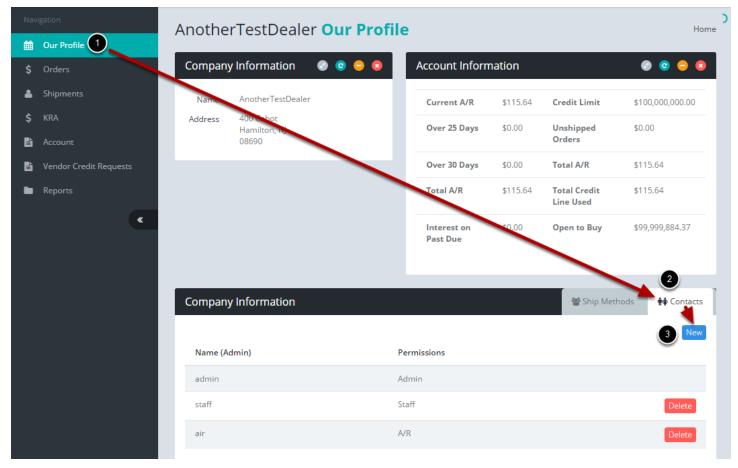
How to add a Contact

This lesson takes you through adding a contact (login) and describes the different types.

From the home page, go to Our Profile > Contacts > New



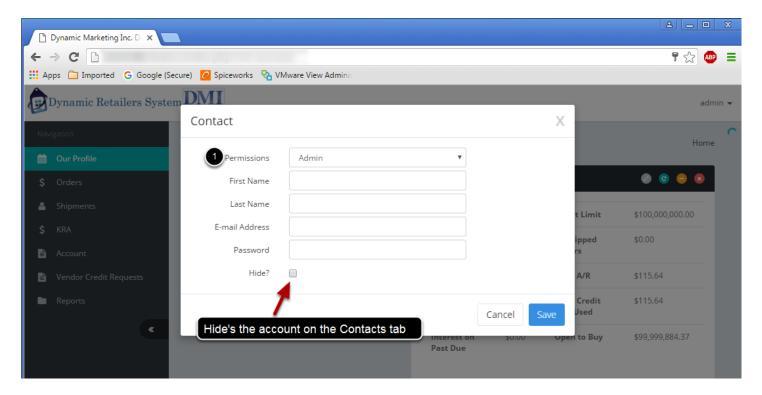
Admin = Full System Rights (Can see Financials & manage Contacts)

A/R = Financial Rights (Can see Financials but can't manage Contacts)

Staff = Unable to see Financials and can't manage Contacts

Do **NOT** "Hide" an account as you are unable to unhide it yourself - if you do hide by mistake contact DMIIT@DMIORG.Com (Future plans to only appy the hide to A/R and Staff, must not hide a hideen account from the Master)

Fill in the information



(1) Permissions:

Admin:

Can view and makes changes to all items

A/R:

Contacts tab is hidden. Cannot create nor make changes to other contacts. Cannot add Ship Methods

Under Account - Can see Payments/Credits, Orders, Left to Allocate

Staff:

Contacts tab is hidden. Cannot create nor make changes to other contacts. Cannot add Ship Methods

Under Account - Cannot see Payments/Credits, Orders, Left to Allocate

**DMI can further modify contacts including: Add/Delete Master contacts Hide/Unhide contact from web Allow contact to receive alerts

Allow contact to receive inovice