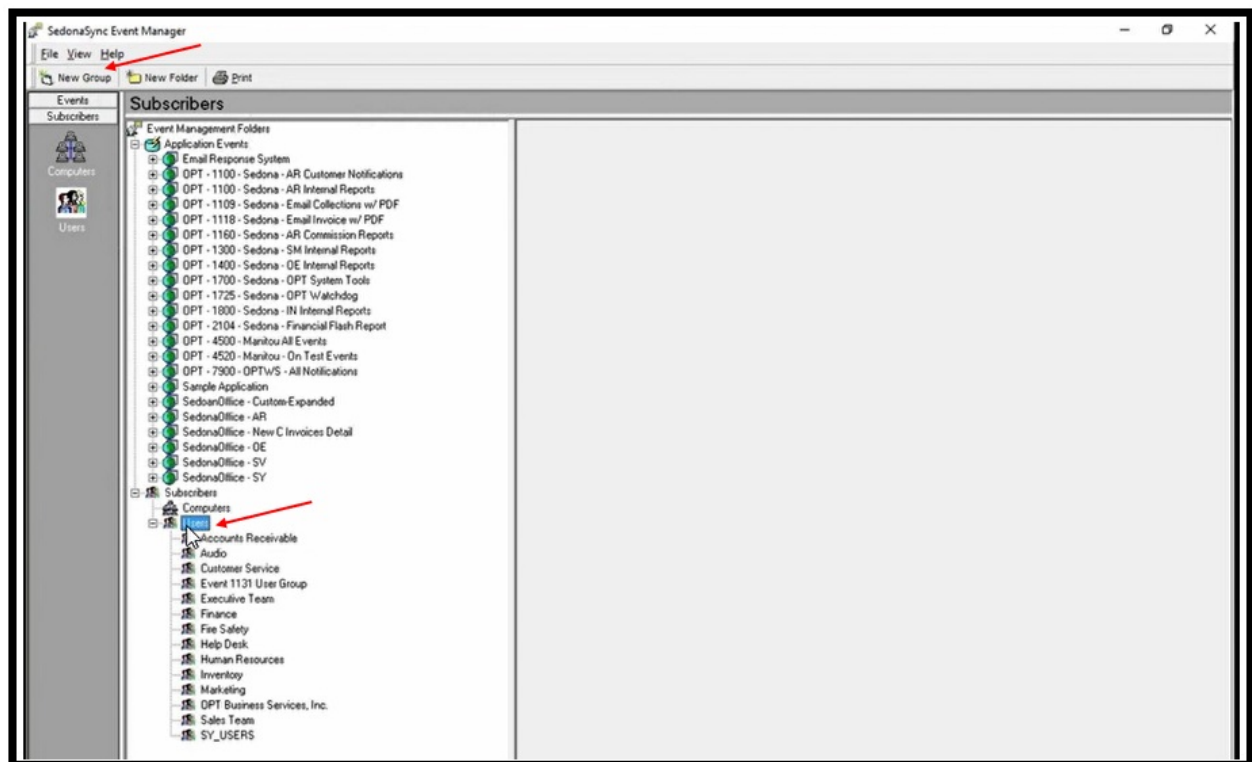
2. When you click on Event Manager you will see this icon below, click on OK, SYNC 9.0 does not have a password.



