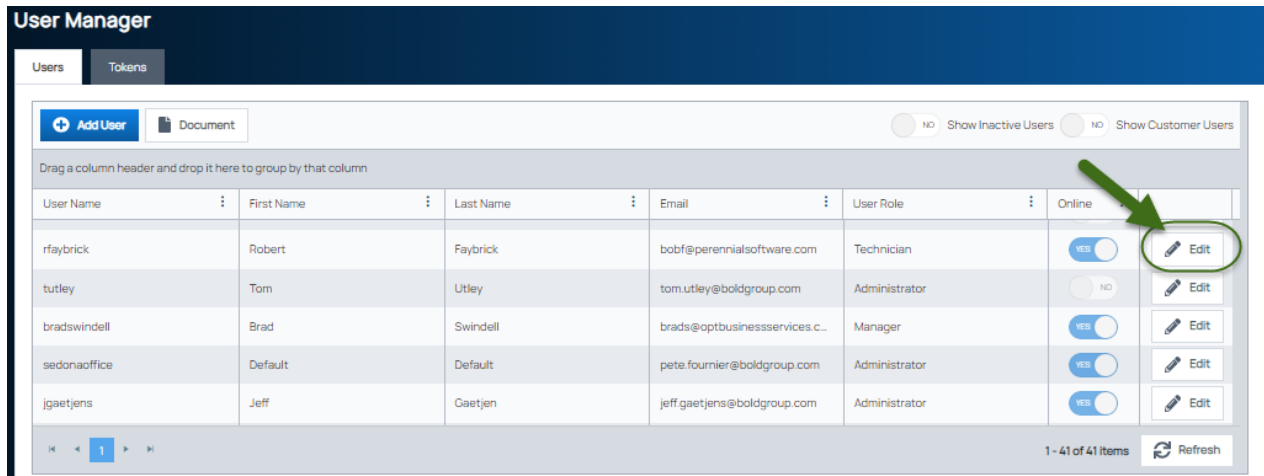# Edit a User

Last Modified on 01/23/2023 3:30 pm EST

To edit a User, browse to Setup > Company > User Manager.

The Users list is displayed. Locate the User you want to edit, and then click the Edit button (pencil icon).

The Edit User Account form will be displayed. Make the necessary changes, and then click the Save button when finished.

Note: If the user's current User Role is Manager, Technician, or Salesperson and any changes are made to the permissions, the User Role automatically changes to Custom.

Edit User Account   X

Username •	rfaybrick	
First Name •	Robert	
Middle Initial	Middle Initial	
Last Name •	Faybrick	
Phone •	(760) 537-2121	Ext
Email •	bobf@perennialsoftware.com	
Timezone	▼	
User Role	Technician ▼	
SedonaX	ON	
Time & Attendance	ON	
eForms	ON	
Sales Automation	ON	
SedonaOne Mobile app	OFF	

Default Login	Time & Attendance ▼
Site Theme	blueopal ▼
User Online	ON
Inactivate	OFF
Inactive Date	month/day/year
Description	0/150

Permissions   Services   Tokens

Miscellaneous

☐ Company Setup
(Access to all company setup information.)

☐ Supervisor
(Ability to see all work orders, proposals, and calendar appointments.)

☐ User Administration
(Manage all users and user roles.)

☐ Export
(Ability to export data to excel using the 'Export to Excel' button on various grids.)

☐ Quick Books
(Ability to export/reverse Quickbooks files.)

☐ Deliver All
(Ability to Deliver all Invoices and Credits. (Mark All as printed))

☐ Deliver
(Ability to Deliver Individual Invoices and Credits. (Mark All as printed))

☐ Financial
(Ability to view Financial Information.)

☐ Prevent Tag Creation
(Prevent the User to Create Tags.)

☐ Prevent Altering Taxable Status
(Prevents Altering Taxable Status on Parts and Items)