User

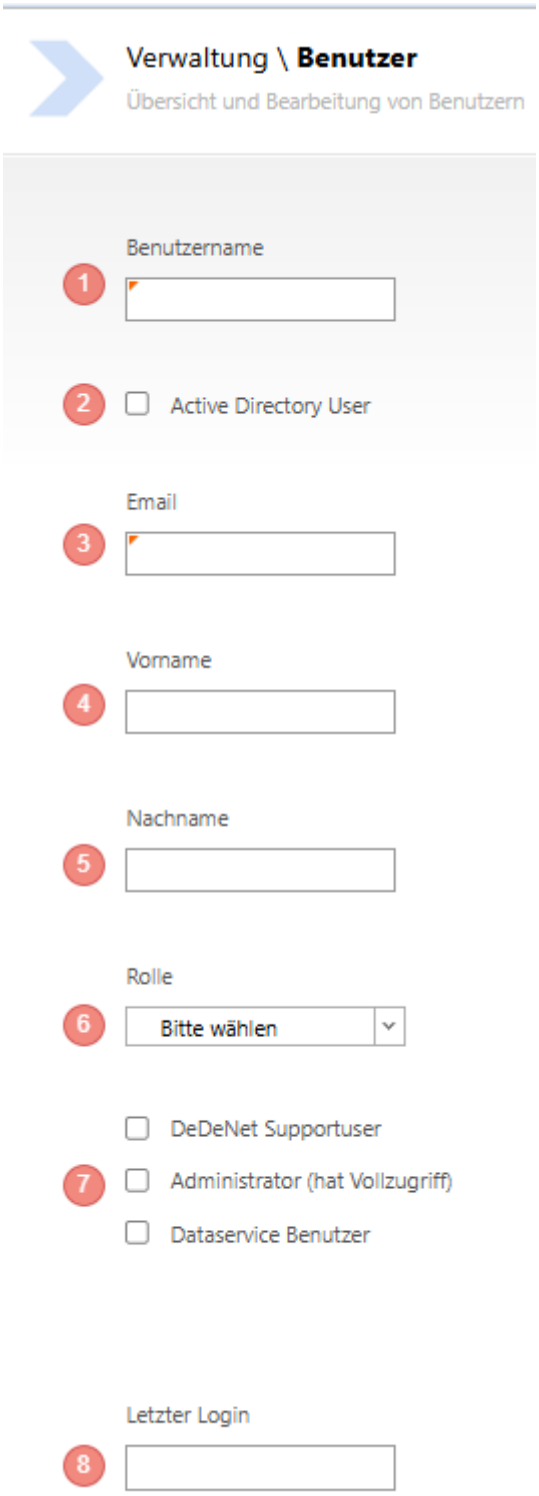
General

Users are responsible for operating the backend. They have nothing to do with the menu item Basic configuration - Employee. A user can also have a client, but this is not mandatory. You can restrict the views of backend users. Please read the section Restricting data access for backend users for more information.

The number of users is determined by the licence. Once all users are "assigned", no more can be created. The DeDeNet user is not counted in the licence. If a standard admin user has been created, this is included in the number of users.

Add a new user

Create the user using the green plus.



1. Set the user name.
2. If it is to be an Active Directory user, the user name must match the Active Directory name.
3. The E-mail address is a mandatory field. The password will be sent to this address if it is not an Active Directory user.
4. First name is an optional field.
5. Last name is an optional field.

6. Select the desired role for the backend user from the dropdown list.
7. Specify whether the user is to be an administrator or a dataservice user.
8. Check here when the user last logged into the backend.

Two-factor authentication



Once you have created a user, two-factor authentication can be activated. To do this, call up the user again and press the button. You will be shown a QR code which must be scanned using the authentication app (e.g. Google Authenticator). Activation occurs by entering the code for the first time.

You can also deactivate two-factor authentication again.



Dataservice user

If you evaluate data via the API or load ERP data into DeDeSales via the API, you need a dataservice user.

