Set Commercial Contact

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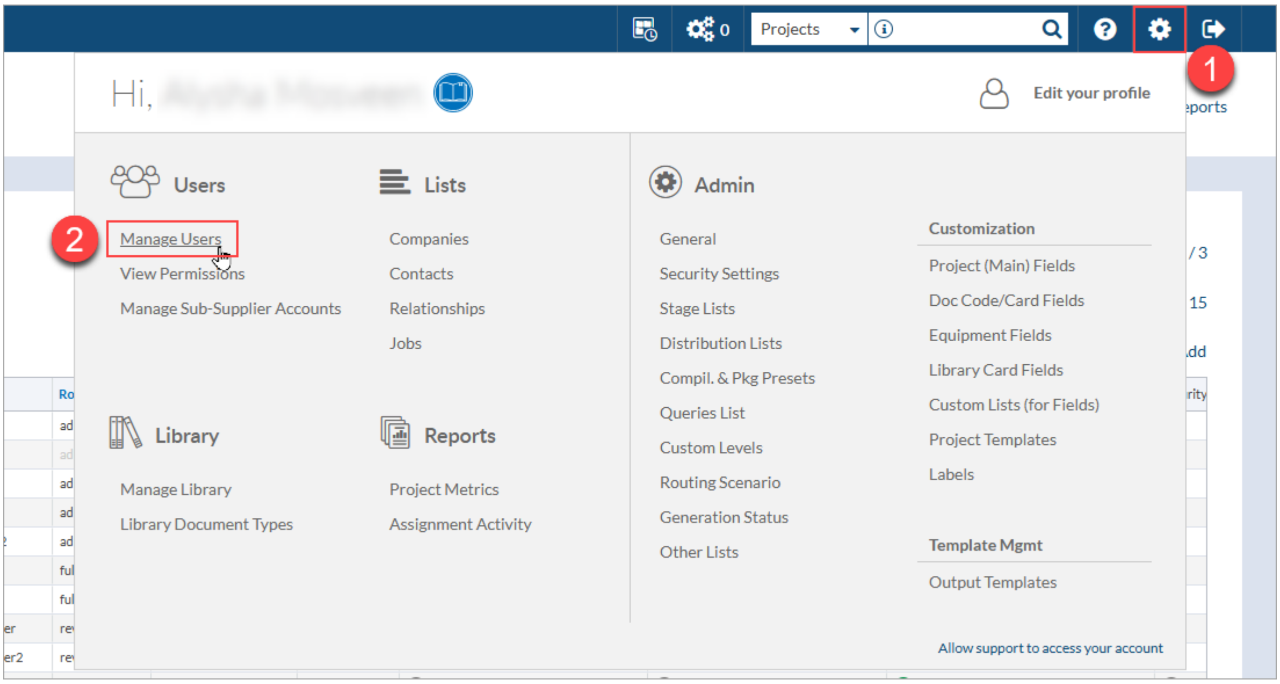
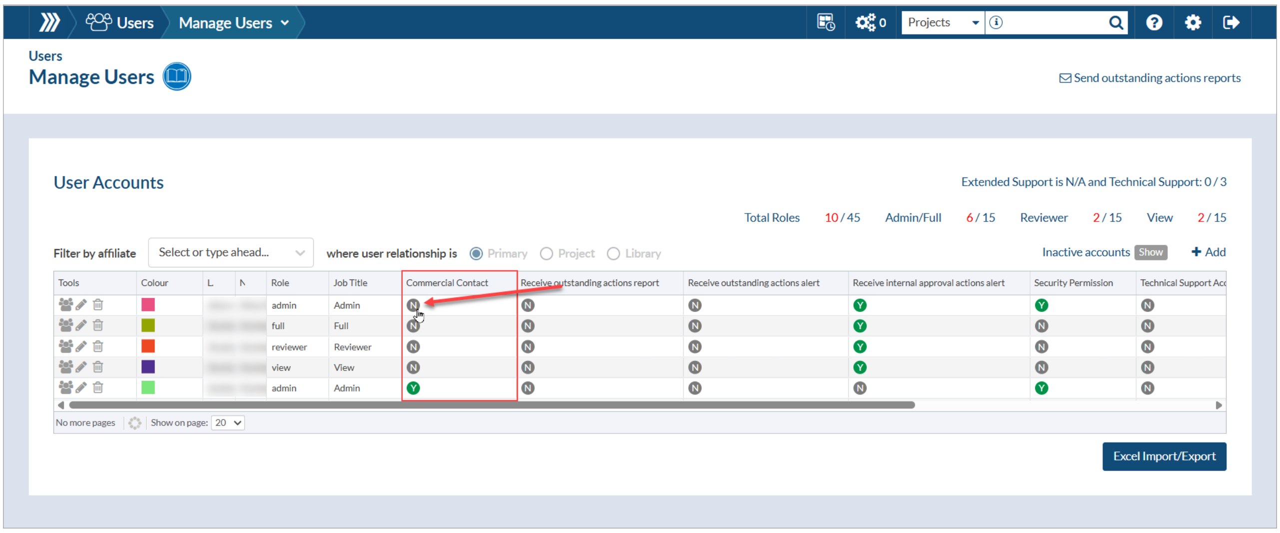
The user responsible for the contract-related activates (e.g., adding additional user licenses, contract renewals, etc.) should be set as a commercial contact. Flagging a user as the commercial contacts allows the DocBoss team to accept and action billing-related requests from them.

Set commercial contact

To set a user as the commercial contact, navigate to **System Menu > Users > Manage Users.**



From the User Accounts grid, scroll to the "Commercial Contact" column and click the "N" symbol for the user being set as the commercial contact. Because only one user can be designated as the commercial contact, a prompt will appear to confirm the change from one user to another.



Note: Setting the commercial contact can only be completed by an admin user with **security permissions** (see article: Enable Security Permission for a User)