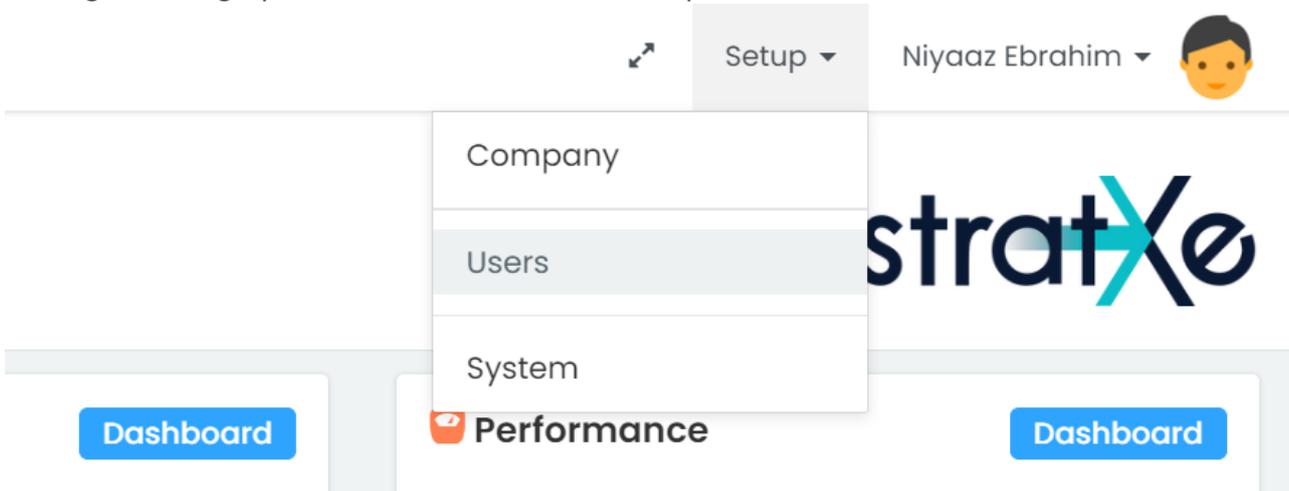


# Setting up new users on StratXE

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".
- 3.

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

A screenshot of the 'Create User' form in the StratXE application. The form has tabs for 'Details', 'Access', 'Attendance', and 'Rates'. The 'Details' tab is active. The form contains the following fields:

- Name: Niyaaaz
- Surname: Ebrahim
- Title: Mr
- eMail: niyaaaz.E@africaia.com
- Picture: Select an image file, with a 'Choose File' button and 'No file chosen' text.

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.

A screenshot of the role selection form. It lists four roles with corresponding checkboxes:

- HR Partner
- Programme Manager
- Project Manager
- Project Officer

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

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7. Populate the remaining fields with the users information.

Stakeholders

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Gender  Male  
 Female

Race  Black  
 White  
 Coloured  
 Indian  
 Asian

Availability  Yes  
 No

Number

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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

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