

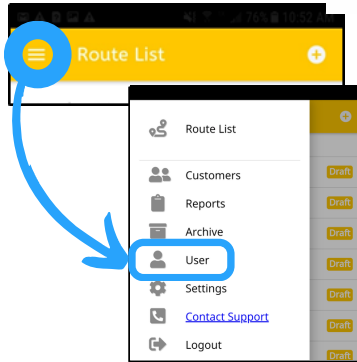


# HOW TO ADD OR EDIT A USER



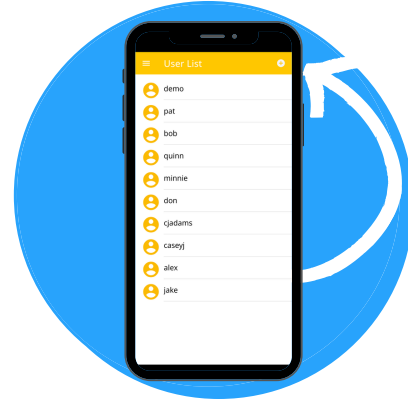
## GO TO USER LIST

Click on the NAVIGATION BAR in the top left corner and select "Users"



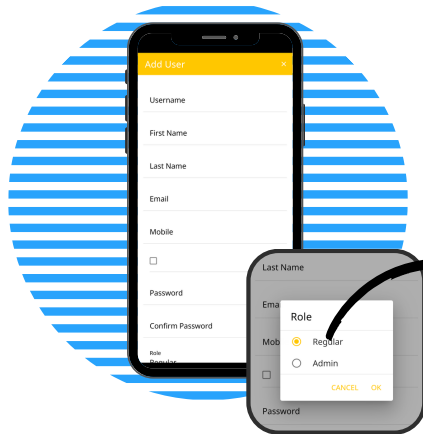
## ADD A NEW USER

Click on the "Add User" button in the top right corner



## ENTER USER DETAILS

Enter user information



## TAP "SAVE"

Done! New, "Active" users can start using ezbz immediately.



### What is a user role?

Admin users can:

- make and edit routes
- add and edit customers
- add and edit users
- add and edit service items
- view reports
- and more

Regular users can:

- see active routes
- check in and out of jobs
- add comments and photos

## EDIT A USER

From the User list, slide the username to the left and tap the pencil.

Edit the user details as needed and tap "SAVE"

## DELETE A USER

A user can be deleted only if the user does not have logged time on a job. If a user has logged time on a job, the user can be archived, but not deleted.

## ARCHIVE A USER

If you will no longer need a user, you can archive the user by sliding the username to the left and tap the check mark

