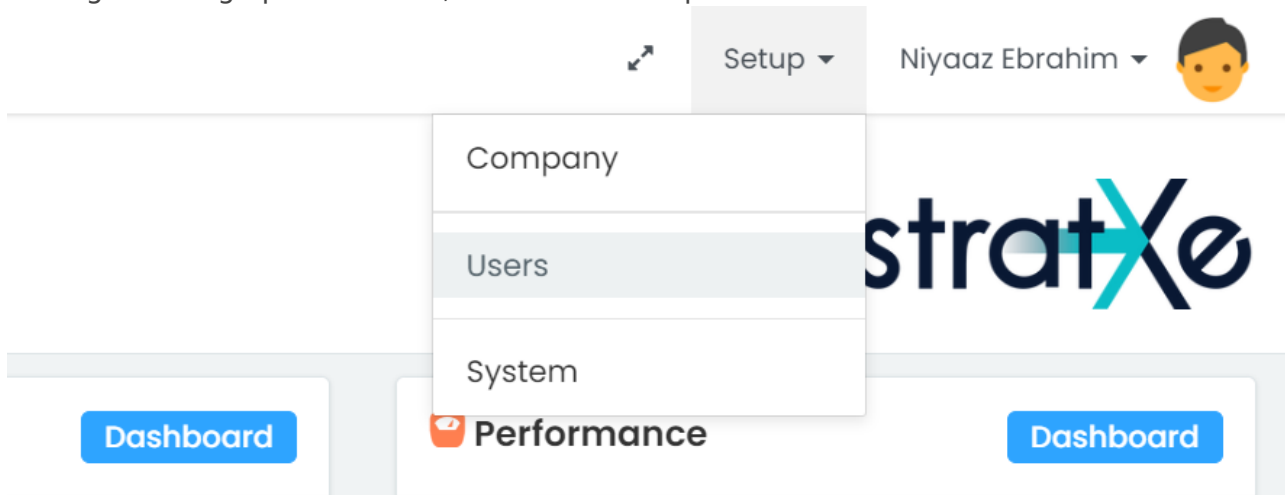# Setting up new users on StratXE

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 givers an overview of all the organisational users. To add a new user, click on "Create".

3. Fill in the fields with the information about the new user.

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.

6. Select the modules that are relevant to the user.

Reports

People

Performance ☑

Expenses

Time ☑

Attendance ☑

Projects

Stakeholders

.S

7. Populate the remaining fields with the users information.

Stakeholders

nder   ⦿ Male
        ○ Female

tace   ⦿ Black
        ○ White
        ○ Coloured
        ○ Indian
        ○ Asian

bility ○ Yes
        ⦿ No

nber   1234567891234

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

Details   Access   Attendance   Rates

Employment Commencement   yyyy/mm/dd

Policy Set

Policy commencement   yyyy/mm/dd

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

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