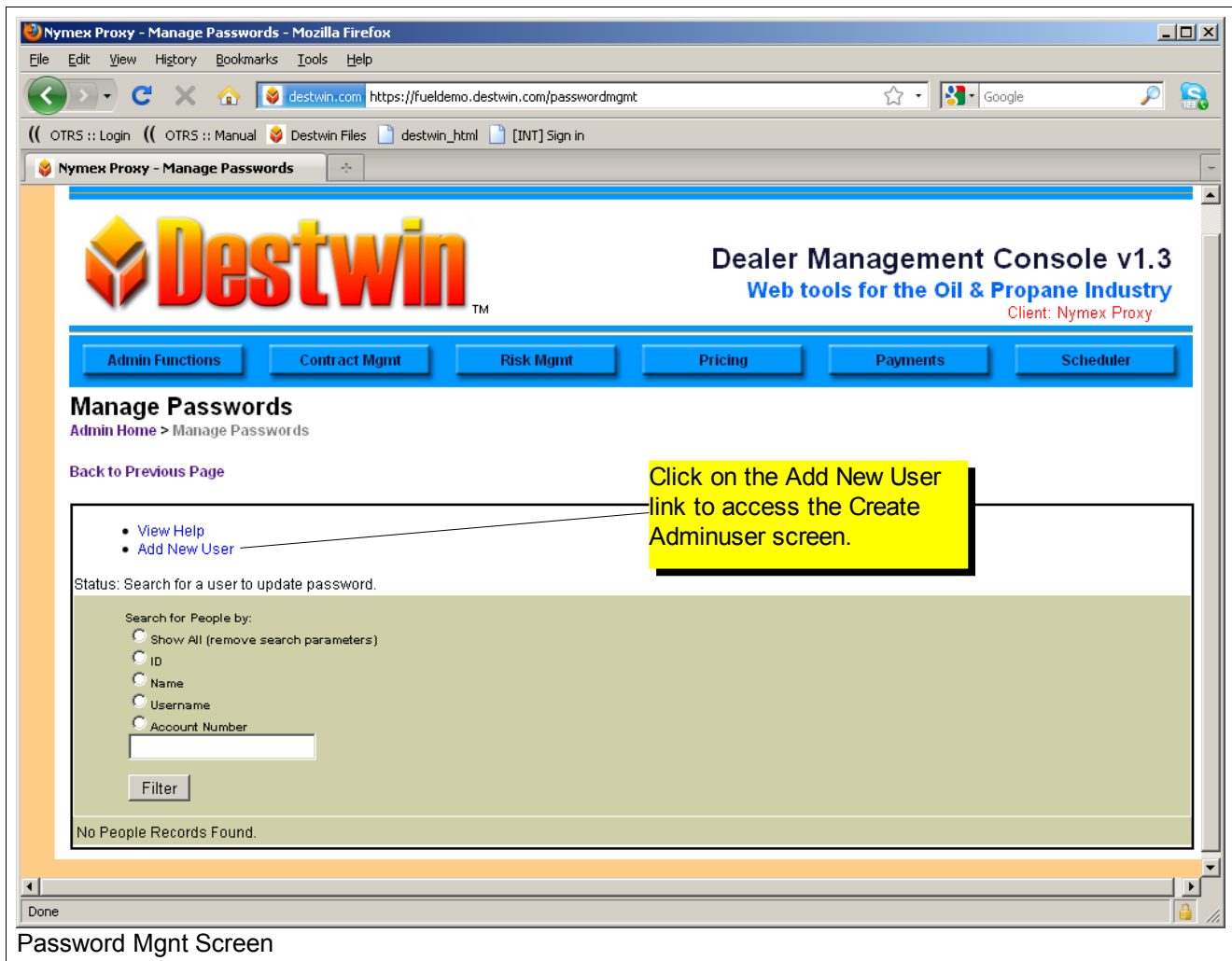


This Quick Reference describes how to add users who will have access to the Dealer Management Console of your site. You must be an Administrator to perform this function.

1. Login as an administrator.
2. Under Admin Functions - E-mail - click on Password Mgmt.
3. In the Manage Passwords screen click on the Add New User link.





4. In the Create Adminuser screen (see below), enter the requisite information for:

- First Name
- Last Name
- Username
- Email Address

A Password will be generated by the system.

- Option 1 - Record the password. This is the password that will be assigned to that user. This password should be provided to this user along with their username. The user should change their password when they login.
- Option 2 - Enter a different password in the password box and record that.

Note - If the default system password is not suitable you can generate a new default system password by pressing 'Ctrl-r' to refresh the screen. Pressing 'Ctrl-r' will refresh the entire screen including any fields that you may have already input, so if you do this after you have entered information you will need to re-enter that information.

Note - no matter which option you decide to use for the user password, for security purposes we recommend all users establish their own passwords the first time they login and that they regularly change their passwords.

5. Select the appropriate permission group for this user from the 'Add to Group' dropdown.
6. Click on [Accept and Close Window](#).
7. Return to the Manage Passwords.
8. Click on the Username radio button and fill in the udername that you added in Step 4.
9. Click on 'Filter'. This should return the user that you just created.

Some browsers and browsers settings do not always work. If step 9 does not produce the user you just created, return to step 3 and repeat steps 3, 4, and 5. In step 6 instead of clicking on [Accept and Close Window](#), click on [Submit and Update Form, Leave Window Open](#). Ignore any error messages that might be displayed. Then close that window by clicking on the 'x' in the upper right corner of the pop-up window and continue with step 7.

If you are unable to successfully add a user, contact Destwin Support at support@destwin.com.

Create Adminuser

Status:
 Start Display: P_depth:
 <==== P_State vars =====>
 P_state->session->session_active: true
 P_state->handle_name: pstate_handle
 P_state->state_name: P_State
 P_state->depth_name: pstate_depth
 P_state->msg_name: pstate_msg
 P_state->pfid_name: pstate_fd
 P_state->nav_name: pstate_nav
 P_state->depth:
 P_state->handle: /scripts/action-contact.php
 P_state->old_handle:
 P_state->caller:
 P_state->valid: false
 P_state->error: false
 P_state->message: "
 P_state->handle_extend: pstate_handle
 P_state->state_extend: P_State
 <==== p_state->state =====>
 >==== p_state->state =====<
 >==== P_State vars =====<
 Create New Adminuser Record
 Putting Adminuser Record to Session

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](#)
[Accept and Close Window](#)
[Cancel and Close Window](#)

Done fueltest.destwin.com

Create User Screen