Web Link Help File:

Edit Registered Users

Abstract

➢ This help file will illustrate how to edit registered website users

Procedure

1. Navigate to "User Management" and then select "Edit User" from the drop down menu.

2. Multiple user definable field search boxes on the "User Search to Edit" page can be used to search for the user to be edited. Administrator can search by "Customer number", "User Name", "First Name", "Last Name", "Email Address" or in combination for more specific results. If all fields are left blank then all registered users will be provided on the resulting list.

User Search to Edit

Customer#   [|]

User Name   [ ]

First Name   [ ]

Last Name   [ ]

Email Address   [ ]

[Search]   [Cancel]

3. After the search criteria is entered click on the "Search" button to conduct the search. The resulting screen shows one or more users displayed in an informational table.

User Search to Edit

Customer#   [Default]

User Name   [ ]

First Name   [ ]

Last Name   [ ]

Email Address   [ ]

→ [Search]   [Cancel]

Account#	User Name	First Name	Last Name	Email Address	Address	Created On	Select To Edit	Delete
DEFAULT	Anonymous	Anonymous	Anonymous	support@weblinkcorp.com	WebLink Corporation	12/12/2005 12:00:00 AM	**Select**	🗑
DEFAULT	System	System	User	support@weblinkcorp.com	WebLink Corporation	12/12/2005 12:00:00 AM	**Select**	🗑
DEFAULT	Dealer	Sample	Customer	test123@weblinkcorp.com	WebLink Corporation	12/12/2005 12:00:00 AM	**Select**	🗑

4. Clicking on the "Account#" for a user will open a pop up window that provides general information about the user selected. This information cannot be edited from this window.
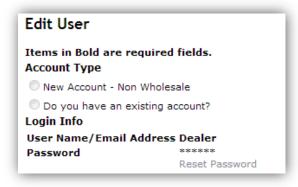
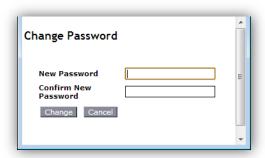| Account#	User Name	First Name	Last Name	Email Address	Address	Created On	Select To Edit	Delete
DEFAULT	Anonymous	Anonymous	Anonymous	support@weblinkcorp.com	WebLink Corporation	12/12/2005 12:00:00 AM	**Select**	🗑
DEFAULT	System	System	User	support@weblinkcorp.com	WebLink Corporation	12/12/2005 12:00:00 AM	**Select**	🗑
DEFAULT	Dealer	Sample	Customer	test123@weblinkcorp.com	WebLink Corporation	12/12/2005 12:00:00 AM	**Select**	🗑

5. Click on the "Select" link in the "Select to Edit" column for the user that is to be edited. The "Edit User" page will load. This page allows the administrator to reset the password, assign a security plan, and update personal information for the user selected.

6. In the Login Info section, click on the "Reset Password" link to change the password for the user. A pop up window will open that contains fields to enter and confirm the new password. Click on the "Change" button to save changes or the "Cancel" button to close the window without saving changes made.

7. The "Personal Information" section of the page allows the administrator to select one of several "Security Plans". Click the appropriate radio button to select the plan desired for the user. The field boxes below the security plans can be used to enter information about the user that may need to be updated.

8. The "Other Information" section of the Edit User page contains a "Shipping Preference" link. This option has been disabled. Shipping preferences are assigned at the customer level and are managed from the Inventory Settings section of the Customer Edit page. (Please see our *Add a New Customer Account* support document for more information). The License Information section of the page provides the total number of user licenses available for the account (Allotted) as well as how many users can still be added to the account (Remaining). Click on the "Submit" button at the bottom of the page to save all changes made on the Edit User page or the "Clear" button to discard all changes made.