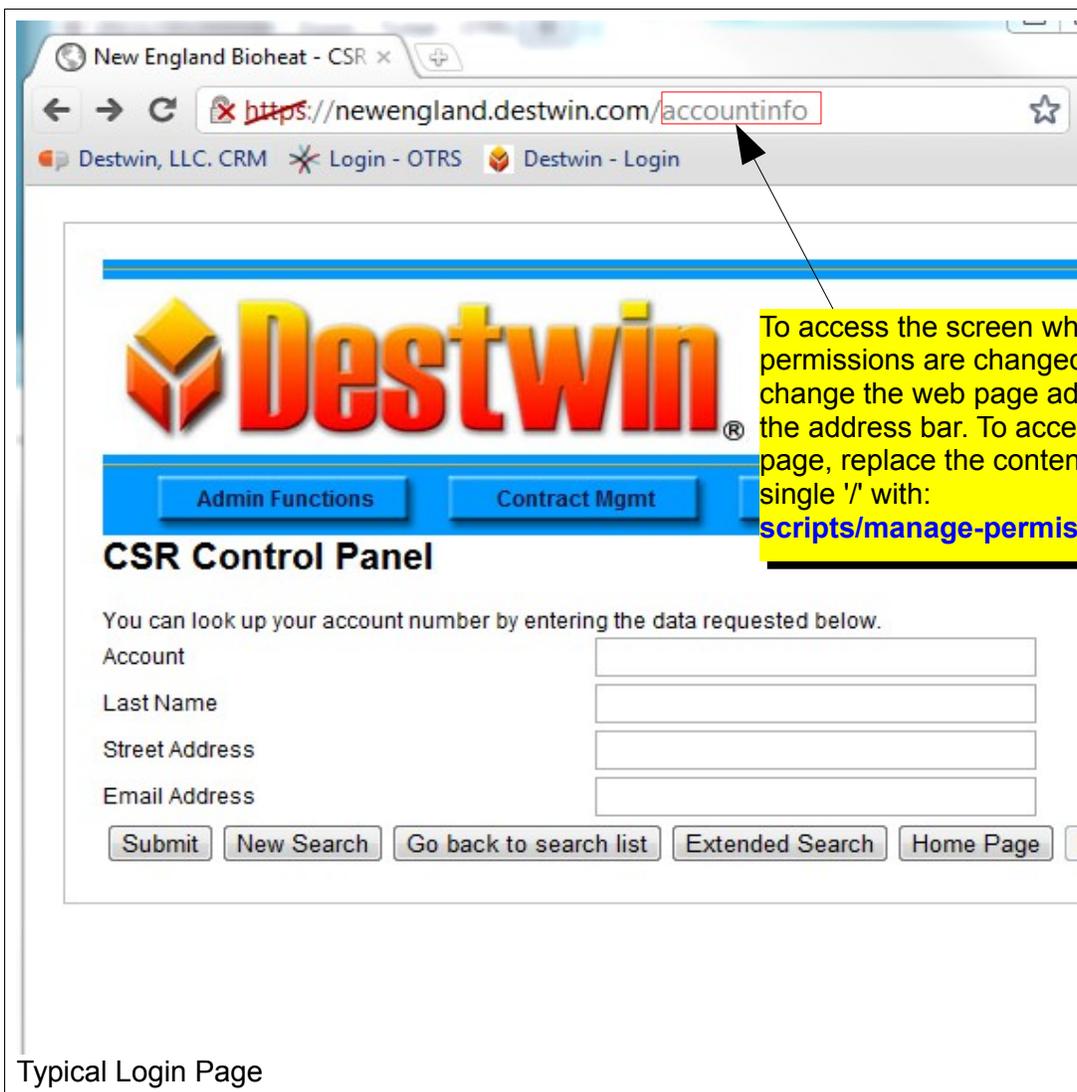


This Quick Reference describes how to change user permissions. The directions in this document may be used to remove a user, change the group for a user, or to assign a user who is currently unassigned to any group to a group. You must have administrator permissions to perform any of these actions.

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



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	Assign
2	anonymous	Assign
3	content	Assign
4	CSRs	Assign
5	customers	Assign
6	hedge_analysis	Assign
7	newcustomers	Assign
8	nonbudget	Assign
9	store_administrators	Assign
10	willcall	Assign

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	Action
1	- 2680541	assign
2	a a	assign
3	A ROBERT BERNSTEIN - 3744245	assign
4	A WINTHROP BALLARD - 00950	assign
5	A&G AUTO PARTS INC - 2687602	assign
6	AARON DENNIS - 5132480	assign

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 ''.

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

Assigned People		
#	Name	
2	sss sss - ssss	remove
4	christopher ales - christopher-csr	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		
#	Name	
1	- 2680541	assign
2	a a	assign
3	A ROBERT BERNSTEIN - 3744245	assign
4	A WINTHROP BALLARD - 00950	assign
5	A&G AUTO PARTS INC - 2687602	assign
6	AARON DENNIS - 5132480	assign
7	AARON EISENBARTH - warrensherr	assign
8	AARON HSU - 2709748	assign

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:

Select Admin or Storefront:

Assigned People		
#	Name	
2	sss sss - ssss	remove
4	christopher ales - christopher-csr	remove

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	Assign
2	anonymous	Assign
3	content	Assign
4	CSRs	Assign
5	customers	Assign
6	hedge_analysis	Assign
7	newcustomers	Assign
8	nonbudget	Assign
9	store_administrators	Assign
10	willcall	Assign

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	assign
2	a a	assign
3	A ROBERT BERNSTEIN - 3744245	assign
4	A WINTHROP BALLARD - 00950	assign
5	A&G AUTO PARTS INC - 2687602	assign
6	AARON DENNIS - 5132480	assign
7	AARON EISENBARTH - warrensherr	assign
8	AARON HSU - 2709748	assign
9	AARON OYSTON - cdunn	assign
10	AARON SHELOR - redfernj	assign

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

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

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.