

Destwin Quick Reference
Console Version 1.3
How to change or add a customer's e-mail address
20-JUN-10

This Quick Reference Guide describes how to change an existing e-mail address or add a new e-mail address to a customer's account.

The screenshot shows the Destwin Dealer Management Console interface. The top navigation bar includes buttons for Admin Functions, Contract Mgmt, Risk Mgmt, Pricing, Payments, and Scheduler. A sidebar menu on the left lists various functions, with 'E-Mail' expanded to show 'Bulk Email', 'Email Management', and 'Password Mgmt.'. A yellow callout box labeled 'Step 1' points to the 'Password Mgmt.' option with the text 'Click on Password Mgmt.'. The main content area displays a table of contract data with columns for Date, Avg Price, Avg Fee, #, Volume, and Total. The table shows data for various dates in 2010, with the most recent entry being 2010-06-14.

Destwin Dealer Management Console
Web tools for the Oil & Propane Client F

From: 1 week ago To: R

Date	Avg Price	Avg Fee	#	Volume	Avg Price	Avg Fee	Total	Daily
2010-06-14	2.634	0.211	1	0	2.634	0.211	0	
2010-06-13	2.634	0.211	1	0	2.634	0.211	0	
2010-06-12	2.634	0.211	1	0	2.634	0.211	0	
2010-06-11	2.634	0.211	1	0	2.634	0.211	0	
2010-06-10	2.634	0.211	1	0	2.634	0.211	0	
2010-06-09	2.634	0.211	1	0	2.634	0.211	0	
2010-06-08	2.634	0.211	1	0	2.634	0.211	0	
2010-06-07	2.634	0.211	1	0	2.634	0.211	0	
2010-06-06	2.634	0.211	1	0	2.634	0.211	0	
2010-06-05	2.634	0.211	1	0	2.634	0.211	0	
2010-06-04	2.634	0.211	1	0	2.634	0.211	0	
2010-06-03	2.634	0.211	1	0	2.634	0.211	0	
2010-06-02	2.634	0.211	1	0	2.634	0.211	0	
2010-06-01	2.634	0.211	1	0	2.634	0.211	0	
2010-05-31	2.634	0.211	1	0	2.634	0.211	0	
2010-05-30	2.634	0.211	1	0	2.634	0.211	0	
2010-05-29	2.634	0.211	1	0	2.634	0.211	0	
2010-05-28	2.634	0.211	1	0	2.634	0.211	0	
2010-05-27	2.634	0.211	1	0	2.634	0.211	0	
2010-05-26	2.634	0.211	1	0	2.634	0.211	0	
2010-05-25	2.634	0.211	1	0	2.634	0.211	0	
2010-05-24	2.634	0.211	1	0	2.634	0.211	0	
2010-05-23	2.634	0.211	1	0	2.634	0.211	0	
2010-05-22	2.634	0.211	1	0	2.634	0.211	0	
2010-05-21	2.634	0.211	1	0	2.634	0.211	0	
2010-05-20	2.634	0.211	1	0	2.634	0.211	0	
2010-05-19	2.634	0.211	1	0	2.634	0.211	0	
2010-05-18	2.634	0.211	1	0	2.634	0.211	0	
2010-05-17	2.634	0.211	1	0	2.634	0.211	0	
2010-05-16	2.634	0.211	1	0	2.634	0.211	0	
2010-05-15	2.634	0.211	1	0	2.634	0.211	0	
2010-05-14	2.634	0.211	1	0	2.634	0.211	0	
