1st Step is via User Manager

- Click on User Manager.
- Enter suadmin user.
- Use the password you have and enter.

Right-click anywhere inside and a menu as shown will appear. Click Add User.
1. User Name: John
2. Full Name: John Peterson
3. Description: John Peterson
4. Title: Accountant
5. Preferred Language: English
6. Email Address: john.peterson@example.com

Select user group menu for user and click OK.
Click OK. This ends the creation of a user in SunSystems.
2nd Portion...Giving Access of the created User in Q&A Excel and Q&A Executive
accept defaults and click next (4 times) till you see FINISH. Click Finish
Click OK and you will be done