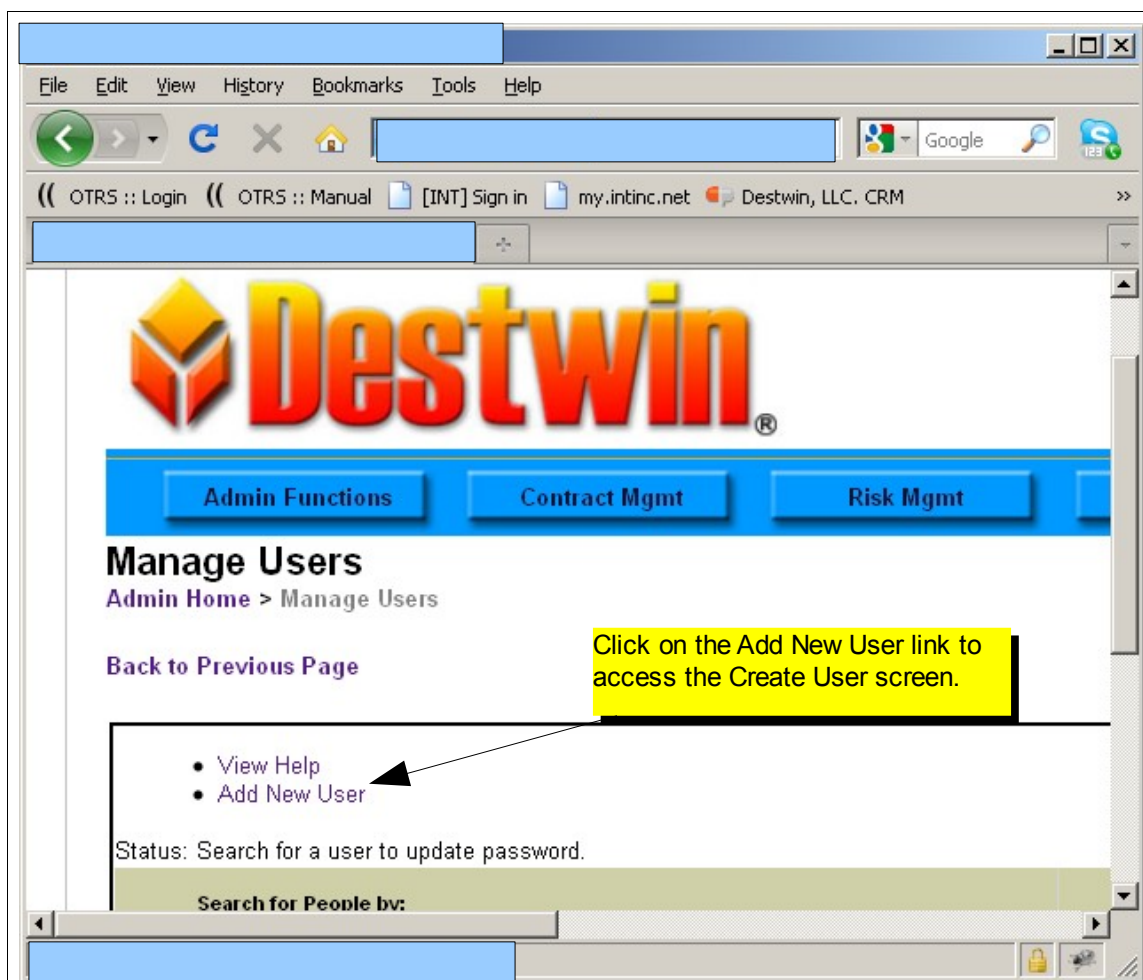


Destwin® Quick Reference Guide
Console Version 2.0
How to Create Users
18-JUL-11

This Quick Reference describes how to add users who will have access to the Dealer Management Console of your site. You must be an Administrator to perform this function.





