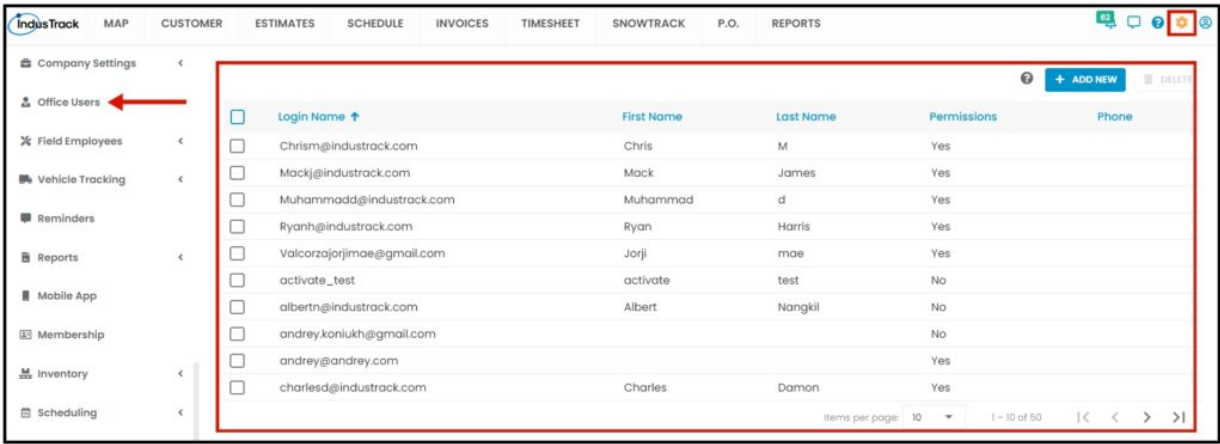


# Office Users

**Office Users** are able to access and work on your account's Settings Section and different modules depending on the permissions they are given.

To access the Office Users page, go to **Settings > Office Users**.

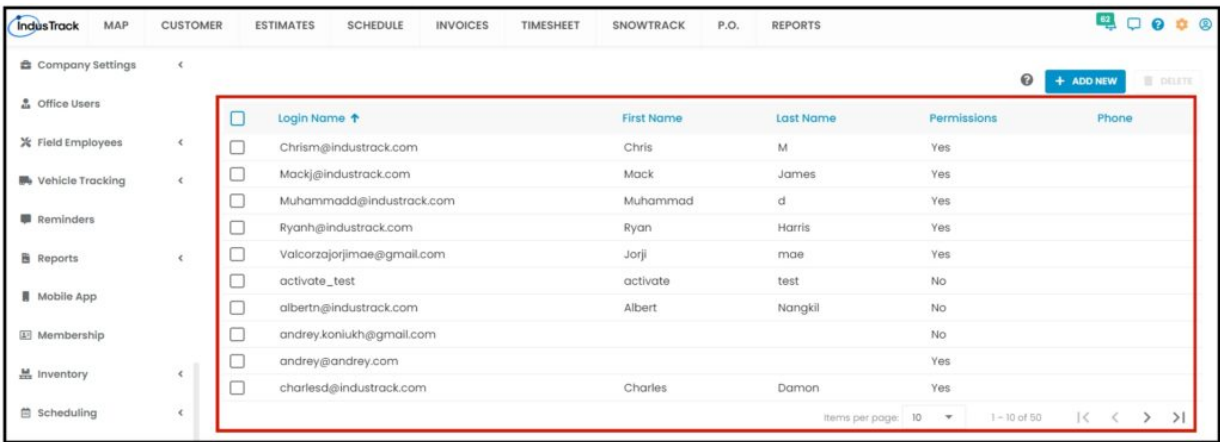


Company Settings	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS
Company Settings									
Office Users									
Field Employees									
Vehicle Tracking									
Reminders									
Reports									
Mobile App									
Membership									
Inventory									
Scheduling									

<input type="checkbox"/>	Login Name ↑	First Name	Last Name	Permissions	Phone
<input type="checkbox"/>	Chrism@industrack.com	Chris	M	Yes	
<input type="checkbox"/>	Mackj@industrack.com	Mack	James	Yes	
<input type="checkbox"/>	Muhammadd@industrack.com	Muhammad	d	Yes	
<input type="checkbox"/>	Ryanh@industrack.com	Ryan	Harris	Yes	
<input type="checkbox"/>	Valcorzajorjima@gmail.com	Jorji	mae	Yes	
<input type="checkbox"/>	activate_test	activate	test	No	
<input type="checkbox"/>	albertn@industrack.com	Albert	Nangkil	No	
<input type="checkbox"/>	andrey.koniukh@gmail.com			No	
<input type="checkbox"/>	andrey@andrey.com			Yes	
<input type="checkbox"/>	charlesd@industrack.com	Charles	Damon	Yes	

## Using the Office Users Table

- The Office Users table has 6 columns:
  - Login Name – The office user's User Name.
  - First Name
  - Last Name
  - Permissions
    - A Yes entry under this column means that the user has been activated.
    - A No entry under this column means that the user has not been activated and will not be able to log in to the system. The user account will have to be activated first.
  - Phone
- Sort the Office Users List
  - Click the column header to sort the list according to the preferred category.
- List Per Page
  - Select the number of office users to be displayed per page. Options to choose from are 10, 25, 50, and 100.
  - Use the Previous and Next buttons to move from one page to another (if there is more than one page). This feature will be enabled if the list is more than 1 page.



Company Settings	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS
Company Settings									
Office Users									
Field Employees									
Vehicle Tracking									
Reminders									
Reports									
Mobile App									
Membership									
Inventory									
Scheduling									

<input type="checkbox"/>	Login Name ↑	First Name	Last Name	Permissions	Phone
<input type="checkbox"/>	Chrism@industrack.com	Chris	M	Yes	
<input type="checkbox"/>	Mackj@industrack.com	Mack	James	Yes	
<input type="checkbox"/>	Muhammadd@industrack.com	Muhammad	d	Yes	
<input type="checkbox"/>	Ryanh@industrack.com	Ryan	Harris	Yes	
<input type="checkbox"/>	Valcorzajorjima@gmail.com	Jorji	mae	Yes	
<input type="checkbox"/>	activate_test	activate	test	No	
<input type="checkbox"/>	albertn@industrack.com	Albert	Nangkil	No	
<input type="checkbox"/>	andrey.koniukh@gmail.com			No	
<input type="checkbox"/>	andrey@andrey.com			Yes	
<input type="checkbox"/>	charlesd@industrack.com	Charles	Damon	Yes	