Andi-Co Online Shopping How to create a new user

Andi-Co Australia Pty. Ltd.

When moving through the fields use the TAB key, do not press ENTER. Once all information is entered proceed as indicated



	Search For :		 Contair 	Starts With Search
screen to the right will appear in your et browser window.	First Name Sample	Surname User	Login ID YourCode-admin	Customer Code 600601
create a new user press the 'New' n.	Modi (v : New :)e 3 records (1 page)	elete		1
		Login ID : YourCod	e-admin	
	F	First Name : YourCod	e-admin	
		Surname : YourCode	e-admin	
		Password :		
	Confirm	Password :		
	Notification Ema	ail Address : sale@	andico.com.au	
	Allow Selection of O	Other Users : Yes		

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• The screen to the right will appear. In the 'Login ID' area your store code number will automatically appear followed by the dash (-).

• In this example Sally is the new store member having her account created.

Search For :		Contai	ns O Starts With	Search	
First Name	sSurname	Login ID	Custome	r Code	
Sample	User	YourCode-admin	600601		
Modify : New : D records. (1 page)	Delete : MultipleAcco	ounts : Cancel : OK		1	
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Modify : New : [3 records. (1 page)	Delete : MultipleAcco Login ID : YourC First Name : Surname : Password : m Password :	ounts : Cancel : OK		1]]]	
Modify : New : D 3 records. (1 page) Confirm Notification En	Delete : MultipleAcco Login ID : YourC First Name : Password : m Password : mail Address :	ounts : Cancel : OK		1]]]]	

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 All user names must be created using the prefix, which in this example is 'YourCode-'.

• All stores will be given a store number followed by a dash (-). This will become your permanent prefix for all store members.

• If the prefix is not allowed the warning window will pop up as shown to the right.



 Once the prefix has been set, the new account holders 'First Name' and 'Surname' must be filled in.

• A password does not need to be entered in at this point, the account holder will be prompted to always create a new password when they log in for the first time.

• Allow Selection of Other Users: if ticked, this box will allow the new account holder to switch between users once logged in. They can then place sale orders for other store users. If not ticked, the user can only place sales orders for themself.

Search For	ra	 Contai 	ns OStarts With	Search
Sample	t Name Surnam User	e Login ID YourCode-admin	Custome 600601	er Code
		Once all deta	ails have b	been
		filled in press	the 'Ok' b	utton
\searrow		k	_	
S. redords. (1	New : Delete : MultipleAc I page)	counts : Cancel : OK		1
	Eirst Name Sall	rCode-Sally		
	Surname Smi	r th		
	Password :			
	Confirm Password :			
	tion Email Address			

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• Your Internet browser screen will refresh to display 'Sally Smith' under the users listing.

• Account users personal details and account access can be changed at anytime using the 'Modify' button.

First Name	Surname	Login ID	Customer Code
Test	Admin	YourCode-Admin	650601
O Tom	Johnson	YourCode-Tom	650601
Sally	Smith	YourCode-Sally	650601
Modify · New · D	elete :		
4 recorde. (1 page)	Login ID : Your	Code-Admin	1
4 recorde: (1 page)	Login ID : Your First Name : Test	Code-Admin	1
A recorde (1 page)	Login ID : Your First Name : Test Surname : Adm	Code-Admin in	1
A recorde (1 page)	Login ID : Your First Name : Test Surname : Adm Password :	Code-Admin in	1 Enter the users's surname
Confirm	Login ID : Your First Name : Test Surname : Adm Password : n Password :	Code-Admin in	1 Enter the users's surname

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