




16.1.1 Create new profile




STEP 1: Once on Settings > Profiles, press New Profile:

**Settings > Profiles**
Manage user-specific modules access to different Roles


Profiles List
Total : 2 Profiles

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New Profile

#	Tools	Profile Name	Description	Mobile
1		Administrator	Admin Profile	
2	 	Sales Profile	Profile Related to Sales	

STEP 2: in the configuration window for the new profile, enter the name, description if any, and the basic profile to start from.

**Settings > Profile Privileges**
Manage user-specific modules access to different Roles

Step 1 of 2 : Welcome to Privilege Profile Creator
Select how to create the new profile

* Profile Name :

Description :

☒ I would like to setup a base profile and edit privileges (Recommended)
Base Profile:

(OR)

☐ I will choose the privileges from scratch (Advanced Users)

Next >

Cancel

STEP 3: Enter the access privileges in detail for each module:

> Step 2 of 2 : Define Privileges for <New Profile>

Use the options below to set privileges

Global Privileges

☒ **View all**

Allows "New Profile" to view all information / modules of VTENEXT

☒ **Edit all**

Allows "New Profile" to edit all information / modules of VTENEXT

☐ **Profile for Mobile App**

Allow "New Profile" to be used exclusively as a profile for Mobile App

Set Privileges for each Module

modules to be shown		Edit Permissions			Fields & Tools Settings
		Create/Edit	View	Delete	
<input checked="" type="checkbox"/> Potentials		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Contacts		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Accounts		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Fields					
<input checked="" type="checkbox"/> Account Name	<input checked="" type="checkbox"/> Website	<input checked="" type="checkbox"/> Account No	<input checked="" type="checkbox"/> Fax	<input checked="" type="checkbox"/> Phone	
<input checked="" type="checkbox"/> Member Of	<input checked="" type="checkbox"/> email (other)	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Ownership	<input checked="" type="checkbox"/> Phone (other)	
<input checked="" type="checkbox"/> Industry	<input checked="" type="checkbox"/> Bank Details	<input checked="" type="checkbox"/> Type	<input checked="" type="checkbox"/> VAT Registration Number	<input checked="" type="checkbox"/> Employees	
<input checked="" type="checkbox"/> External Code	<input checked="" type="checkbox"/> Assigned To	<input checked="" type="checkbox"/> Lock Automatic Emails	<input checked="" type="checkbox"/> Time created	<input checked="" type="checkbox"/> Rating	
<input checked="" type="checkbox"/> Creator	<input checked="" type="checkbox"/> Billing Address	<input checked="" type="checkbox"/> Billing City	<input checked="" type="checkbox"/> Shipping City	<input checked="" type="checkbox"/> Annual Revenue	
<input checked="" type="checkbox"/> Shipping State	<input checked="" type="checkbox"/> Billing Country	<input checked="" type="checkbox"/> Shipping Country	<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Social Security number	
<input checked="" type="checkbox"/> Shipping PO Box	<input checked="" type="checkbox"/> Daily cost	<input checked="" type="checkbox"/> Percentuale	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Receive newsletter	
			<input checked="" type="checkbox"/> Time modified	<input checked="" type="checkbox"/> Shipping Address	
			<input checked="" type="checkbox"/> Billing Postal Code	<input checked="" type="checkbox"/> Billing State	
			<input checked="" type="checkbox"/> Shipping Postal Code	<input checked="" type="checkbox"/> Shipping Postal Code	
			<input checked="" type="checkbox"/> Billing PO Box	<input checked="" type="checkbox"/> Billing PO Box	
			<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Status	
			<input checked="" type="checkbox"/> firma test	<input checked="" type="checkbox"/> firma test	
Tools					
<input checked="" type="checkbox"/> Import	<input checked="" type="checkbox"/> Export	<input checked="" type="checkbox"/> Merge			
<input checked="" type="checkbox"/> DuplicatesHandling					

Mobile App Profile: it allows to create a profile for the mobile app. For each profiles created, as it happens with the web profiles, is possible to choose the modules and their utilization methods. Below important advices to set correctly a new profile:

- activate "touch" module for a correct use of the mobile app;
- after every single modification/creation of a new profile press "Recalculate" in the Shares Access area;
- after eventual modification/creation of a new profile please logout and login from the application.



Warning! The limitations imposed by the profile on the single module are secondary to those defined by the Module Manager (see relevant paragraph). That is: if the administrator user

deactivates a module from the Module Manager, it will be "turned off" to all users/profiles/roles of the CRM, even if their profile is enabled. Vice versa, if the module is left active in the Module Manager, it is the user profile that determines the presence of limitations.

In the same way, the Layout Editor "prevails" over the Profile when deactivating fields: if the Source field is deactivated by the administrator in the Layout Editor of the Leads module, no profile will be able to display it regardless of the relative tick in the box.

Versioning:

All settings for modules, processes, roles and profiles can be saved, generating a version (e.g. v.1.0). Versions can be exported or imported to ensure a higher level of security during setup.

v. 1.0  

New Profile

	Mobile

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