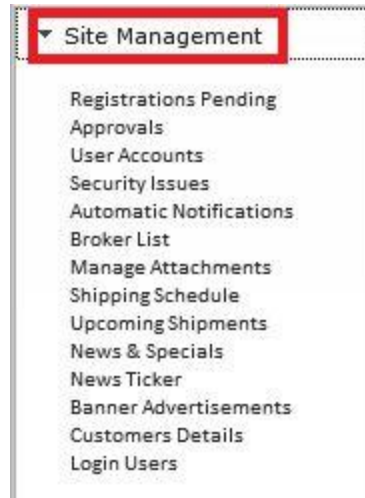
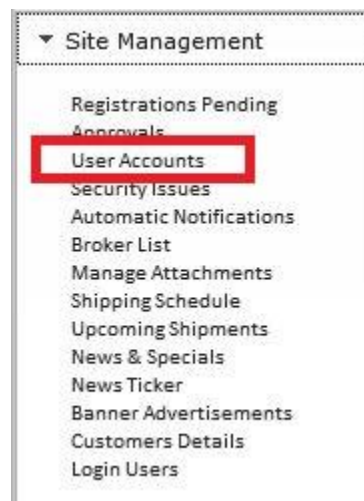


How to add a user to ETF/ how to change the access group of a user

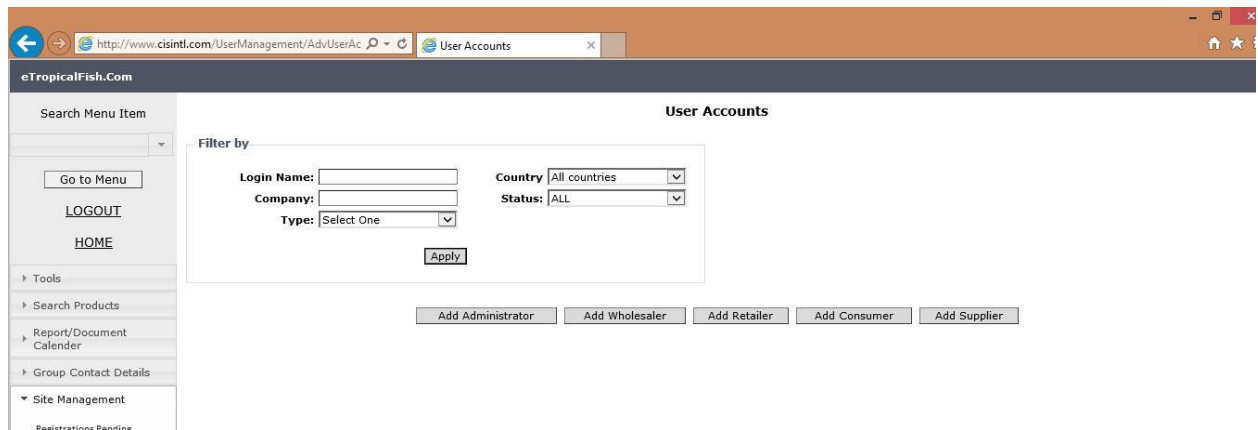
01. Go to the '**Site Management**' main menu



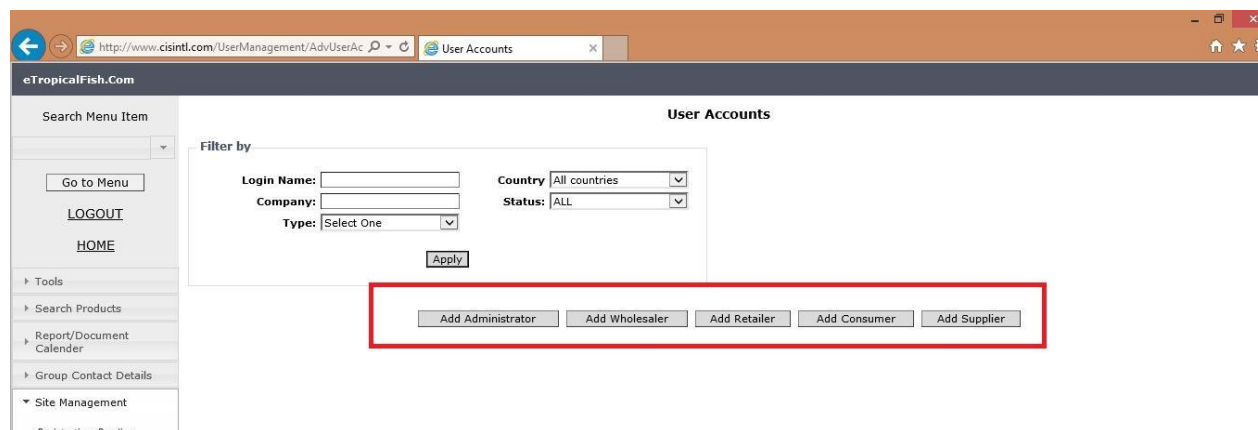
02. Go to the '**User Accounts**' sub menu.



