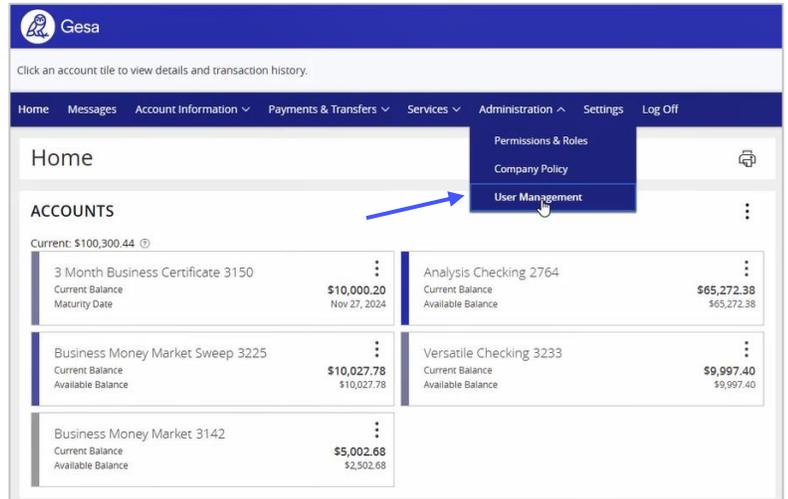


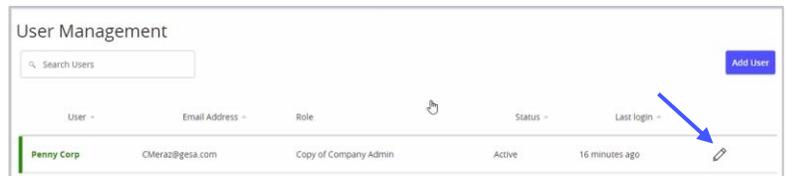


Managing Existing Online Users

1. Select the "Administration" menu, and then select "User Management".

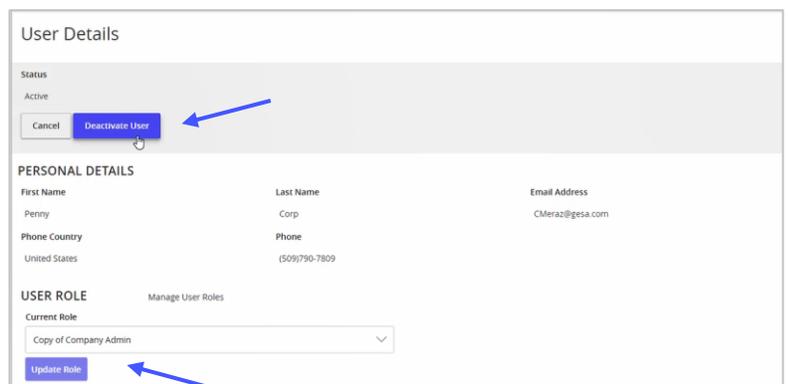


2. Click on the pencil icon next to the user you wish to edit.



3. One of three update actions may be made to an existing user:

- Select "Deactivate User" to prevent a user from logging in without completely deleting the user.
- Select the "User Role" drop-down menu to update the "User Role" for a user. Click "Update Role" upon completion.
- Select the "Delete" button to permanently delete the online user. This action cannot be undone.



NOTE: The User Role update will go into effect upon the user's subsequent log on after the change has been made.



Creating New Online Users

1. Click the "Add User" button.

User Management

Search Users

User	Email Address	Role	Status	Last login
Penny Corp	CMeraz@gesa.com	Copy of Company Admin	Active	16 minutes ago

Add User

2. Complete all fields.

3. Click the "Save New User Detail" button when done.

NOTE: Reference the User Roles set up guide for assistance with setting up a User Role.

New User Details

PERSONAL DETAILS

First Name Last Name Email Address

Phone Country Phone

LOGIN DETAILS

Login ID Password Confirm Password

User Role

Unassigned

Discard New User Details Save New User Details