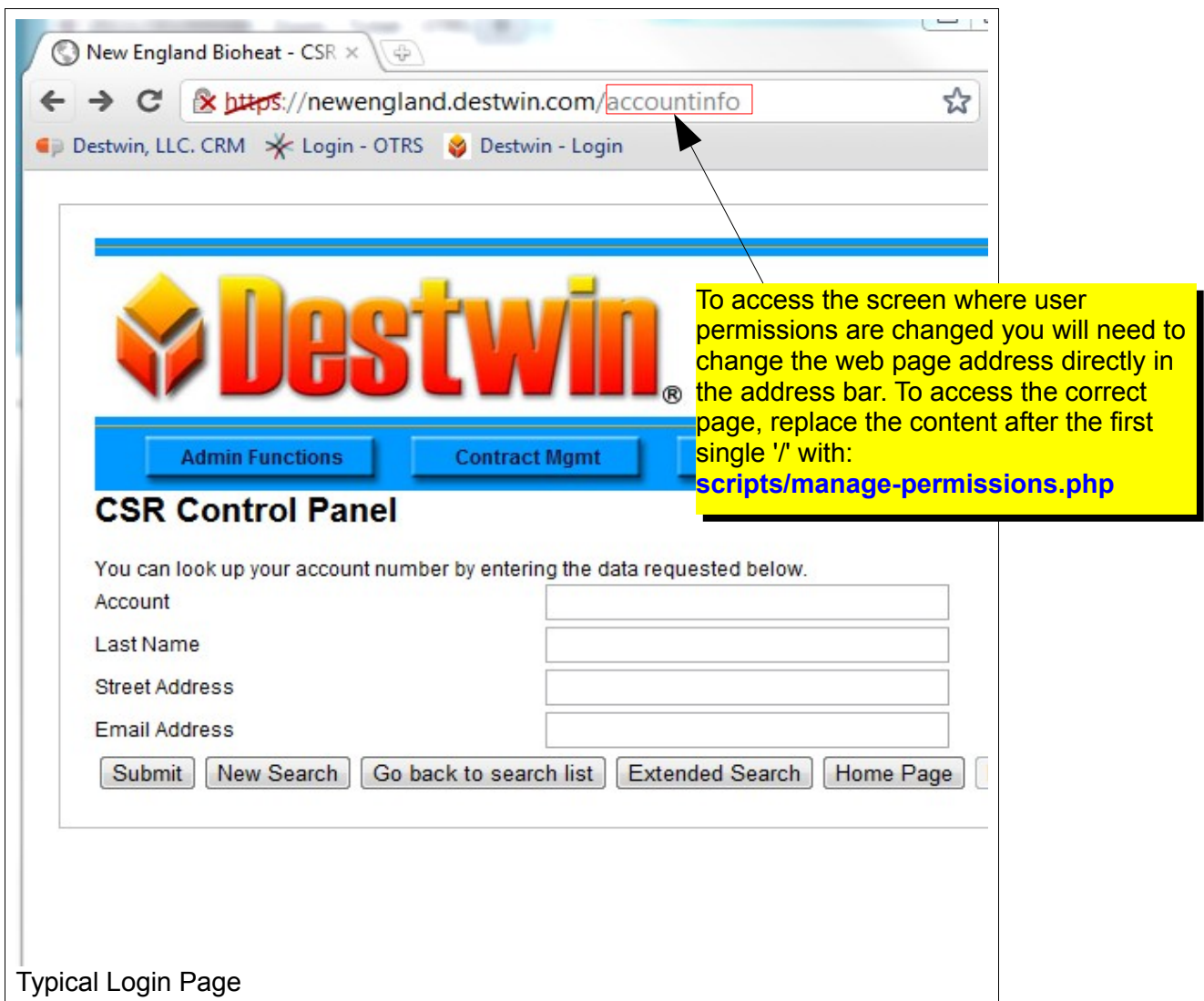


This Quick Reference describes how to change user permissions. The directions in this document may be used to remove a user, change the group for a user, or to assign a user who is currently unassigned to any group to a group. You must have administrator permissions to perform any of these actions.

This document contains three sections:

1. How to access the Manage Groups page
2. How to Remove a User
3. How to Assign a User

## 1. How to access the Manage Groups page



The screenshot shows a web browser window with the address bar containing `https://newengland.destwin.com/accountinfo`. The page features the Destwin logo, navigation buttons for 'Admin Functions' and 'Contract Mgmt', and a 'CSR Control Panel' section with search fields and buttons. A yellow callout box with a black border points to the address bar, containing the following text:

To access the screen where user permissions are changed you will need to change the web page address directly in the address bar. To access the correct page, replace the content after the first single '/' with: [scripts/manage-permissions.php](https://newengland.destwin.com/scripts/manage-permissions.php)

Typical Login Page

## 2. How to Remove a User

**Manage Groups**  
Admin Home > Manage Groups

[Back to Previous Page](#)

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

Click on the **Assign** link of the group to which the user that you want to change is currently assigned.