03. Then the following page will appear



04. If the user is an administrator click on '**Add Administrator**', if he/she is a wholesaler click on '**Add Wholesaler**', if he/she is a retailer click on '**Add Retailer**', if he/she is a consumer click on '**Add Consumer**' or else click on '**Add Supplier**'.



05. When the '**Add Administrator**' is clicked the following screen will appear.

Add Administrator

Account Info

*Login:

*Password:

*Confirm Password:

Role:

System Administrator

*Company Name:

Owner Contact Info

*First Name:

*Last Name:

*E-mail:

*Phone (in format 999-555-5555):

*Cell Phone (in international format):

*Home Phone:

*Fax:

Alternate Fax:

Web Site:

http://

Add User

Back

06. Enter the following details,
- Login name
 - Password
 - Confirm Password
 - Company Name
 - First Name
 - Last Name
 - Email
 - Phone
 - Cell Phone
 - Home Phone
 - Fax
07. Then click on '**Add User**' button.

Add Administrator

Account Info

*Login:

*Password:

*Confirm Password:

Role:

System Administrator

*Company Name:

Owner Contact Info


*First Name:

*Last Name:

*E-mail:

*Phone (in format 999-555-5555):

*Cell Phone (in international format):



*Home Phone:

*Fax:

Alternate Fax:

Web Site:

http://

Add User

Back

08. If the user is not an administrator search for the login name in **'Login Name'** and click on **'Apply'**.

User Accounts

Filter by

Login Name:

amalka

Country:

All countries

Company:

Status:

ALL

Type:

Select One

Apply

Add Administrator

Add Wholesaler

Add Retailer

Add Consumer

Add Supplier

09. Then the relevant data will appear in a grid as below.

User Accounts

Filter by

Login Name:
 Country:

Company:
 Status:

Type:

Login Name	Vendor #	Company	Registration Date	Account Type	Status	Action
indikam		Teknowledge Shared Services	9/18/2014	Administrator	Active [suspend Delete]	View info Security rules Permissions

10. Click on the '**Permissions**' link under '**Action**' section and remove '**Site Management**' and other relevant options from him/her

Login: amalkaw

Section	Yes	No
Pricing & Costing Matrix	<input checked="" type="radio"/>	<input type="radio"/>
Sales & Customer Management	<input checked="" type="radio"/>	<input type="radio"/>
Purchasing & Supplier Management	<input checked="" type="radio"/>	<input type="radio"/>
Product Management	<input checked="" type="radio"/>	<input type="radio"/>
Site Management	<input checked="" type="radio"/>	<input type="radio"/>
Management Reports	<input checked="" type="radio"/>	<input type="radio"/>
Consumer Management	<input checked="" type="radio"/>	<input type="radio"/>

if he/ she is not an administrator.

11. When the user is added to the system he/she should be added to the group. To add him to the user should select '**Manage User Groups**' tab in '**Access Control**' tab. Then the following page will appear.

Manage Group Users

Login Name

Login Name

-- Select --



12. Then type the user name who should be added to the group and

Login Name

	Login Name	Company	Registered	Group Code
Select	amalkaw	CIS INTL	5/29/2013 2:58:49 AM	ADMIN

Login Name

-- Select --



click on select. Then the login name will appear in a grid as below.

13. From that user should click on the '**Select**' button so the Login Name will appear in the '**Login Name**' gray color text box.

Manage Group Users

Login Name

	Login Name	Company	Registered	Group Code
Select	amalkaw	CIS INTL	5/29/2013 2:58:49 AM	ADMIN

Login Name

-- Select --



14. From the drop down select the group to which the user should be added and click on change user group to change the access group of the user.

Manage Group Users

Login Name

	Login Name	Company	Registered	Group Code
Select	amalkaw	CIS INTL	5/29/2013 2:58:49 AM	ADMIN

Login Name

General User Group

▼

Add Group

Change User Group

