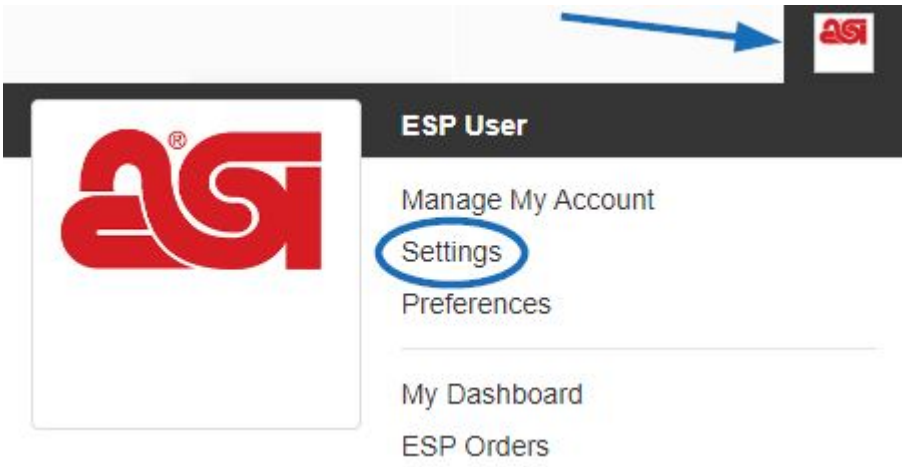
ESP Admin Controls

Wendy Dujmovic - 2022-10-19 - ESP Admin

Within ESP, there are specific features available to the administrators of the company.

To access these administrative tools, log into ESP Web. Then, click on the avatar (user icon) and select Settings.



As an administrator, you are able to:

- Import Company and Contact Data
- Notifications
- Establish Relationships between Companies and Contacts
- Create Sales Teams
- Manage Users
- Set Default Visibility
- Update Company Profile
- Set Email Defaults
- Design Sales Documentation
- Establish Sales Tax Rates
- Integration with QuickBooks
- Document Numbers
- Order Status
- Default Tasks

If you do not have all of these options, the primary contact at your company will need to contact ASI Technical Product Support to have you added as an administrator.