Adding Users & Profile Permissions

Utilize these instructions to create new Users and set individual permissions levels

SECURITY • SPEED • SIMPLICITY

- To create a new User(employee) in SwyftOps – click the Settings tab.
- Go to the Company header, click the Users/Security tab.
- Click the "Add New" tab, enter the email of the new User, click "Next".
- Enter the new User's personal and contact information.
- Ensure "Active" is checked, as well as checking any options under "SMS/Email" Alerts" that may apply to their role, click Save in the upper right-hand corner.
- Click the down arrow next to "General Info" at the top of the screen, select Permissions.
- Select the items in each section you wish the User to have access and visibility in SwyftOps:
    - Each User can have their own set of unique permissions, it is not one size fits all.
    - Go through each section of permissions, check the box if you DO wish to grant permission to the User.
    - Any permission with a drop-down box next to it, you must select a Read Only or Read/Write access level.
    - Please note – you can click Assign All to quickly provide 100% permissions.
- Click the "Save" icon in the upper-right hand corner when finished.

Please note: If you do not set Permissions for each User, they will have zero visibility to functionality in SwyftOps.

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