



User Guide for Adding a New User

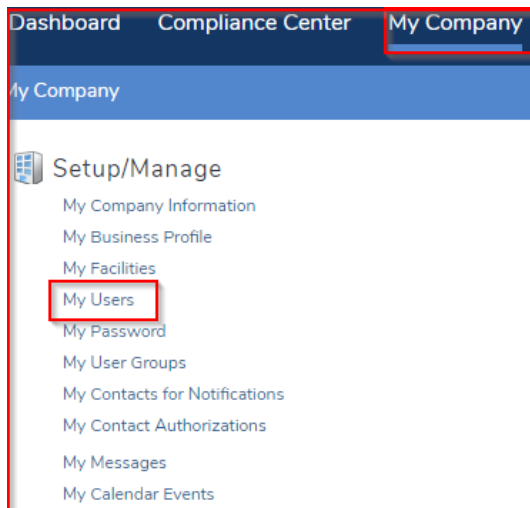
This guide is designed to show users how to add a new user into their supplier grouping and to update existing user's information.

If there are no available users at your company, please email support@repositrak.com to be added as a user. Then, the remaining users can be added through the steps in this document.

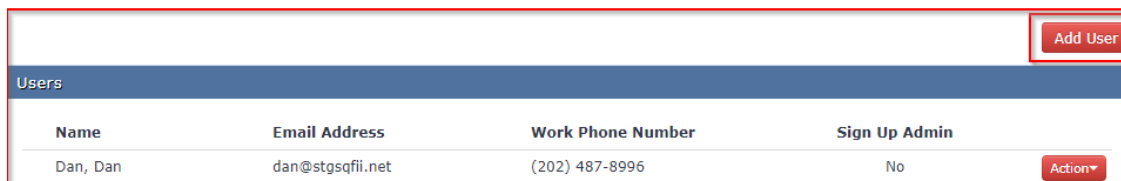
Adding and Updating Users

Login to ReposiTrak

Click on the “My Company” tab, and then “My Users”.



To add a new user, please click on the “add user” button.



Fill in the required information and save.

A screenshot of the 'User Details' form. The form fields are: First Name, Last Name, Email Address, Department (dropdown menu), Title (dropdown menu), Work Phone (with Ext. field), Address (multiple lines), City, Country (dropdown menu), and Postal Code. There are two checkboxes: 'Is Corporate Administrator' and 'Is Authorized To Item & Cost'. Below the form is the 'User Authorizations' section with an 'Authorization Type' dropdown menu. A 'Save' button is located at the bottom right.

Adding and Updating Users

Please note the “User Authorizations” section. This section should be used to set which facilities a user would like to receive notification for. Please select “Facilities” and choose the appropriate selections.

User Authorizations

Authorization Type: Facilities

Show Selected Only

Name: Apply

Facilities	Used For Notifications
000001 - CCC Pilot company 1	<input type="checkbox"/>
2 - CB Excel Training Company	<input type="checkbox"/>
000002 - CCC Pilot company 2	<input type="checkbox"/>
3 - CB Excel Example Company	<input type="checkbox"/>
000003 - CCC Pilot company 3	<input type="checkbox"/>
Payment Test - Payment Test Company / as - aSD	<input type="checkbox"/>
Central - Central Site Template / Sub - Sub-site template	<input type="checkbox"/>
test - test	<input type="checkbox"/>
10006 - BBB PILOT FACILITY 6	<input type="checkbox"/>
12123 - warehouse testing	<input type="checkbox"/>

1 of 4 (38) Next Page Last Page Go To Page:

Save

Other functions are available while on the “My Users” page.

Tester, Wade wtester@dtest11.com (281) 330-8004 No Action

- Manage/Update**
 - Update User
 - Delete User
 - Update Images
 - Reset Password for User
- Authorizations**
 - Make User Sign Up Administrator
- Miscellaneous**
 - Audit Trail

Adding and Updating Users

First, you have the ability to update your information by selecting “Update User”.

The screenshot shows a web form titled "User Details" for a user named Wade Tester. The form contains the following fields and options:

- First Name: Wade
- Last Name: Tester
- Email Address: wtester@dttest11.com
- Department: Real Estate (dropdown)
- Title: Chairman/CEO/President (dropdown)
- Work Phone: 2813308004, Ext: (empty)
- Address: 1st St (with two additional empty lines below)
- City: Tucson
- Country: United States (dropdown)
- State/Province: Arizona (dropdown)
- Postal Code: 85719
- Is Corporate Administrator:
- Is Authorized To Item & Cost:

Below the form is a section titled "User Authorizations" with an "Authorization Type" dropdown menu set to "Not Selected". A "Save" button is located at the bottom right of the form.

Second, you can reset the password for another user and the notification below will be displayed.

The screenshot shows a notification dialog box titled "User: Tester, Wade". The notification text reads:

Notification!
Random Password: 36681373
User Must Change Password at Next Logon

A "Save" button is located at the bottom left of the dialog box.

Can change the sign up administrator

The screenshot shows a confirmation dialog box titled "Confirmation". The text inside reads:

Are you sure you want to make Wade Tester sign up administrator?
Press the Yes button to continue or No button to return to the previous page.

At the bottom, there are two buttons: "Yes" and "No".

Adding and Updating Users

Finally, the ability to delete a user is present.

