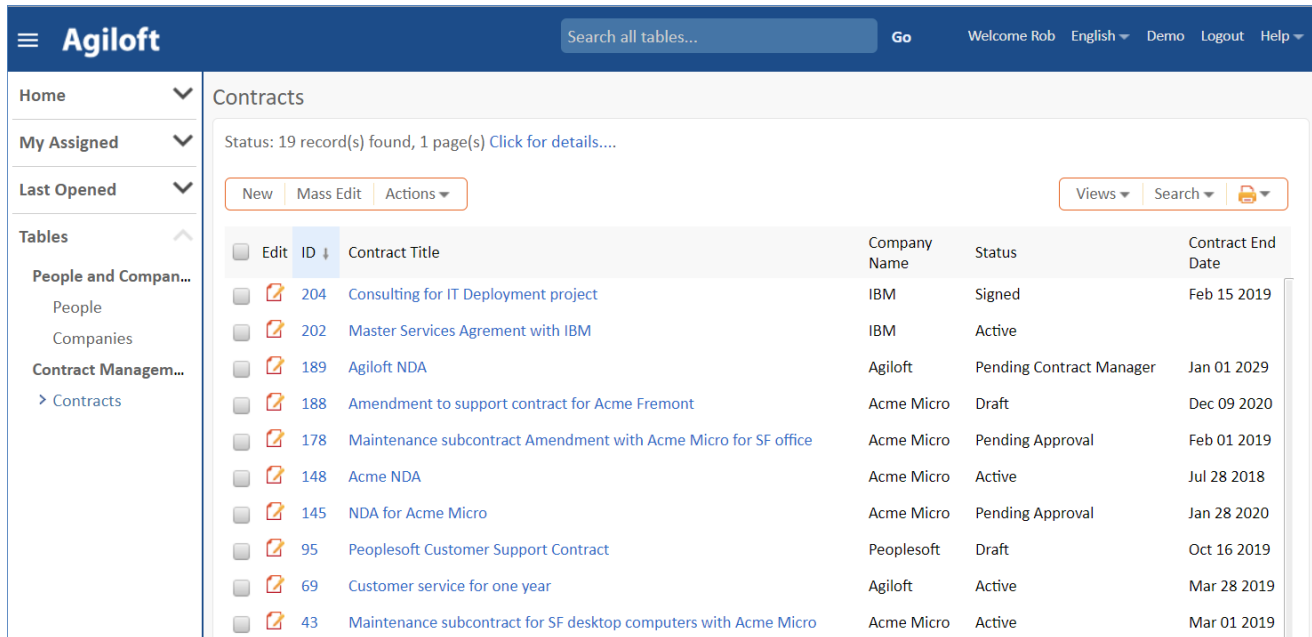


Power User Guide

Power users - those using one of the [Power license types](#) - access the full interface of Agiloft, where they can manage features such as Dashboards and Reports, and view and edit all the records in a table, depending on their user permissions.



The screenshot shows the Agiloft web interface. The top navigation bar includes the Agiloft logo, a search bar for all tables, and user information (Welcome Rob, English, Demo, Logout, Help). The left sidebar contains navigation options: Home, My Assigned, Last Opened, Tables, People and Companies, and Contract Management. The main content area displays a table of contracts with columns for ID, Contract Title, Company Name, Status, and Contract End Date. The table contains 10 rows of contract data.

| ID | Contract Title | Company Name | Status | Contract End Date |
|-----|--|--------------|--------------------------|-------------------|
| 204 | Consulting for IT Deployment project | IBM | Signed | Feb 15 2019 |
| 202 | Master Services Agreement with IBM | IBM | Active | |
| 189 | Agiloft NDA | Agiloft | Pending Contract Manager | Jan 01 2029 |
| 188 | Amendment to support contract for Acme Fremont | Acme Micro | Draft | Dec 09 2020 |
| 178 | Maintenance subcontract Amendment with Acme Micro for SF office | Acme Micro | Pending Approval | Feb 01 2019 |
| 148 | Acme NDA | Acme Micro | Active | Jul 28 2018 |
| 145 | NDA for Acme Micro | Acme Micro | Pending Approval | Jan 28 2020 |
| 95 | Peoplesoft Customer Support Contract | Peoplesoft | Draft | Oct 16 2019 |
| 69 | Customer service for one year | Agiloft | Active | Mar 28 2019 |
| 43 | Maintenance subcontract for SF desktop computers with Acme Micro | Acme Micro | Active | Mar 01 2019 |

The topics in this section of the help will enable a power user to set up the most important aspects of their daily workflow. This includes:

- [Changing table views](#)
- [Using keyboard shortcuts](#)
- [Editing and mass editing records](#)
- [Configuring dashboards and reports](#)
- [Managing files](#)
- [Managing records](#)

Assigning Power User Roles

Power user roles may be assigned to employees who should have high-level access to certain records. For example, in contract management an end user may submit a contract via the End User Interface. The Power User might be the contract owner or approver, who would access the Contracts table and make changes to bring it through the approval process.

A power user may also be a system administrator, and have access to the full Setup menu. This would enable them to do some of the following tasks:

- Manage [tables](#), [fields](#), [rules](#), and [data conversions](#)
- Configuring [security](#) and [user permissions](#)
- Set up system [access](#)
- Design the [look and feel](#) of the interface
- [Integrate](#) the system with third party software
- Configure elements of the system such as [global variables](#) and [KB time](#)

For more information on administrator functions, see the [Administrator Guide](#) section of the help.