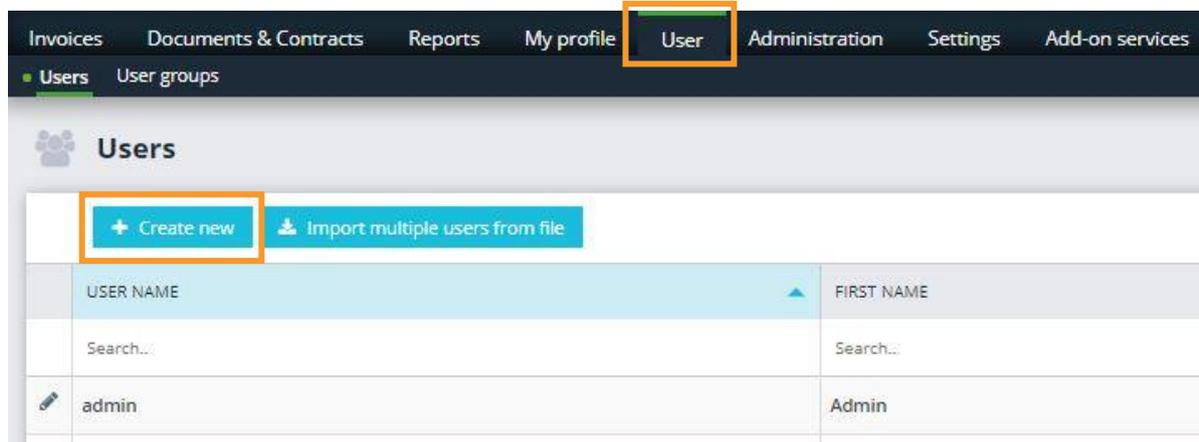


Create users in Centsoft

To create a user and assign permissions in Centsoft, do the following:

Once you have logged into Centsoft, click on the main heading **User** and then **Create new**. If you want to create multiple users at the same time, you can click on the button next to "Import multiple users from file".



We recommend using email addresses as usernames as these are easy to remember and unique to each user. If the system is installed with us at Centsoft, it is a requirement to use email addresses as usernames. Fill in all the fields.

NOTE! The Username field cannot be changed later, so be extra careful when you fill in this field. Other settings can be changed.

👤 **My profile**

General

Activated

Username ⓘ

First name

Last name

E-mail ↻

The next step is to choose a password for your users. You can select an easier password to begin with if you want so every user can change his/her password when they log in to Centsoft for the first time.

Password

Verify password

Now choose the permission level and the company that the user belongs to. Below, we list the most common types of users.

Invoice administrators

Can view and process all invoices and all templates and rules in Centsoft for the selected company/companies.

Approvers

Can approve and view their own invoices in Centsoft for the selected company/companies.

Extended permission

Can approve their own invoices and view all invoices in Centsoft for the selected company/companies.

NOTE! Must be combined with the permission group *Approvers*.

User group

Only display groups from

Not selected

- Administrator (Zapata)
- Administrator in the module Documents & Contracts (Zapata)
- API user (Zapata)
- Approver (Zapata)
- Auditor (Zapata)
- Extended permission (Zapata)
- User in the module Documents & Contracts (Zapata)



Selected

- Invoice administrator (Zapata)

Then select the language here. The default is Swedish. There is also English, Norwegian, Finnish and German available as languages for the user interface. You also choose how many invoices will appear in lists per page in Centsoft. The default is 50. The maximum number is 100.

| | |
|-----------|--|
| Language | <input type="text" value="English"/> |
| Format | <input type="text" value="English (GB) (dd-mm-yyyy)"/> |
| List size | <input type="text" value="50"/> |

Save the user and exit from this view by clicking on the blue **Save** button at the bottom right.

