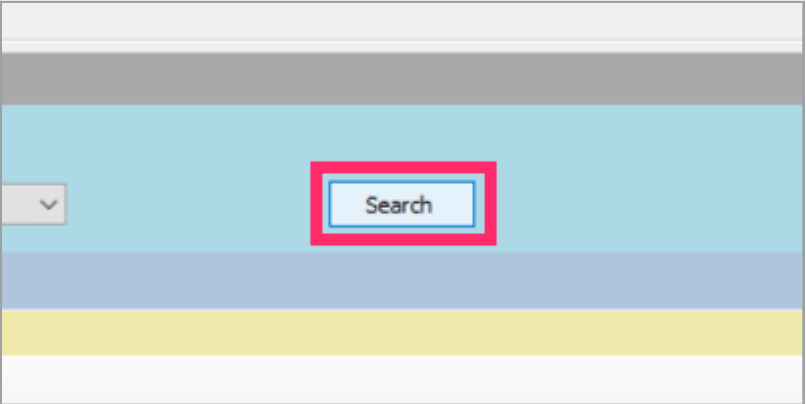|		
1	Dynamic Budgets User Guide for Map Users to Companies	**DYNAMIC** BUDGETS **User Guide** **for** **Map Users to Compa**
2	Click on Users Management.	nagement Allocations Payroll Users Management
3	Click on Map Users to Companies.	Import Active Directory Users Import Custom Users Map Users to Companies Assign User Permissions User Permissions Report
4	Click on the Company DB dropdown menu. Select a company. In this example, select all.	Map Users to Companies **Map Users to Companies** CompanyDB \<all\> \<all\> THREE TWO FirstName UserID Save User Companies Create New User Autosync will automatically add all OrgUnits and all role permissions to t

5 Click on Search.

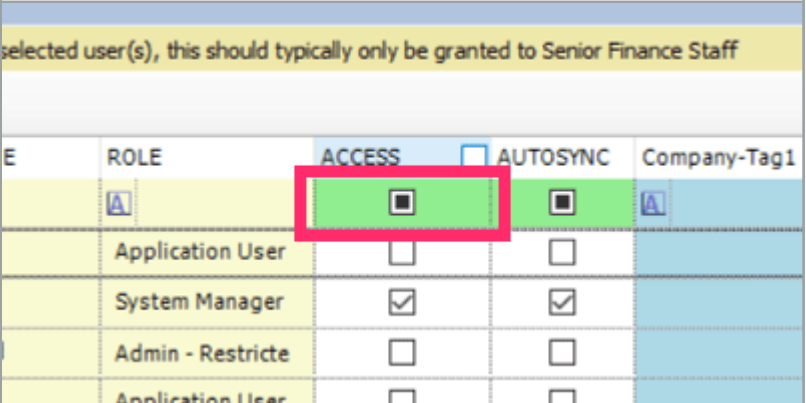**6** Click in box. When it turns black, it will display who has system ACCESS with a check mark. Click again (box will be clear) to remove ACCESS from everyone listed.
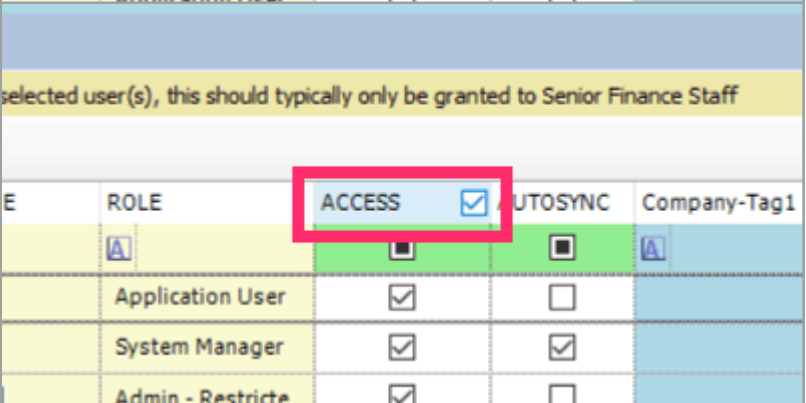
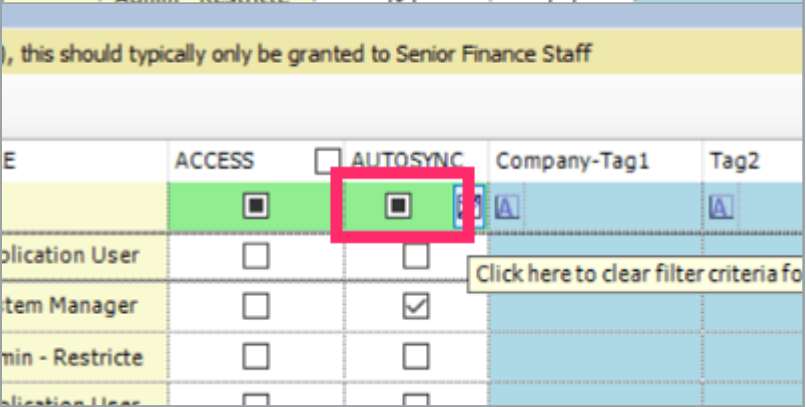**7** Click in the box. When check mark appears, this gives everyone system ACCESS.

8 Click in box. When it turns black, it will display who has AUTOSYNC within the system. Click again (box will be clear) to remove AUTOSYNC from everyone listed.

👁	**Note:** Autosync allows those with this option to automatically have access to all of the orgunits or departments added to the system.

9

🖱	Click in the box. When check mark appears, this gives everyone system AUTOSYNC.

10

🖱	Click on the X to close.

11

🖱	That's It. You're Done.

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