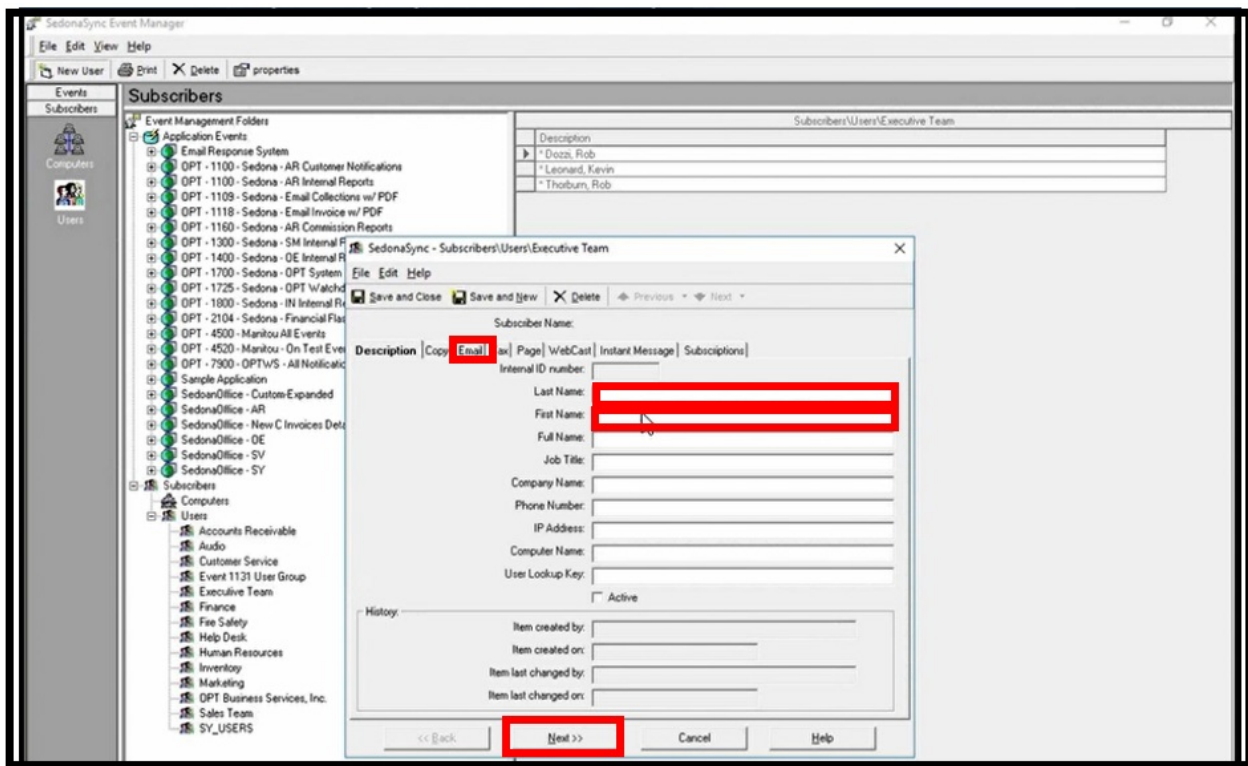
3. The Event Manager will look like the module below.



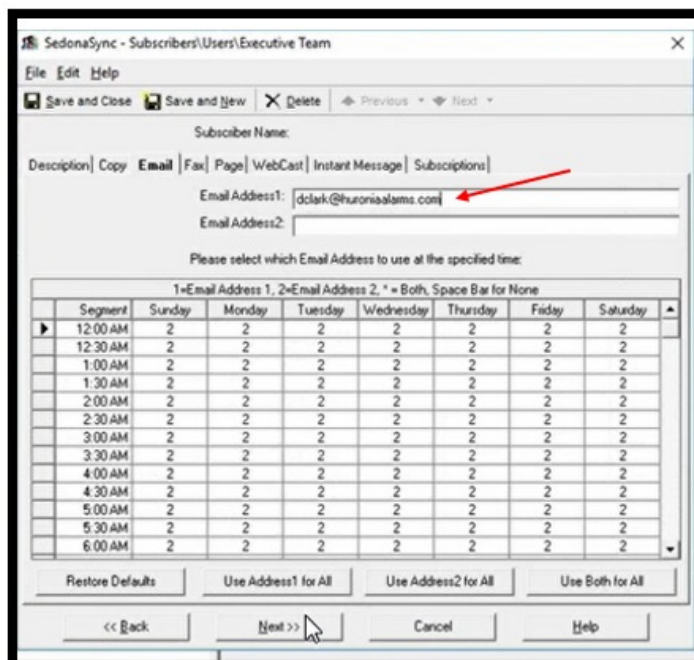
4. Click on Users. This will open the user list organized by Groups.



5. Click on User Group then click on New User and the following screen populates. Fill out the First name, Last name then click on the Email tab.



6. Email tab- add the email for the new user.



7. Click on Next until you have the option to Save and Close.

