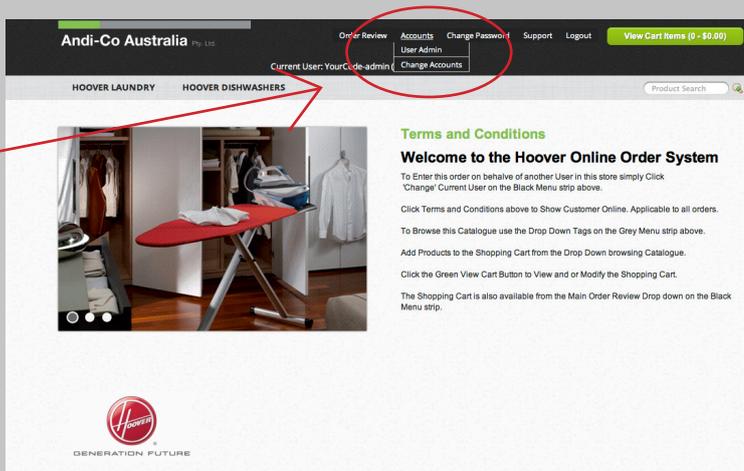


When moving through the fields use the TAB key, do not press ENTER. Once all information is entered proceed as indicated

To create new users under the administration tab, please follow steps as show below:

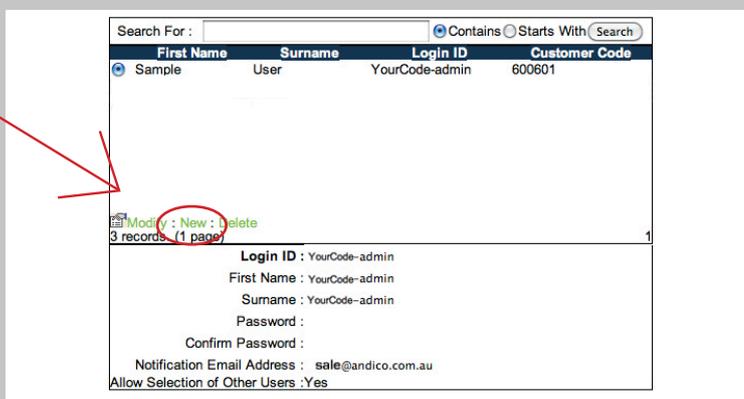
(1)

- To create a new store user go to the drop down menu under 'Accounts' then 'User Admin'.



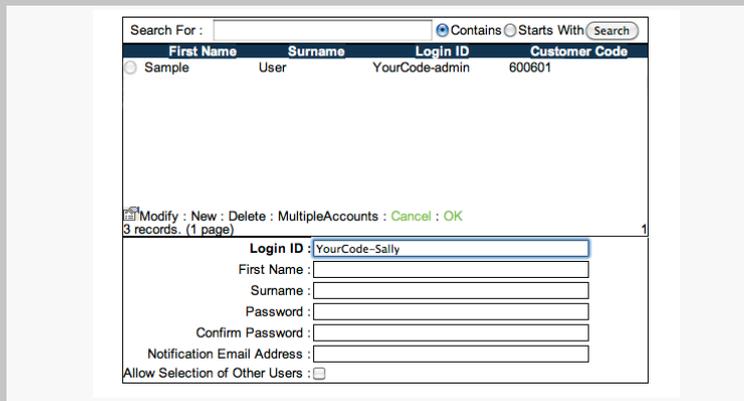
(2)

- The screen to the right will appear in your Internet browser window.
- To create a new user press the 'New' button.



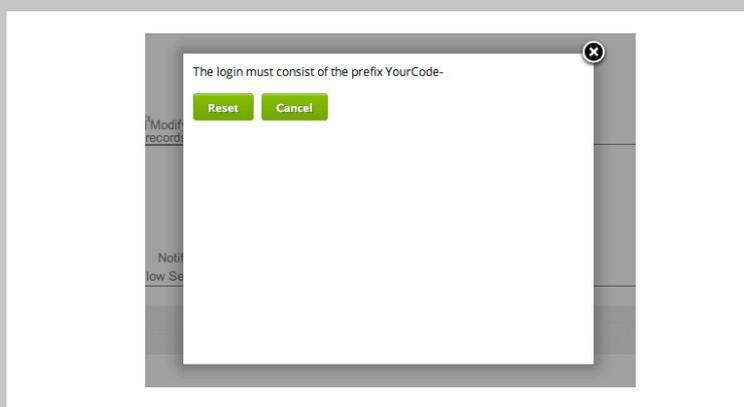
(3)

- 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.



(4)

- All user names must be created using the prefix, which in this example is 'YourCode-'. If the prefix is not allowed the warning window will pop up as shown to the right.
- All stores will be given a store number followed by a dash (-). This will become your permanent prefix for all store members.



(5)

- 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 themselves.

Search For : Contains Starts With Search

First Name	Surname	Login ID	Customer Code
<input type="radio"/> Sample	User	YourCode-admin	600601

Modify : New : Delete : MultipleAccounts : Cancel : OK

Records (1 page)

Login ID : YourCode-Sally

First Name : Sally

Surname : Smith

Password :

Confirm Password :

Notification Email Address :

Allow Selection of Other Users :

Once all details have been filled in press the 'Ok' button

(6)

- 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.

Search For : Contains Starts With Search

First Name	Surname	Login ID	Customer Code
<input checked="" type="radio"/> Test	Admin	YourCode-Admin	650601
<input type="radio"/> Tom	Johnson	YourCode-Tom	650601
<input type="radio"/> Sally	Smith	YourCode-Sally	650601

Modify : New : Delete :

Records (1 page)

Login ID : YourCode-Admin

First Name : Test

Surname : Admin

Password :

Confirm Password :

Notification Email Address : test@andico.com.au

Allow Selection of Other Users : Yes

Enter the users's surname