#	Name	Users
1	administrators	<a href="#">Assign</a>
2	anonymous	<a href="#">Assign</a>
3	content	<a href="#">Assign</a>
4	CSRs	<a href="#">Assign</a>
5	customers	<a href="#">Assign</a>
6	hedge_analysis	<a href="#">Assign</a>
7	newcustomers	<a href="#">Assign</a>
8	nonbudget	<a href="#">Assign</a>
9	store_administrators	<a href="#">Assign</a>
10	willcall	<a href="#">Assign</a>

Displaying 1-10 of 10

Typical Manage Groups Screen

Click on **remove** to remove the desired user from this group.

Assigned People	
#	Name
2	sss sss - ssss
4	christopher ales - christopher-csr
6	Larry Destwin - ldestwin

Unassigned People

0-9 | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [all](#)

#	Name	
1	- 2680541	<a href="#">assign</a>
2	a a	<a href="#">assign</a>
3	A ROBERT BERNSTEIN - 3744245	<a href="#">assign</a>
4	A WINTHROP BALLARD - 00950	<a href="#">assign</a>
5	A&G AUTO PARTS INC - 2687602	<a href="#">assign</a>
6	AARON DENNIS - 5132480	<a href="#">assign</a>

New England Bioheat - Assign Groups - Google Chrome

<https://newengland.destwin.com/scripts/assign.product.helper.php4?param=groups&action=rem>

Status:  
Relation type: groups  
Action: remove  
Item ID: 31557  
Target ID: 4  
updateGlobalRelations: Successfully removed user 'ldestwin' from group ''.

[Close & Refresh](#) [Close](#)

Click on the **Close & Refresh** button to close the acknowledgment screen and refresh the prior page.

Assigned People		
#	Name	
2	sss sss - ssss	<a href="#">remove</a>
4	christopher ales - christopher-csr	<a href="#">remove</a>
Unassigned People		
0-9   <a href="#">A</a>   <a href="#">B</a>   <a href="#">C</a>   <a href="#">D</a>   <a href="#">E</a>   <a href="#">F</a>   <a href="#">G</a>   <a href="#">H</a>   <a href="#">I</a>   <a href="#">J</a>   <a href="#">K</a>   <a href="#">L</a>   <a href="#">M</a>   <a href="#">N</a>   <a href="#">O</a>   <a href="#">P</a>   <a href="#">Q</a>   <a href="#">R</a>   <a href="#">S</a>   <a href="#">T</a>   <a href="#">U</a>   <a href="#">V</a>   <a href="#">W</a>   <a href="#">X</a>   <a href="#">Y</a>   <a href="#">Z</a>   <a href="#">all</a>		
#	Name	
1	- 2680541	<a href="#">assign</a>
2	a a	<a href="#">assign</a>
3	A ROBERT BERNSTEIN - 3744245	<a href="#">assign</a>
4	A WINTHROP BALLARD - 00950	<a href="#">assign</a>
5	A&G AUTO PARTS INC - 2687602	<a href="#">assign</a>
6	AARON DENNIS - 5132480	<a href="#">assign</a>
7	AARON EISENBARTH - warrensherr	<a href="#">assign</a>
8	AARON HSU - 2709748	<a href="#">assign</a>

Screen after User was removed.

Client: New England Bioheat

[Admin Functions](#)
[Contract Mgmt](#)
[Risk Mgmt](#)
[Pricing](#)
[Payments](#)
[Scheduler](#)

### Assign to Group

[Admin Home](#) > [Manage Permissions](#) > Assign to Group

[Back to Previous Page](#)

- [View Help](#)
- Click on 'assign' to add or 'remove' to delete the relation.

Search for People to assign:

[Search](#)
[Clear](#)

Select Admin or Storefront:

Assigned People

#	Name	
2	sss sss - ssss	<a href="#">remove</a>
4	christopher ales - christopher-csr	<a href="#">remove</a>

Click on the **Manage Permissions** link to return to the Manage Permissions home page.

### 3. How to Assign a User

### Manage Groups

[Admin Home](#) > [Manage Groups](#)

[Back to Previous Page](#)

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

#	Name	Users
1	administrators	<a href="#">Assign</a>
2	anonymous	<a href="#">Assign</a>
3	content	<a href="#">Assign</a>
4	CSRs	<a href="#">Assign</a>
5	customers	<a href="#">Assign</a>
6	hedge_analysis	<a href="#">Assign</a>
7	newcustomers	<a href="#">Assign</a>
8	nonbudget	<a href="#">Assign</a>
9	store_administrators	<a href="#">Assign</a>
10	willcall	<a href="#">Assign</a>

Displaying 1-10 of 10

From the Manage Groups home page, click on **Assign** for the group to which you want the user to be assigned.

