



CompacOnline User Access Manual

CompacOnline User Access manual
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Model: CompacOnline

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- Read this manual completely before working on, or making adjustments to, the Compac equipment.
- Compac Industries Limited accepts no liability for personal injury or property damage resulting from working on or adjusting the equipment incorrectly or without authorization.
- Along with any warnings, instructions, and procedures in this manual, you should also observe any other common sense procedures that are generally applicable to equipment of this type.
- Failure to comply with any warnings, instructions, procedures, or any other common sense procedures may result in injury, equipment damage, property damage, or poor performance of the Compac equipment.
- The major hazard involved with operating the Compac C4000 processor is electrical shock. This hazard can be avoided if you adhere to the procedures in this manual and exercise all due care.
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Product Identification

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NOTE: Do not use this manual for earlier models. Contact Compac for archived manuals if required.

Validity

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Product Identification

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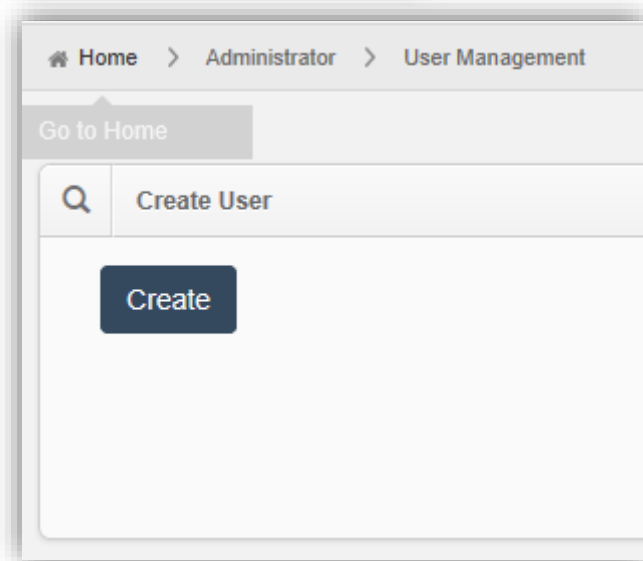
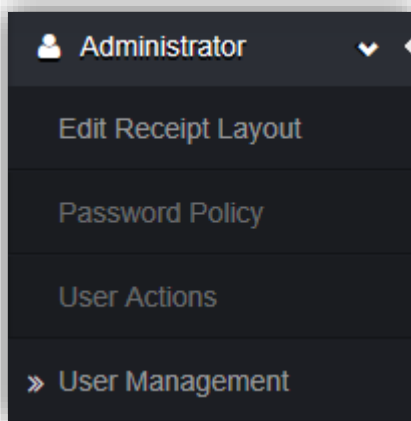
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CompacOnline User

Creating a CompacOnline User

NOTE: This section is to demonstrate the steps to create a CompacOnline User.

1. Log on to CompacOnline.
2. Select the **User Management** tab in the **Administrator** section.
3. Go to **Create User** and select **Create**.



4. Enter user name and generate a password. Or create a custom password and enter a valid email address.
5. Select the roles this user can have access to.

NOTE: The **Status** role is a required role for all users.

6. Select **Create**.
7. The password will be copied and pasted, then sent to the new user's email.

The screenshot shows a 'Create User' dialog box with the following fields and options:

- Name:** A text input field.
- Password:** A text input field with a 'Generate a Password' button to its left.
- Confirm Password:** A text input field.
- Email:** A text input field.
- Roles:** A list of checkboxes:
 - Administrator
 - Online Cards
 - Status
 - Transactions
 - Cards
 - Pricing
 - Tank Gauging
- Buttons:** 'Create' and 'Cancel' buttons at the bottom right.

Deleting a CompacOnline User

1. Select the **User Management** tab in the **Administrator** section.
2. Go to the **Delete User** section.
3. Find the **User** you wish to delete, then select **Delete**.

Editing a CompacOnline User

1. Select the **User Management** tab in the **Administrator** section.
2. Go to **Edit User** and select the user you would like to **edit**.

3. The User details will appear as below showing: Username, email address and roles. Below this section you will be able to identify the last 10 actions performed by the selected user.

Username	Email Address	Roles
compac_demo	phil@compac.co.nz	Administrator, Status, Pricing, Tank Gauging, Transactions, Cards
Last 10 actions (click anywhere to expand)		

4. To the right of the existing access there are editing tools available:
 - Update the access.
 - Disable the User temporarily or Enable User if disabled.
 - Reset password.
5. **See All Actions**, allows you to view all the actions completed by the selected user on **CompacOnline**.

