

TValue Online Administrator

Adding New Users

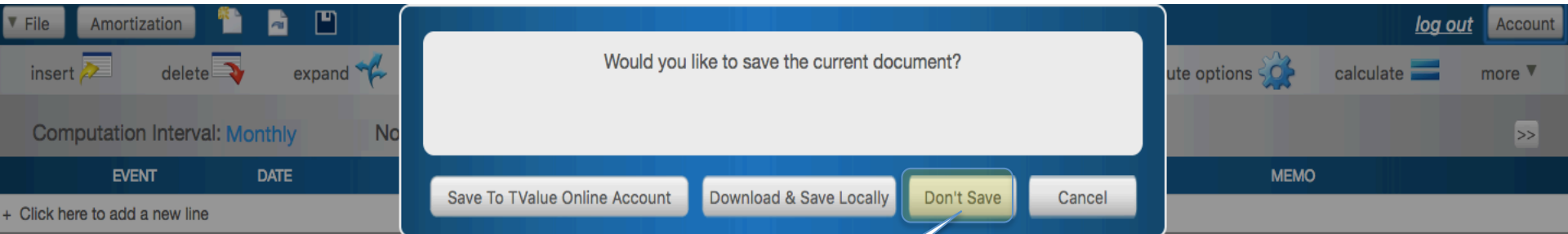
The screenshot displays the software interface for adding new users. At the top, there is a blue header bar with a 'File' menu and an 'Amortization' button. Below this is a toolbar with various icons for insert, delete, expand, compress, sort, rounding, and balance. The main area shows 'Computation Interval: Monthly', 'Nominal Annual Rate: 0.000 %', and a 'Label: Adding Additional Users'. A table with columns for EVENT, DATE, AMOUNT, NUMBER, PERIOD, END DATE, SPECIAL SERIES, and MEMO is visible. A callout box points to the 'Account' button in the top right corner.

Click Account Button

+ Click here to add a new line

TValue Online Administrator

Adding New Users



**Click
Don't Save**

TValue Online Administrator

Adding New Users

TValue Online™ by TimeValue Software™ www.timevalue.com 1-800-426-4741 support@TValueOnline.com

jroberts@timevalue.com

[Start TValue Online](#)

[Change Password](#)

[Change Email](#)

[Log in](#)

[Log out](#)

[Manage Company Users](#)

[TValue Online Resource Page](#)

[TValue Online Overview Video](#)

Click
Manage Company Users

TValue Online Administrator

Adding New Users

Manage Company Users

Total number of Licenses: 10

Number of Company Files: 5

**Click
Create New User**

- Only allow company administrators to create users. Defaults for all users.
- Allow each user to set Defaults within their profile. Each user will have their own defaults.
- Disable cloud storage. Users will not be able to save TValue files into their TValue Online account.
- When emailing a TValue Schedule, PDF, don't list the user's email address in the 'from' section of the email.

Create New User

Add an Existing User to this Company

Create New Users from a CSV File

Download Usage Report (CSV File)

List of Current Users:

			Email	Displayed Name	User Phone Number	Is Company Administrator	'Company Share' Folder Access Type*	Last Login Date	Number Of Personal Files
Edit	Delete	1	ben.scheve@gmail.com	Ben Sheve	925-628-9922	<input type="checkbox"/>	FullAccess	11/7/2017	0
Edit	Delete	2	Graysonpulver@gmail.com	Grayson Pulver	925-451-2468	<input type="checkbox"/>	FullAccess	None	0
Edit	Delete	3	jroberts@timevalue.com	Jeff Roberts	949-727-1800	<input checked="" type="checkbox"/>	FullAccess	11/8/2017	8
Edit	Delete	4	josepheugenew@gmail.com	Joey Wilson	800-426-4741	<input type="checkbox"/>	FullAccess	2/1/2017	0
Edit	Delete	5	sratnaransy@timevalue.com	Simon Ratnaransy	800-426-4741	<input type="checkbox"/>	FullAccess	9/3/2017	0

*'Company Share' Folder Access Types:

Full Access: User can Add, Delete, Modify, and Re-name all folders and documents.

SubFolders Only: User can not change any folders at the top level (folders directly under 'Company Share'). Full Access for all subfolders and their documents.

Documents Only: User can not change or add any folders. Full Access to all documents.

View Only: User can not change any folders or documents (read only).

No Access: User will not see the 'Company Share' folder.

TValue Online Administrator

Adding New Users

Type
requested information

Manage Company Users - Jeff Roberts Company

Total number of Licenses: 10 Number of Unused Licenses: 5 Number of Company Users: 5

- Only allow company administrators to create new users.
- Allow each user to set their own password.
- Disable cloud storage for new users.
- When emailing a TValue Online user, include the following information:

Create a New User Account

Use this form to create a new account that will be associated with your company. An email will be sent to the new user with login instructions.

Email Address:

User's Displayed Name:

Phone Number:

Is Company Administrator:

'Company Share' Folder Access Type*: Full Access

List of Current Users

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Edit	Delete	2	Graysonpulver@gmail.com	Grayson Pulver	925-451-2468	<input type="checkbox"/>	FullAccess	None	0
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Edit	Delete	4	josepheugenew@gmail.com	Joey Wilson	800-426-4741	<input type="checkbox"/>	FullAccess	2/1/2017	0
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TValue Online Administrator

Adding New Users

Manage Company Users - Jeff Roberts Company

Total number of Licenses: 10 Number of Unused Licenses: 5 Number of (

- Only allow company a
- Allow each user to set
- Disable cloud storage.
- When emailing a TValu

Create a New User Account
 Use this form to create a new account that will be associated with your company. An email will be sent to the new user with login instructions.

Email Address:

User's Displayed Name:

Phone Number:

Is Company Administrator:

'Company Share' Folder Access Type*:

**Click
Create New User**

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TValue Online Administrator

Adding New Users

Manage Company Users - Jeff Roberts Company

Total number of Licenses: 10 Number of Unused Licenses: 4 Number of Company Files: 5

- Only allow company a
- Allow each user to set
- Disable cloud storage.
- When emailing a TValu

Success.
User 'Obi Wan' successfully added.
Email successfully sent.

Click
OK

OK

Create New

from a CSV File

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Edit	Delete	3	jroberts@timevalue.com	Jeff Roberts	949-727-1800	<input checked="" type="checkbox"/>	FullAccess	None	0
Edit	Delete	4	josepheugenew@gmail.com	Joey Wilson	800-426-4741	<input type="checkbox"/>	FullAccess	None	0
Edit	Delete	5	olebenkanobi1@gmail.com	Obi Wan	555-1212	<input type="checkbox"/>	FullAccess	None	0
Edit	Delete	6	sratnaransy@timevalue.com	Simon Ratnaransy	800-426-4741	<input type="checkbox"/>	FullAccess	None	0

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- When emailing a TValue Schedule or PDF, don't list the user's email address.

Note:
user is now included in company list

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Edit	Delete	4	josepheugenew@gmail.com	Joey Wilson	800-426-4741	<input type="checkbox"/>	FullAccess	None	0
Edit	Delete	5	olebenkanobi1@gmail.com	Obi Wan	555-1212	<input type="checkbox"/>	FullAccess	None	0
Edit	Delete	6	sratnaransy@timevalue.com	Simon Ratnaransy	800-426-4741	<input type="checkbox"/>	FullAccess	None	0

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