

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 is open, showing options like Advanced Functions, Categories, Configurations, Set-Up, Documents, E-Mail, Customer Usage, Account Search, and Content Management. The 'E-Mail' option is selected, and a sub-menu is displayed with 'Bulk Email', 'Email Management', and 'Password Mgmt'. A yellow callout box with the text 'Step 1 Click on Password Mgmt.' points to the 'Password Mgmt' option. The main content area displays a 'Daily Sales' report table with columns for Date, Avg Price, Avg Fee, #, Volume, Avg Price, Avg Fee, and Total. The table shows data for various dates in 2010, with the most recent entry being 2010-06-08.

Date	Avg Price	Avg Fee	#	Volume	Avg Price	Avg Fee	Total
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							

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# Destwin™

## Dealer Management Console v1.3

Web tools for the Oil & Propane Industry

Client: Fuel Demo

Admin Functions Contract Mgmt Risk Mgmt Pricing Payments Scheduler

### 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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# Dealer Management Console v1.3

Web tools for the Oil & Propane Industry  
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

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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Fuel Demo - Manage Passwords



**Dealer Management Console v1.3**  
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### Manage Passwords

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- 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

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

Displaying 1-1 of 1

Done

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

Manage Passwords Screen - after search.

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Fuel Demo - 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	21182	A ROBERT BERNSTEIN	3744245	customers	sample@yahoo.com rbdestwin@yahoo.com	3744245	<input type="text"/>	<input type="button" value="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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Fuel Demo - Manage Passwords



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### Manage Passwords

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- 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

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

Done

Replacement e-mail address now recorded in system.

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

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### 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 <a href="#">(add new one)</a>	3744245	<input type="text"/>	Submit

Save Cancel

Displaying 1-1 of 1

Done

**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.

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

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### 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 href="#">A ROBERT BERNSTEIN</a>	3744245	customers	<a href="#">rbdestwin@yahoo.com</a> <a href="#">rbdestwin1@yahoo.com</a> (add new one)	3744245	<input type="text"/>	Submit

Displaying 1-1 of 1

Done

New e-mail address now recorded in system.

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