2010-05-13	2.634	0.211	1	0	2.634	0.211	0	
2010-05-12	2.634	0.211	1	0	2.634	0.211	0	
2010-05-11	2.634	0.211	1	0	2.634	0.211	0	
2010-05-10	2.634	0.211	1	0	2.634	0.211	0	
2010-05-09	2.634	0.211	1	0	2.634	0.211	0	
2010-05-08	2.634	0.211	1	0	2.634	0.211	0	
2010-05-07	2.634	0.211	1	0	2.634	0.211	0	
2010-05-06	2.634	0.211	1	0	2.634	0.211	0	
2010-05-05	2.634	0.211	1	0	2.634	0.211	0	
2010-05-04	2.634	0.211	1	0	2.634	0.211	0	
2010-05-03	2.634	0.211	1	0	2.634	0.211	0	
2010-05-02	2.634	0.211	1	0	2.634	0.211	0	
2010-05-01	2.634	0.211	1	0	2.634	0.211	0	
2010-04-30	2.634	0.211	1	0	2.634	0.211	0	
2010-04-29	2.634	0.211	1	0	2.634	0.211	0	
2010-04-28	2.634	0.211	1	0	2.634	0.211	0	
2010-04-27	2.634	0.211	1	0	2.634	0.211	0	
2010-04-26	2.634	0.211	1	0	2.634	0.211	0	
2010-04-25	2.634	0.211	1	0	2.634	0.211	0	
2010-04-24	2.634	0.211	1	0	2.634	0.211	0	
2010-04-23	2.634	0.211	1	0	2.634	0.211	0	
2010-04-22	2.634	0.211	1	0	2.634	0.211	0	
2010-04-21	2.634	0.211	1	0	2.634	0.211	0	
2010-04-20	2.634	0.211	1	0	2.634	0.211	0	
2010-04-19	2.634	0.211	1	0	2.634	0.211	0	
2010-04-18	2.634	0.211	1	0	2.634	0.211	0	
2010-04-17	2.634	0.211	1	0	2.634	0.211	0	
2010-04-16	2.634	0.211	1	0	2.634	0.211	0	
2010-04-15	2.634	0.211	1	0	2.634	0.211	0	
2010-04-14	2.634	0.211	1	0	2.634	0.211	0	
2010-04-13	2.634	0.211	1	0	2.634	0.211	0	
2010-04-12	2.634	0.211	1	0	2.634	0.211	0	
2010-04-11	2.634	0.211	1	0	2.634	0.211	0	
2010-04-10	2.634	0.211	1	0	2.634	0.211	0	
2010-04-09	2.634	0.211	1	0	2.634	0.211	0	
2010-04-08	2.634	0.211	1	0	2.634	0.211	0	
2010-04-07	2.634	0.211	1	0	2.634	0.211	0	
2010-04-06	2.634	0.211	1	0	2.634	0.211	0	
2010-04-05	2.634	0.211	1	0	2.634	0.211	0	
2010-04-04	2.634	0.211	1	0	2.634	0.211	0	
2010-04-03	2.634	0.211	1	0	2.634	0.211	0	
2010-04-02	2.634	0.211	1	0	2.634	0.211	0	
2010-04-01	2.634	0.211	1	0	2.634	0.211	0	
2010-03-31	2.634	0.211	1	0	2.634	0.211	0	
2010-03-30	2.634	0.211	1	0	2.634	0.211	0	
2010-03-29	2.634	0.211	1	0	2.634	0.211	0	
2010-03-28	2.634	0.211	1	0	2.634	0.211	0	
2010-03-27	2.634	0.211	1	0	2.634	0.211	0	
2010-03-26	2.634	0.211	1	0	2.634	0.211	0	
2010-03-25	2.634	0.211	1	0	2.634	0.211	0	
2010-03-24	2.634	0.211	1	0	2.634	0.211	0	
2010-03-23	2.634	0.211	1	0	2.634	0.211	0	
2010-03-22	2.634	0.211	1	0	2.634	0.211	0	
2010-03-21	2.634	0.211	1	0	2.634	0.211	0	
2010-03-20	2.634	0.211	1	0	2.634	0.211	0	
2010-03-19	2.634	0.211	1	0	2.634	0.211	0	
2010-03-18	2.634	0.211	1	0	2.634	0.211	0	
2010-03-17	2.634	0.211	1	0	2.634	0.211	0	
