Adding New Users

16/06/2025 3:50 pm BST

To assign licences, you will have to be an admin user

Navigate to Setup in the top right of the screen:



Type 'users' in quick find box on the top left of the screen. In the Users list, select 'Users'



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If you would like to add one new user - Click on 'New User'.

All Users			
On this page you o	can create, view, and man	age users.	
In addition, downlo	ad SalesforceA to view ar	nd edit user details, re	set passwords, and perform other administrative tasks from your mobile devices: iOS Android
View: All Users	Edit Create New Vie	EW	
			New User Reset Password(s) Add Multiple Users
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Fill in the details for the new user and they will receive an invite to sign up to Synaptic Pathways.

Enter the red required information (username will need to be unique), the User Licence should be set as 'Salesforce' and Profile as either Standard User or System Administrator.

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Username		Marketing User	Marketing User
Nickname		Offline User	Minimum Access - Salesforce Read Only
Title		Sales Anywhere User	Solution Manager
Company		Knowledge User	Standard User
Department		Flow User	
Division		Service Cloud User	
		Site.com Contributor User	
		Site.com Publisher User	
		WDC User	
		Accessibility Mode (Classic Only)	
		High-Contrast Palette on Charts	
		Debug Mode	
		Quick Access Menu	

Flow User will also need to be selected:

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Required information						eneral Information
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		0	Sales Anywhere User		1	Title
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			Flow User		1	Department
		1	Service Cloud User			Division
		0	Site.com Contributor User			
		0	Site.com Publisher User			
		0	WDC User			
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			High-Contrast Palette on Charts			
			Debug Mode			
			Quick Access Menu			

Once these options have been completed, ignore all other fields and 'Save'.

Selected 'Save & New' if you would like to save the user you've just created and add another user.