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.

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Create A	Adminuser	After period the input fields, choose the entroprists group
First Name	Sam	After populating the input fields, choose the appropriate group from the Add to group drop down menu to assign the desired
Last Name	Destwin	menu access to this user. Standard options are:
Username	sdestwin	CSR - The CSR group only has access to the functions
Email Address	support@destwin.com	accessible from the ACCOUNT SEARCH page in the admin
Password	sdestwin1 i	fscreens.
Add to group	Not selected	MANAGER - A Manager Can access all admin functions except
Submit and U	Not selected dow Ope	en <mark>those under the Risk Management and Pricing Tabs.</mark>
Date	administrators CSRs fuel_purchasers managers	FUEL PURCHASER - A fuel purchaser can access all items under the Risk Management and Pricing tabs.
		ADMINISTRATOR - An administrator has access to all function
Typical Add U	iser Screen with helds popula	ted and Group down selected.

Tech Note

Permissions and access to menu functions are assigned by groups. Destwin can customize a menu layout upon request. Contact Destwin if you have a custom menu requirement.

Create /	Adminuser		
First Name	Sam		
Last Name	Destwin	When complete, click on	the Submit and
Username	sdestwin	Update Form, Leave Win	
Email Address	support@destwin.com		
Password	sdestwin1	if this password is not suitable, refresh the page	
Add to group	managers 💌		
Submit and U	pdate Form, Leave Window Op	en 🦰	

Status: Successfully cre	Adminuser eated user. ded to group managers	After you have successfully added a user, you will receive a confirmation message.	
Email Address Password	slim87tart	if this password is not suitable, refresh the page	Click on the upper menu X in the browser to close the window.
Done	Not selected pdate Form, Leave Window C Jser Screen after successfu	· 🔒 🤗 _//_	

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Image Image Enter the Username that you entered in the screen above. Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image Image	
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Done	

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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.