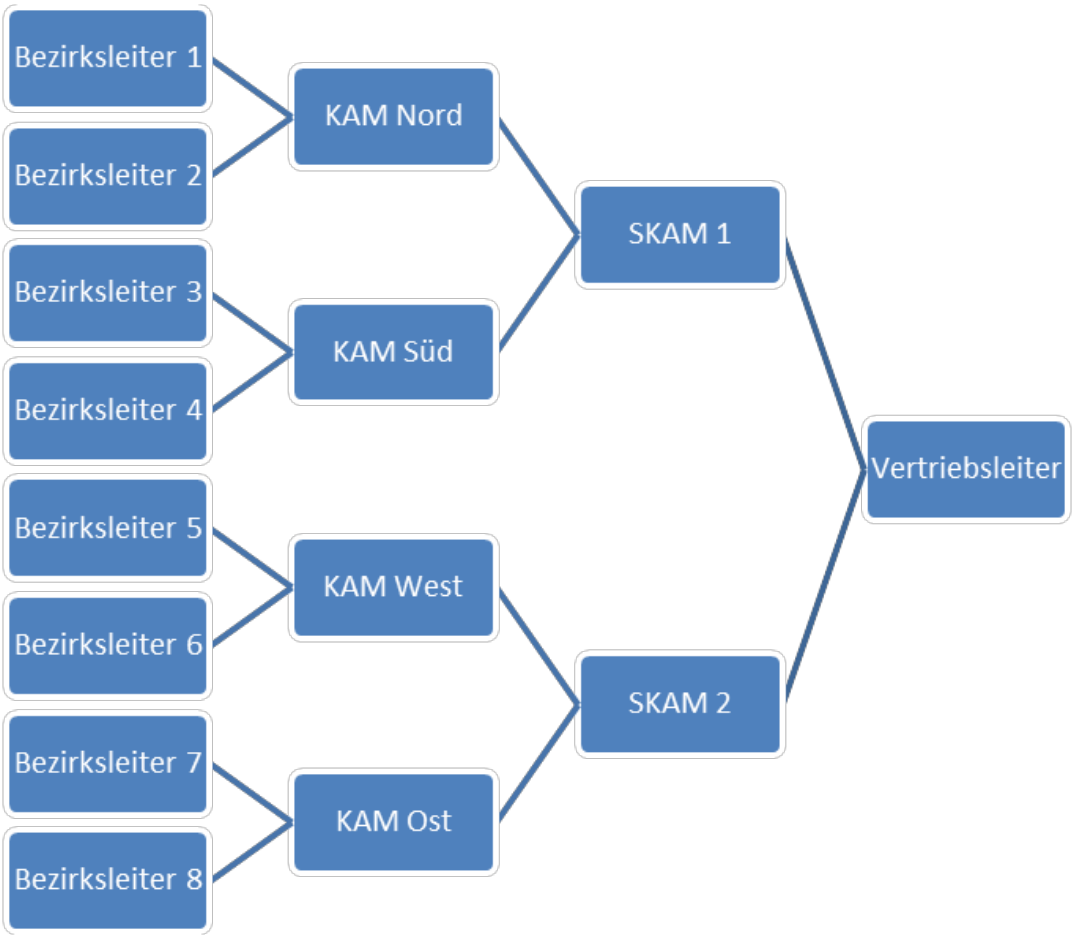
Assign e-mail subscriptions

You can switch directly to the e-mail subscription area using the "Save / Next" button. All subscriptions already created are listed here and can be checked.

Restricting data access for backend users

In the area Basic configuration > Employee, it is possible to assign a web backend user to each employee. Through this assignment, as well as the assignment of the supervisor, it is possible to restrict a web backend user's access to employees and customers.
If a web backend user has no link to an entry from Basic configuration > Employee, they have full access to all customers and employees.

Let us assume the following company structure (KAM = Key Account Manager, SKAM = Senior Key Account Manager):



If you want to give KAMs, SKAMs and the sales manager access to the DeDeSales web backend and restrict access accordingly, you must do the following:

1. Assign all district managers the corresponding KAMs as supervisors.
2. Enter the corresponding user (from Administration - User) for each KAM under Basic configuration - Employee - User.
3. Assign all KAMs the corresponding SKAMs as supervisors.
4. Enter the corresponding user (from Administration - User) for each SKAM under Basic configuration - Employee - User.
5. Do not assign any users to the sales manager under Basic configuration - Employee, as this person should have unrestricted access as the highest hierarchy level.

Revision #7
Created 2026-08-31 10:39:35 UTC by n8n
Updated 2026-09-02 15:05:18 UTC by n8n