### Unassigned People

0-9|[A](#)|[B](#)|[C](#)|[D](#)|[E](#)|[F](#)|[G](#)|[H](#)|[I](#)|[J](#)|[K](#)|[L](#)|[M](#)|[N](#)|[O](#)|[P](#)|[Q](#)|[R](#)|[S](#)|[T](#)|[U](#)|[V](#)|[W](#)|[X](#)|[Y](#)|[Z](#)|[all](#)

#	Name	
1	- 2680541	<a href="#">assign</a>
2	a a	<a href="#">assign</a>
3	A ROBERT BERNSTEIN - 3744245	<a href="#">assign</a>
4	A WINTHROP BALLARD - 00950	<a href="#">assign</a>
5	A&G AUTO PARTS INC - 2687602	<a href="#">assign</a>
6	AARON DENNIS - 5132480	<a href="#">assign</a>
7	AARON EISENBARTH - warrensherr	<a href="#">assign</a>
8	AARON HSU - 2709748	<a href="#">assign</a>
9	AARON OYSTON - cdunn	<a href="#">assign</a>
10	AARON SHELOR - redfernj	<a href="#">assign</a>

Scroll down to the Unassigned People section and click on the letter of the first name of the user.

53	LANELLE ROTHFELD - laurziano	<a href="#">assign</a>
54	LANETTE ARNOT - Doll0302	<a href="#">assign</a>
55	LANETTE SADIN - 2261335	<a href="#">assign</a>
56	LANG HAYDUK - 7669675	<a href="#">assign</a>
57	LANG HOLVERSON - 3759306	<a href="#">assign</a>
58	LANI GUNN - con19791	<a href="#">assign</a>
59	LANIE BORDELEAU - 2645473	<a href="#">assign</a>
60	LANIE MORRISSEY - al5959	<a href="#">assign</a>
61	LANIE SAKA - 8776422	<a href="#">assign</a>
62	LANITA DOUCE - 13142	<a href="#">assign</a>
63	LANITA DUTSCHMANN - chrisndawn96	<a href="#">assign</a>
64	LANITA RADWAN - Idillon18	<a href="#">assign</a>
65	LANNY GREENAWAY - healy	<a href="#">assign</a>

Displaying 1-65 of 798 [>>](#)

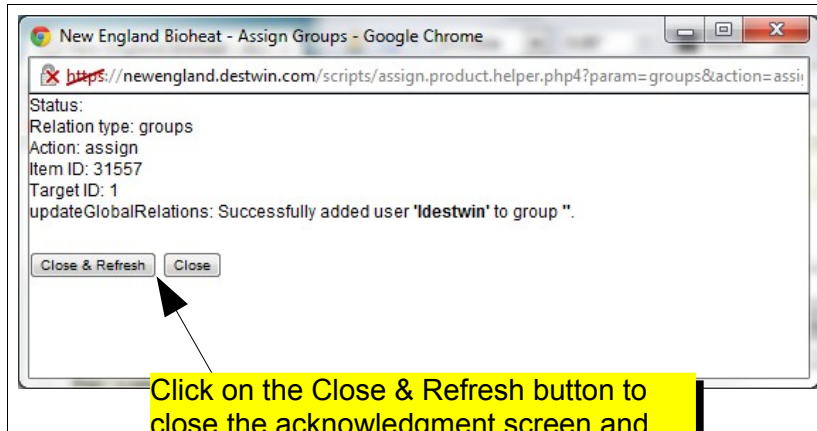
Scroll through the list of people in the database using the forward page arrow at the bottom of each page as necessary until you locate the user. The People list contains users and customers.

86	LARRY CONROY - 7970290	assign
87	LARRY CUTTLER - 27597	assign
88	Larry Destwin - Idestwin	assign
89	LARRY DIXSON - 2701224	assign
90	LARRY GROUT - 4528467	assign

Click on the **Assign** link for your user.

### Tech Note

If your user is also a customer, both entries will appear in this list. Make sure to assign the user and not the customer. It is usually easy to distinguish between a user and a customer by looking at the entry after the name. For users, this will be their user name, for customers this will be their account number.



Click on the Close & Refresh button to close the acknowledgment screen and refresh the prior page.

Assigned People		
#	Name	
2		remove
4		remove
6		remove
8		remove
10		remove
12		remove
14		remove
16		remove
18		remove
20		remove
22		remove
24		remove
26		remove
28	Larry Destwin - Idestwin	remove
Unassigned People		
0-9   A   B   C   D   E   F   G   H   I   J   K   L   M   N   O   P   Q   R   S   T   U   V   W   X   Y   Z   all		

The user is now a member of this group.