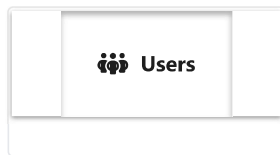# Users

The **Users** screen in Manager.io allows administrators to manage user accounts effectively. This feature is crucial for businesses looking to delegate accounting tasks while restricting access to sensitive business data.
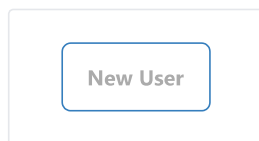
Administrators can:

- **Add**, **edit**, or **remove** users.
- **Assign specific roles or permissions** to users.
- Control access to different sections of the accounting data.

👥 **Users**

Creating a New User

To create a new user in Manager.io:

1. Navigate to the **Users** screen.

2. Click the **New User** button.

New User

3. Fill in the user's details and assign the appropriate user type.

   For more information, see **User — Edit**.

User Types

When creating a new user, you can choose between:

- **Administrator**: Grants the user full access to the system, encompassing all businesses and other users.

- **Restricted User**: Limits the user's access to specific businesses and data.

Configuring User Permissions

If you create a **Restricted User**, their username will display the list of businesses they can access. To configure their permissions for a specific business:
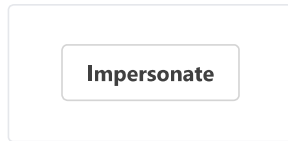
1. Click on a business listed under the user's username.

2. Adjust the user's permissions for that business as needed.

   For more information, see **User Permissions — Edit**.

Impersonating a User

After setting up a restricted user, you can verify their access by using the **Impersonate** feature:

1. Click the **Impersonate** button next to the user's name.

   Impersonate

   This action will log you into their account immediately, allowing you to experience the system as they would.

Logging Out of an Impersonated Account

To log out of the impersonated user's account:

1. Click the **Logout** button located in the top-right corner.

By effectively managing users and their permissions, you can ensure that each team member has appropriate access to the accounting data they need, while maintaining the security and integrity of your business information.