Destwin Quick Reference Console Version 1.3 How to Create Users 17-NOV-09

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.

Image: Step Proxy - Update Site Parameters - Mozilla Firefox File Edit View History Bookmarks Iools Help Image: Step Proxy - Update Image: Step Proxy - Update <th> Login as an administrator. Under Admin Functions - E-mail - click on Password Mgmt. In the Manage Passwords screen click on the Add New User link. </th>	 Login as an administrator. Under Admin Functions - E-mail - click on Password Mgmt. In the Manage Passwords screen click on the Add New User link.
Destwin	
Admin Functions Contract Mgmt Risk Mgmt	
Advanced Functions meters	
Categories	
Configurations Days	
Set-Up re-Buy if paid by check (in cents per gallon)	
Documents	
E-Mail Bulk Email	
Customer Usage Email Management	
Account Search Password Mgmt	
Content Management erson can create a new contract (if currently up	word Mgmt screen allows an
	ator the ability to add users and
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Nymex Proxy - Manage Passwords	
Destwin	► Dealer Management Console v1.3 Web tools for the Oil & Propane Industry Client: Nymex Proxy
Admin Functions Contract Mgmt Risk Mgmt	Pricing Payments Scheduler
Manage Passwords Admin Home > Manage Passwords Back to Previous Page • View Help • Add New User Status: Search for a user to update password.	Click on the Add New User link to access the Create Adminuser screen.
Search for People by: Show All (remove search parameters) II Name Visername Account Number Filter No People Records Found.	
Done	
Password Mgnt Screen	

- 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.

😻 Fuel Test - Cr	reate Adminuser - Mozilla Firefox
https://fue	ltest.destwin.com/scripts/action-contact.php?contact_type=adminuser&actior 🏠
Create	Adminuser
Status: Start Display: <==== P_Stat P_state->ses P_state->han P_state->prod P_state->prod P_state->nay P_state->han P_state->calle P_state->c	P_depth: e vars ====> sion->session_active: true dle_name: pstate_handle e_name: pstate_depth a_name: pstate_depth a_name: pstate_fd _name: pstate_nav th: dle: /scripts/action-contact.php _handle: er: dle: /scripts/action-contact.php _handle: er: dle:_state_nav dle_extend: pstate_handle e_extend: p_State_handle e_extend: p_State_nav tate->state ====>
First Name	
Last Name	
Username	
Email Address	
Password	if this password is not suitable, refresh the page
Add to group	n: Not selected
Submit and	Update Form, Leave Window Open
Accept and (Close Window
Cancel and	Close Window
Done	fueltest.destwin.com
Create Use	er Screen