2010-03-16	2.634	0.211	1	0	2.634	0.211	0	
2010-03-15	2.634	0.211	1	0	2.634	0.211	0	
2010-03-14	2.634	0.211	1	0	2.634	0.211	0	
2010-03-13	2.634	0.211	1	0	2.634	0.211	0	
2010-03-12	2.634	0.211	1	0	2.634	0.211	0	
2010-03-11	2.634	0.211	1	0	2.634	0.211	0	
2010-03-10	2.634	0.211	1	0	2.634	0.211	0	
2010-03-09	2.634	0.211	1	0	2.634	0.211	0	
2010-03-08	2.634	0.211	1	0	2.634	0.211	0	
2010-03-07	2.634	0.211	1	0	2.634	0.211	0	
2010-03-06	2.634	0.211	1	0	2.634	0.211	0	
2010-03-05	2.634	0.211	1	0	2.634	0.211	0	
2010-03-04	2.634	0.211	1	0	2.634	0.211	0	
2010-03-03	2.634	0.211	1	0	2.634	0.211	0	
2010-03-02	2.634	0.211	1	0	2.634	0.211	0	
2010-03-01	2.634	0.211	1	0	2.634	0.211	0	
2010-02-28	2.634	0.211	1	0	2.634	0.211	0	
2010-02-27	2.634	0.211	1	0	2.634	0.211	0	
2010-02-26	2.634	0.211	1	0	2.634	0.211	0	
2010-02-25	2.634	0.211	1	0	2.634	0.211	0	
2010-02-24	2.634	0.211	1	0	2.634	0.211	0	
2010-02-23	2.634	0.211	1	0	2.634	0.211	0	
2010-02-22	2.634	0.211	1	0	2.634	0.211	0	
2010-02-21	2.634	0.211	1	0	2.634	0.211	0	
2010-02-20	2.634	0.211	1	0	2.634	0.211	0	
2010-02-19	2.634	0.211	1	0	2.634	0.211	0	
2010-02-18	2.634	0.211	1	0	2.634	0.211	0	
2010-02-17	2.634	0.211	1	0	2.634	0.211	0	
2010-02-16	2.634	0.211	1	0	2.634	0.211	0	
2010-02-15	2.634	0.211	1	0	2.634	0.211	0	
2010-02-14	2.634	0.211	1	0	2.634	0.211	0	
2010-02-13	2.634	0.211	1	0	2.634	0.211	0	
2010-02-12	2.634	0.211	1	0	2.634	0.211	0	
2010-02-11	2.634	0.211	1	0	2.634	0.211	0	
2010-02-10	2.634	0.211	1	0	2.634	0.211	0	
2010-02-09	2.634	0.211	1	0	2.634	0.211	0	
2010-02-08	2.634	0.211	1	0	2.634	0.211	0	
2010-02-07	2.634	0.211	1	0	2.634	0.211	0	
2010-02-06	2.634	0.211	1	0	2.634	0.211	0	
2010-02-05	2.634	0.211	1	0	2.634	0.211	0	
2010-02-04	2.634	0.211	1	0	2.634	0.211	0	
2010-02-03	2.634	0.211	1	0	2.634	0.211	0	
2010-02-02	2.634	0.211	1	0	2.634	0.211	0	
2010-02-01	2.634	0.211	1	0	2.634	0.211	0	
2010-01-31	2.634	0.211	1	0	2.634	0.211	0	
2010-01-30	2.634	0.211	1	0	2.634	0.211	0	
2010-01-29	2.634	0.211	1	0	2.634	0.211	0	
2010-01-28	2.634	0.211	1	0	2.634	0.211	0	
2010-01-27	2.634	0.211	1	0	2.634	0.211	0	
2010-01-26	2.634	0.211	1	0	2.634	0.211	0	
2010-01-25	2.634	0.211	1	0	2.634	0.211	0	
2010-01-24	2.634	0.211	1	0	2.634	0.211	0	
2010-01-23	2.634	0.211	1	0	2.634	0.211	0	
2010-01-22	2.634	0.211	1	0	2.634	0.211	0	
2010-01-21	2.634	0.211	1	0	2.634	0.211	0	
2010-01-20	2.634	0.211	1	0	2.634	0.211	0	
2010-01-19	2.634	0.211	1	0	2.634	0.211	0	
2010-01-18	2.634							

