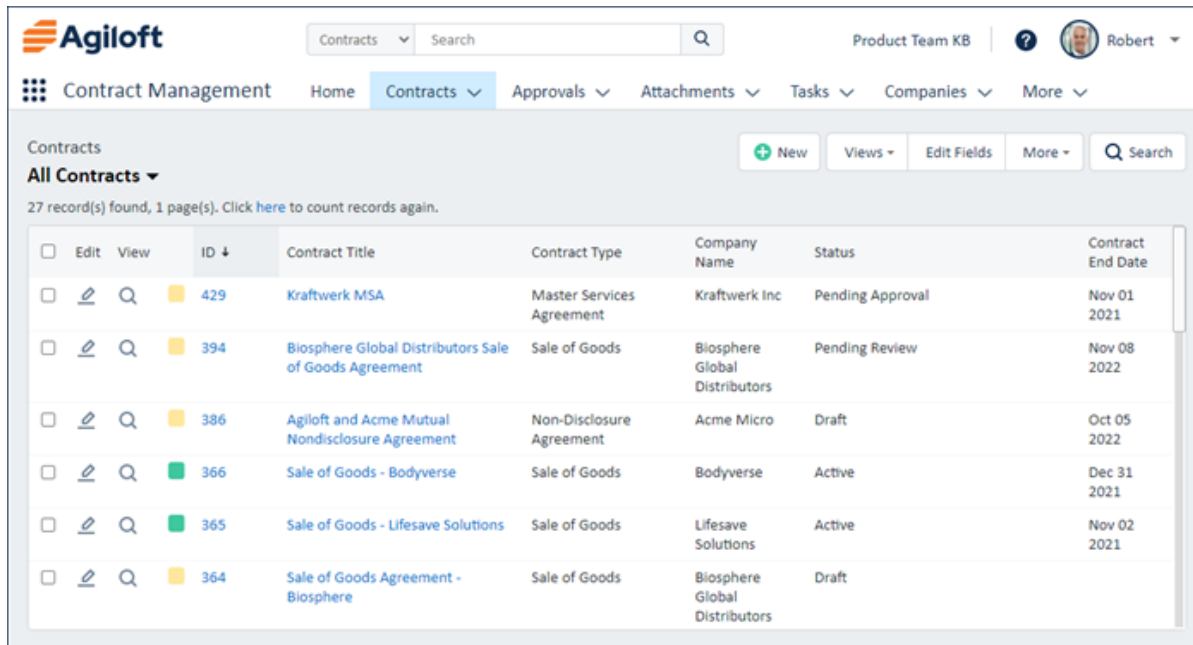


Power User Guide

Power users 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 interface for the 'Contracts' table. At the top, there's a navigation bar with the Agiloft logo, a search bar, and a user profile for 'Robert'. Below this is a secondary navigation bar with tabs for 'Contract Management', 'Home', 'Contracts' (selected), 'Approvals', 'Attachments', 'Tasks', 'Companies', and 'More'. The main content area is titled 'Contracts' and shows 'All Contracts' with a dropdown. It indicates '27 record(s) found, 1 page(s)' and provides a link to 'Click here to count records again.' Below this is a table with columns: ID, Contract Title, Contract Type, Company Name, Status, and Contract End Date. The table contains seven rows of contract data.

ID	Contract Title	Contract Type	Company Name	Status	Contract End Date
429	Kraftwerk MSA	Master Services Agreement	Kraftwerk Inc	Pending Approval	Nov 01 2021
394	Biosphere Global Distributors Sale of Goods Agreement	Sale of Goods	Biosphere Global Distributors	Pending Review	Nov 08 2022
386	Agiloft and Acme Mutual Nondisclosure Agreement	Non-Disclosure Agreement	Acme Micro	Draft	Oct 05 2022
366	Sale of Goods - Bodyverse	Sale of Goods	Bodyverse	Active	Dec 31 2021
365	Sale of Goods - Lifesave Solutions	Sale of Goods	Lifesave Solutions	Active	Nov 02 2021
364	Sale of Goods Agreement - Biosphere	Sale of Goods	Biosphere Global Distributors	Draft	

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.