Create Adminuser

First Name	<input type="text"/>
Last Name	<input type="text"/>
Username	<input type="text"/>
Email Address	<input type="text"/>
Password	<input type="password" value="barth60cos"/> if this password is not suitable, refresh the page
Add to group	<input type="text" value="Not selected"/>

Submit and Update Form, Leave Window Open

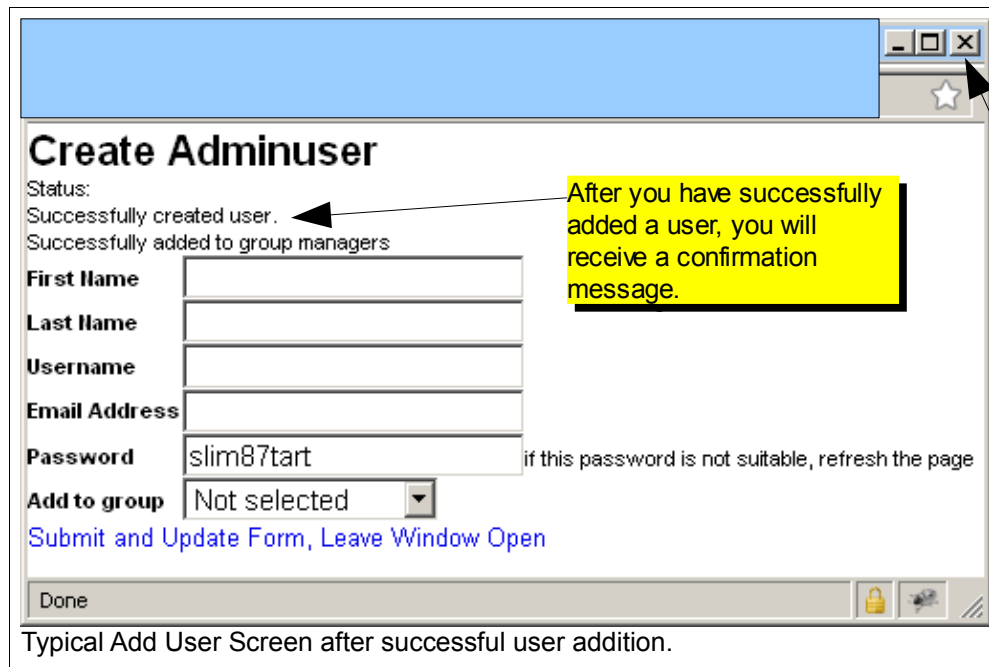
Done

For the user, enter their First Name, Last Name, Username, and Email Address in the appropriate fields. The Username will be the Name they will enter when logging in to the Administrator Portal. You should record the Username and Password and give this information to the new user once you have added them to the system.

A default password is automatically generated by the system. You can record this password and give it to the user or you can enter a different password.

Typical Create User Screen

ADMINISTRATOR - An administrator has access to all functions.