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Web tools for the Oil & Propane Industry
Client: Fuel Demo

Admin FunctionsContract MgmtRisk MgmtPricingPaymentsScheduler

Manage Passwords

[Admin Home](#) > Manage Passwords

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- [View Help](#)
- [Add New User](#)

Status: Search for a user to update password.

Search for People by:

☐ Show All (remove search parameters)

☐ ID

☐ Name

☐ Username

☒ Account Number

Filter

No People Records Found.

Step 2
Search for the User whose e-mail address you want to change. You can search by any of the parameters shown. The recommended parameter is to search by customer account number since that is unique to each customer.

Done

Manage Passwords Screen


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Status: Search for a user to update password.

Search for People by:

- ☐ Show All (remove search parameters)
- ☐ ID
- ☐ Name
- ☐ Username
- ☒ Account Number

No People Records Found.

Step 3
Enter the Account Number, or applicable character string based on Step 2.

Step 4
Click on the Filter button to execute the search.

Done

Manage Passwords Screen

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Status: Search for a user to update password.

Search for People by:

- Show All (remove search parameters)
- ID
- Name
- Username
- Account Number

3744245

Filter

#	ID	Name	Username	Group	Email	Account Number	New Password	Submit
1	21192	A ROBERT BERNSTEIN	3744245	customers	sample@yahoo.com (add new one)	3744245	<input type="text"/>	<input type="button" value="Submit"/>

Displaying 1-1 of 1

Done

Manage Passwords Screen - after search.

Step 5 (to change the existing e-mail address)
Click on the e-mail address link to open a pop-up

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Status: Search for a user to update password.

Search for People by:

☐ Show All (remove search parameters)
☐ ID
☐ Name
☐ Username
☒ Account Number

3744245

Filter

#	ID	Name	Username	Group	Email	Account Number	New Password	Submit
1	21182	A ROBERT BERNSTEIN	3744245	customers	sample@yahoo.com rbdestwin@yahoo.com	3744245		Submit

Save Cancel

(add new one)

Displaying 1-1 of 1

Done

Steps 6 & 7 (to change the existing e-mail address)
 Enter in the replacement / new e-mail address and click on the Save button to accept.

Manage Passwords Screen - e-mail address in edit mode.

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Client: Fuel Demo

Admin Functions Contract Mgmt Risk Mgmt Pricing Payments Scheduler

Manage Passwords

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Status: Search for a user to update password.

Search for People by:

- ☐ Show All (remove search parameters)
- ☐ ID
- ☐ Name
- ☐ Username
- ☒ Account Number

3744245

Filter

#	ID	Name	Username	Group	Email	Account Number	New Password	Submit
1	21192	A ROBERT BERNSTEIN	3744245	customers	rbdestwin@yahoo.com (add new one)	3744245	<input type="text"/>	Submit

Displaying 1-1 of 1

Replacement e-mail address now recorded in system.

Done

Manage Passwords Screen - e-mail address after change is complete.

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Status: Search for a user to update password.

Search for People by:

☐ Show All (remove search parameters)
☐ ID
☐ Name
☐ Username
☒ Account Number

Filter

#	ID	Name	Username	Group	Email	Account Number	New Password	Submit
1	21192	A ROBERT BERNSTEIN	3744245	customers	<div> <div>rbdestwin@yahoo.com</div> <div>(add new one)</div> <div> <input type="text"/> </div> <div> Save Cancel </div> </div>	3744245	<input type="text"/>	Submit

Displaying 1-1 of 1

Step 5, 6, & 7 to add a new e-mail address

5. Click on (add new on link).

6. Enter new e-mail address in pop-up.

7. Click on Save.

Done

Manage Passwords Screen - pop-up to add new e-mail address.

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Status: Search for a user to update password.

Search for People by:

☐ Show All (remove search parameters)
☐ ID
☐ Name
☐ Username
☒ Account Number

3744245

Filter

#	ID	Name	Username	Group	Email	Account Number	New Password	Submit
1	21192	A ROBERT BERNSTEIN	3744245	customers	rbdestwin@yahoo.com rbdestwin1@yahoo.com (add new one)	3744245	<input type="text"/>	<input type="button" value="Submit"/>

Displaying 1-1 of 1

Done

Manage Passwords Screen - e-mail address after new e-mail added.