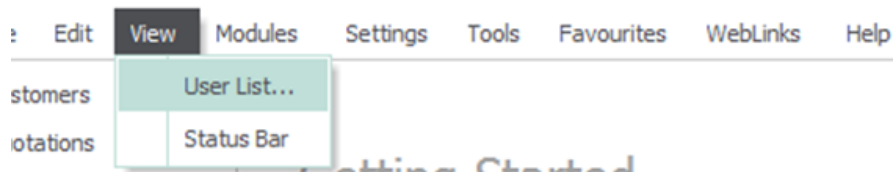


Sage 50 Accounts and Manufacturing

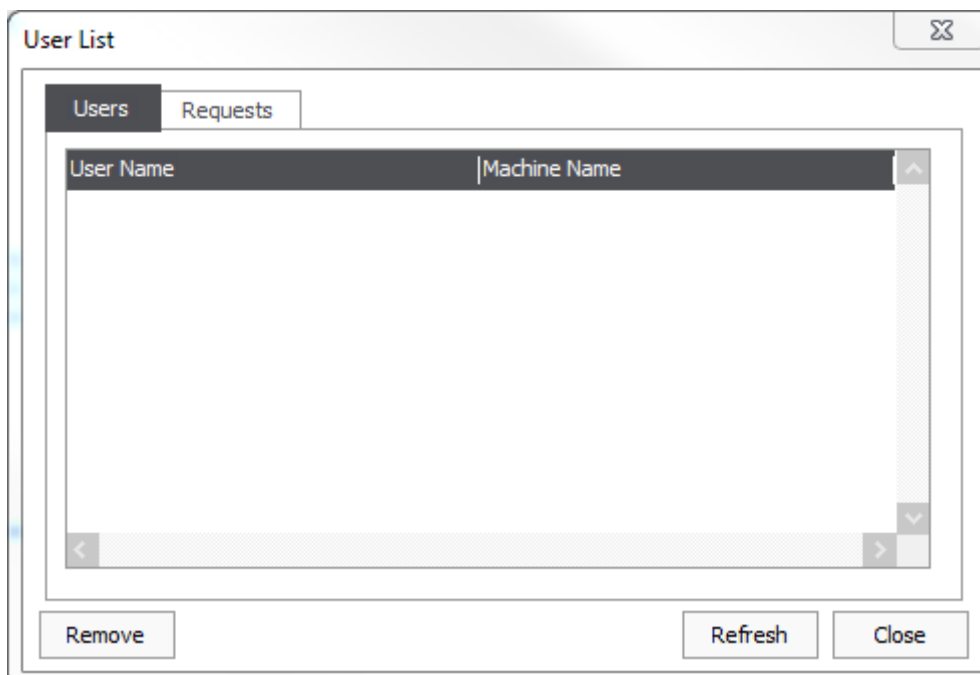
How to clear users

How to you view signed in user in Sage 50 Accounts?

To view the user list, within Sage 50 Accounts click “view” in the menu bar, then select “user list”



- This will now bring up the user menu



- All users logged onto your Sage 50 Accounts system will be displayed here
- To remove a user, select the one you would like to remove by clicking on them, then press the “Remove” button
- Note: you can only remove users if your account is a manager/admin account

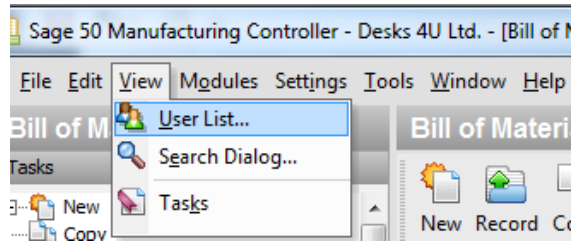


- Learn how to view users signed into Sage 50 Manufacturing
- Learn how to remove unwanted or inactive users

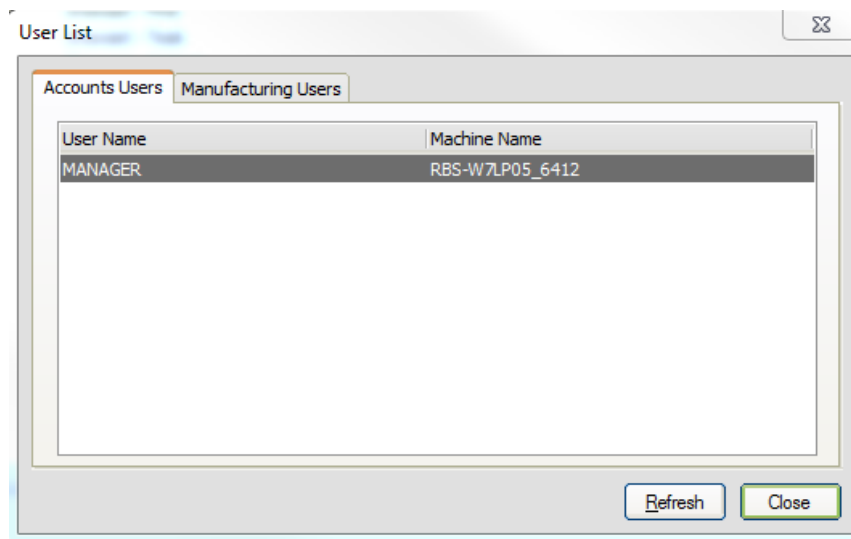


How do you view signed in users in Sage 50 Manufacturing?

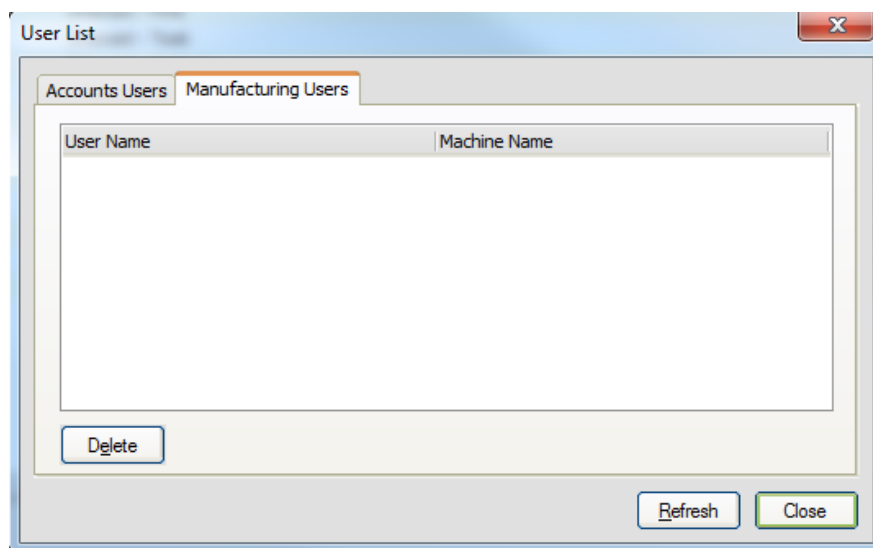
- Viewing users in Sage 50 Manufacturing is the same as in Sage 50 Accounts
- Click "View" in the menu bar, then select "user list"



- This will bring up the user menu



- Here you can view the users signed into both Sage 50 Accounts and Sage 50 Manufacturing
- However you can only view the Accounts users, you cannot remove them from Sage 50 Manufacturing, it can only be done from Accounts itself.



- All signed in users will be displayed in the space here
- To remove a user, select them by clicking on their name and pressing "Delete"

For further information or a demonstration please contact Red Business Systems
www.redbusinesssystems.com . Tel 01242 516885.