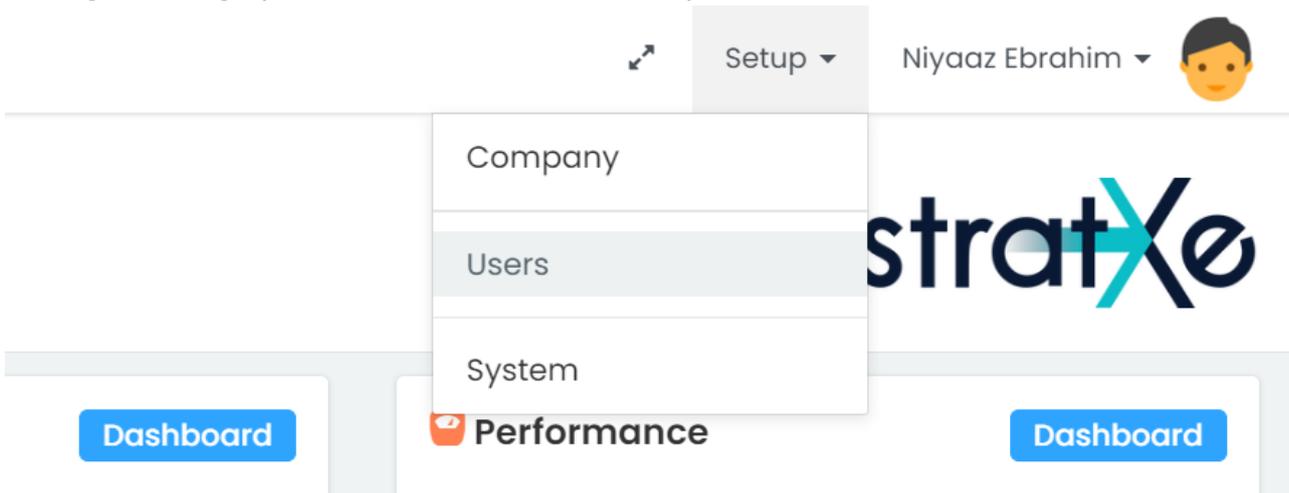


User Set-up

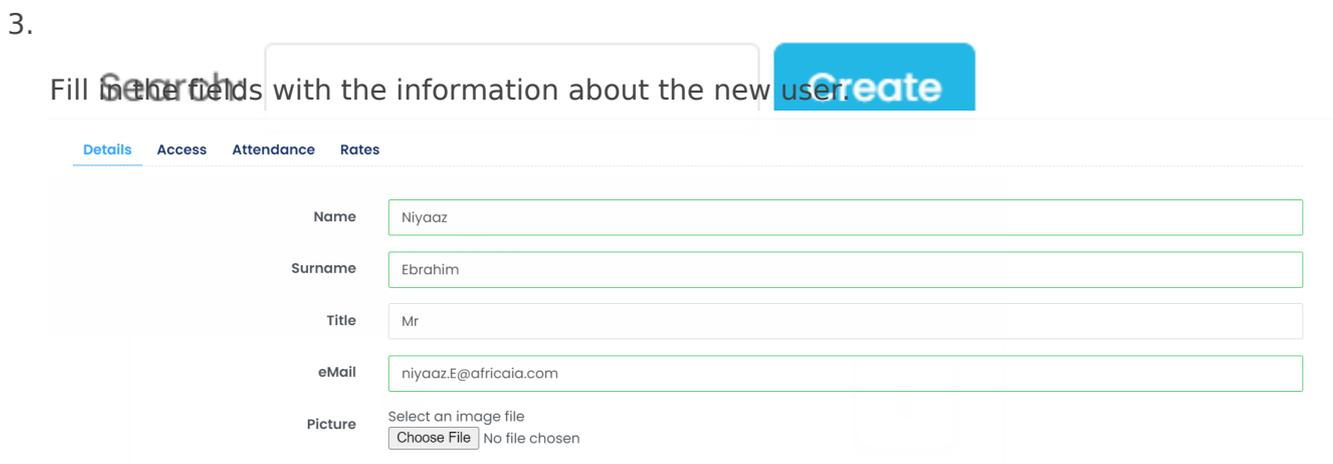
- Setting up new users on StratXE

Setting up new users on StratXE

1. To begin setting up a new user, select the "Setup" tab and click on users.

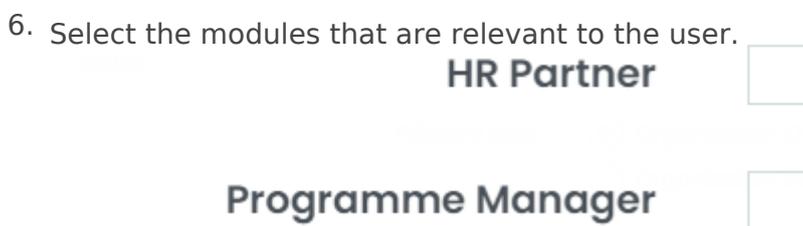


2. This will take you to the users page, which gives an overview of all the organisational users. To add a new user, click on "Create".



4. The users access can be allocated by selecting the Primary Role of the user. Select "Organization-Owner" to grant users global access to the system or select "Organization-User" to limit the access of the user.

5. Set the users position, by selecting the relevant option.



- Reports
- People
- Performance
- Expenses
- Time
- Attendance
- Projects
- Stakeholders

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7. Populate the remaining fields with the users information.

Stakeholders

Gender Male
 Female

Race Black
 White
 Coloured
 Indian
 Asian

Availability Yes
 No

Number

Cost

8. Select the users employment and policy commencement dates. These are required fields and must be populated in order for the user to be visible.

Details Access **Attendance** Rates

Employment Commencement

Policy Set

Policy commencement

9. After inputting all of the details, click on "Create" to create the user. The user will then receive their login details via email.

Employment Commencement

2023/01/01

Policy Set

Policy commencement

2023/01/01

Create

Cancel