

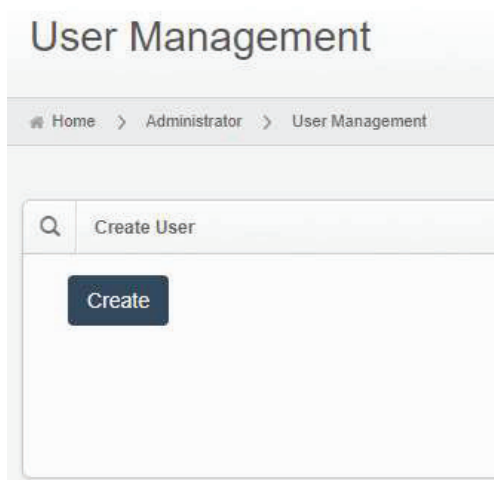


# Create, Delete, Edit CompacOnline User



## Creating a CompacOnline User

1. Log into the website. Go to Administrator>User Management.
2. Go to Create User & select Create.
3. Follow prompts ... Enter username, generate a random password or create a custom password and enter email address. Select the roles that the user can have access to. Note that the Status role is a required role for all users.
4. Select Create.
5. Password will be copied, pastes into email and sent to new user.



### Create User

**Name**

**Password**

**Confirm Password**

**Email**

**Roles**

<input type="checkbox"/> Administrator	<input type="checkbox"/> Cards
<input type="checkbox"/> Online Cards	<input type="checkbox"/> Pricing
<input checked="" type="checkbox"/> Status	<input type="checkbox"/> Tank Gauging
<input type="checkbox"/> Transactions	

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## Deleting a CompacOnline User

1. Go to Administrator>User Management.
2. Go to Delete User and select user from dropdown list.
3. Select Delete.

Q Delete User

Emily Demo Admin ▼

Delete

## Editing a CompacOnline User

1. Go to Administrator>User Management.
2. Go to Edit User and select user from dropdown list.
3. The User details will appear below; Username, email address and access and below that you will be able to see the last 10 actions performed by this user.

Username	Email Address	Roles
Emily Demo Admin	emily@compac.co.nz	Online Cards, Administrator, Status, Pricing, Tank Gauging, Transactions, Cards

Last 10 actions (click anywhere to expand)

4. To the right of the existing access, there are edit tools.
  - Update the access
  - Disable the User temporarily/Enable User if disabled
  - Reset a new password
5. See All Action allows you view all the actions completed by this user on CompacOnline.

Actions

Update Roles Disable User Reset Password See All Actions