

## Creating new users

1. Go to "Settings" -> "Admin Configurations" -> "User management"

Home / Settings Dash Board / Admin Configuration

### Admin Menu (Available only for Business Owner of the company)

<b>General Settings</b> This is the main control file that contains Sequence numbers, master Accounts etc. You can modify and redefine the same as per your requirements.	<b>Opening Stock</b> Please use this menu carefully as this takes stock inside without posting any Financial transactions. Bringing opening stock by creation of Product Master for your Items. List of Items, Unit of measurements, Quantity and Unit Price.
<b>Opening Purchase Bills</b> Use this menu at the beginning to enter the Opening purchase Bills	<b>Opening Sales Bills</b> Please use this menu to enter opening Sales Bills
<b>Opening Bank and Cash</b> Use this menu at the beginning to enter the Opening Balances for Cash and Bank Accounts. Do not use this frequently	<b>Opening Balance - GL</b> Please use this menu to enter opening Trial Balance into AcTouch. Before doing this, please map AcTouch Accounts with your company Accounts and create new accounts, if required
<b>Create A New Company</b> If you have more than one business, you can use this menu to Create a new Company, add the users and master data. Once the Company is created, you can begin the transactions.	<b>User Management</b> User Management is an authentication feature that provides administrators with the ability to identify and control the state of users logged into the network.

2. Click on "Invite users" and enter the email ID and PASSCODE.

### User Management

The User Management service enables you to create and manage login credentials for each user. You can also limit the accounts that each user can access, together with the available functionality. Only one username and password is required to access all applications that are available to the user.

[Invite Users](#)

SI No	User Id	First Name	Last Name	Status	Actions
1	nitya@actouch.com	Nityananda	Rao	Active	<a href="#">Update Privileges</a>
2	imtiyaz@actouch.com	imtiyaz	desai	Active	<a href="#">Delete</a> <a href="#">InActivate</a> <a href="#">Update Privileges</a>

### User Management - Invite Users

E-mail ID\*

First Name\*

Last Name\*

PassCode\*

[Assign Privileges](#) [Cancel](#)

Entering the **Passcode** is important as it double verifies that ADMIN has created the CORRECT email id login. **This passcode to be informed to your user properly and don't forget the PASSCODE.**

**Note: Passcode is different from PASSWORD. Passcode is handed over to user manually and end user will enter the password post verification of EMAIL ID and PASSCODE**

3. Assign the Privileges like which menus (PO, SO) etc

User Access Control	
Purchase Order [ Click to Expand/Hide ]	
	Permission
	<input checked="" type="checkbox"/> Select All
Purchase Order Receipt	<input checked="" type="checkbox"/>
PO - Services	<input checked="" type="checkbox"/>
Purchase Order	<input checked="" type="checkbox"/>
Edit PO	<input checked="" type="checkbox"/>
POR Returns	<input checked="" type="checkbox"/>
PO - Inventory	<input checked="" type="checkbox"/>
Purchase Returns	<input checked="" type="checkbox"/>
Close Purchase Order	<input checked="" type="checkbox"/>
POR Cancellation	<input checked="" type="checkbox"/>
Excise PO Menu	<input checked="" type="checkbox"/>

Excise Control File	[ Click to Expand/Hide ]
Sales Quotations	[ Click to Expand/Hide ]
Excise PO Menu	[ Click to Expand/Hide ]
Excise SO Menu	[ Click to Expand/Hide ]
Manufacturing	[ Click to Expand/Hide ]

**User Management**

User Created

4. Now the user will get an email from [support@actouch.com](mailto:support@actouch.com) with the links to click.

Dear Nityananda,

We have been using [AcTouch.com](https://actouch.com) for our Sales, Purchase, Inventory and Accounting operations and we found its an effective tool for the Business;  
We want you to begin accessing our [AcTouch.com](https://actouch.com) account by accepting this invitation. Follow the steps below to get started.

Step 1:

Please click the invite link below to accept the invitation

<https://apps.actouch.com/AcTouchWeb/AcceptInvitation.jsp?acTouchCode=MjE5Mg==>

Step 2:

Sign in using the following credentials by clicking the [link!!](#)

User name: [nitya1@actouch.com](#)

Please contact me to receive your Passcode for the login purpose.

Thanks

[AcTouch.com](https://actouch.com) Support Team.

5. Click on the link and enter the USER ID and PASSCODE (This has to be given by you, the Admin)



**Email address**

**Passcode**

Submit

If the User ID and PASS CODE is correct, then we allow the new USER to enter his details including security Question and his OWN PASSWORD



**Email address**

**Password**

**Re-Enter Password**

**Security Question**

**Security Answer**

Update

6. Now new user can login with his own ID and PASSWORD