Create Adminuser

Status:
Successfully created user.
Successfully added to group managers

First Name

Last Name

Username

Email Address

Password if this password is not suitable, refresh the page

Add to group

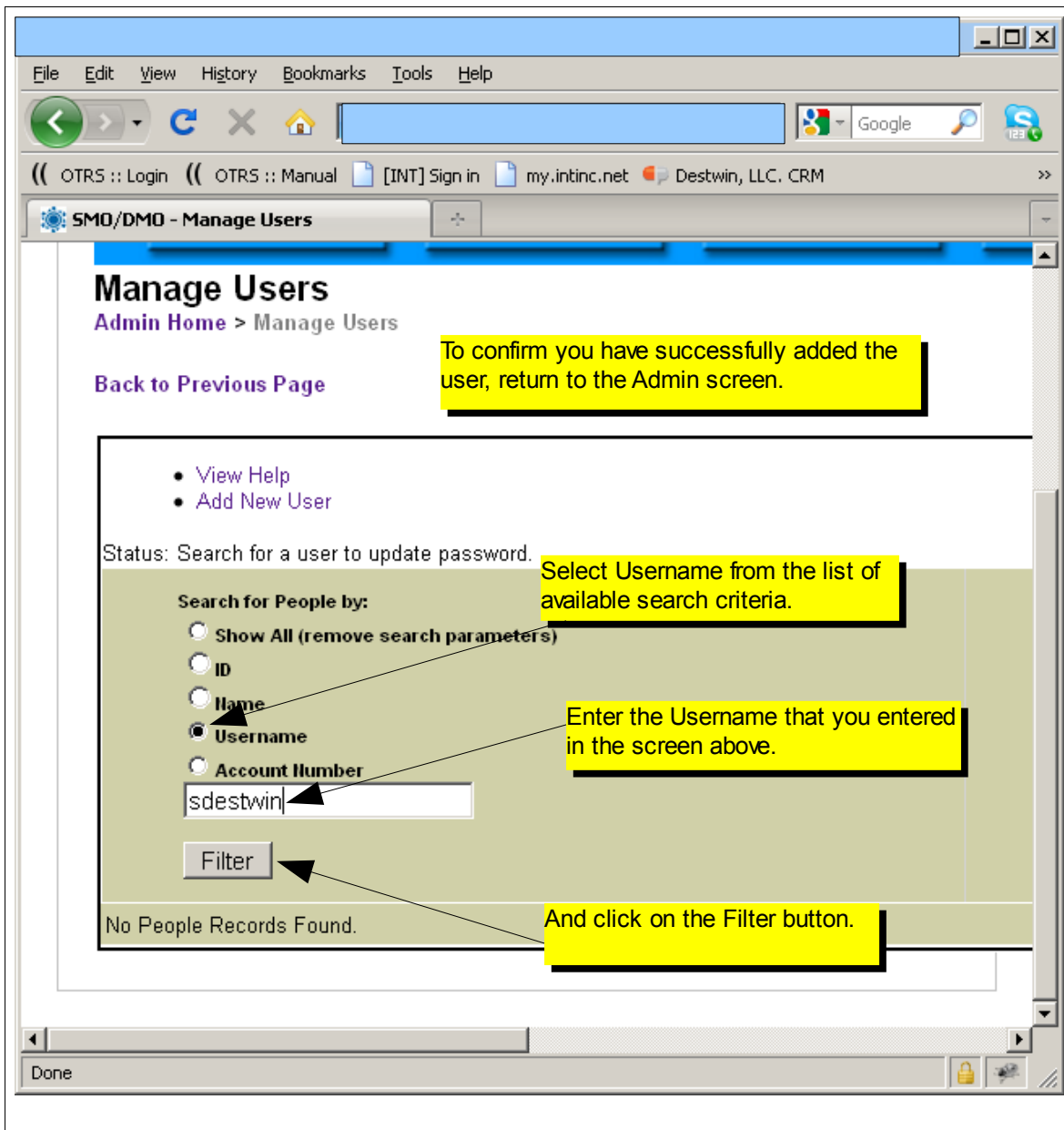
[Submit and Update Form, Leave Window Open](#)

Done

Typical Add User Screen after successful user addition.

After you have successfully added a user, you will receive a confirmation message.


Click on the upper menu X in the browser to close the window.



SMO/DMD - Manage Users - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Google



Dealer Management Console v2.0
Web tools for the Oil & Propane Industry

Admin Functions Contract Mgmt Risk Mgmt Pricing Payments

Manage Users

[Admin Home](#) > Manage Users

[Back to Previous Page](#)

- [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

Select Group:

#	ID	Name	Username	Group	Email	Account Number	New Password	Submit
1	124789	Sam Destwin	sdestwin	managers	support@destwin.com		<input type="text"/>	Submit

Displaying 1-1 of 1

Done

Search results

Tech Note

We encourage all new users to change their password when they log in the first time as well as periodically throughout the year. Users can change their own password from the screen above.