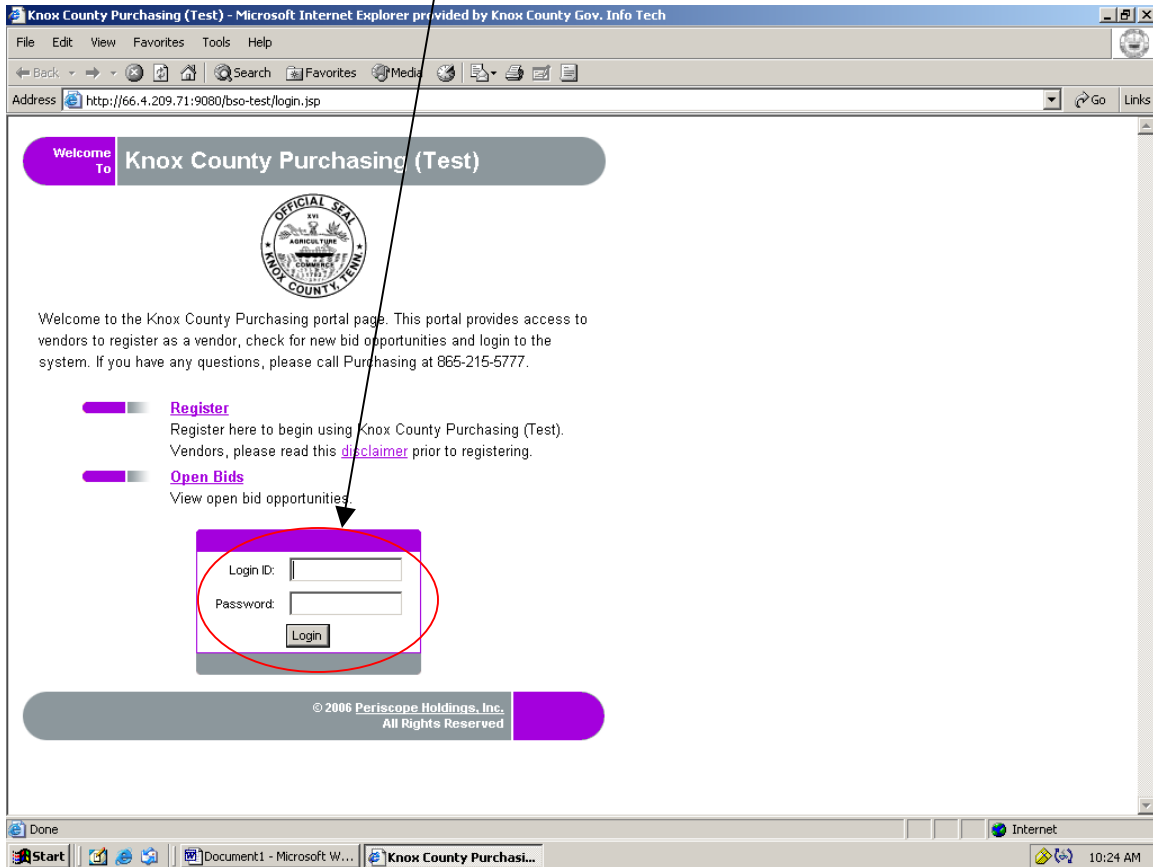
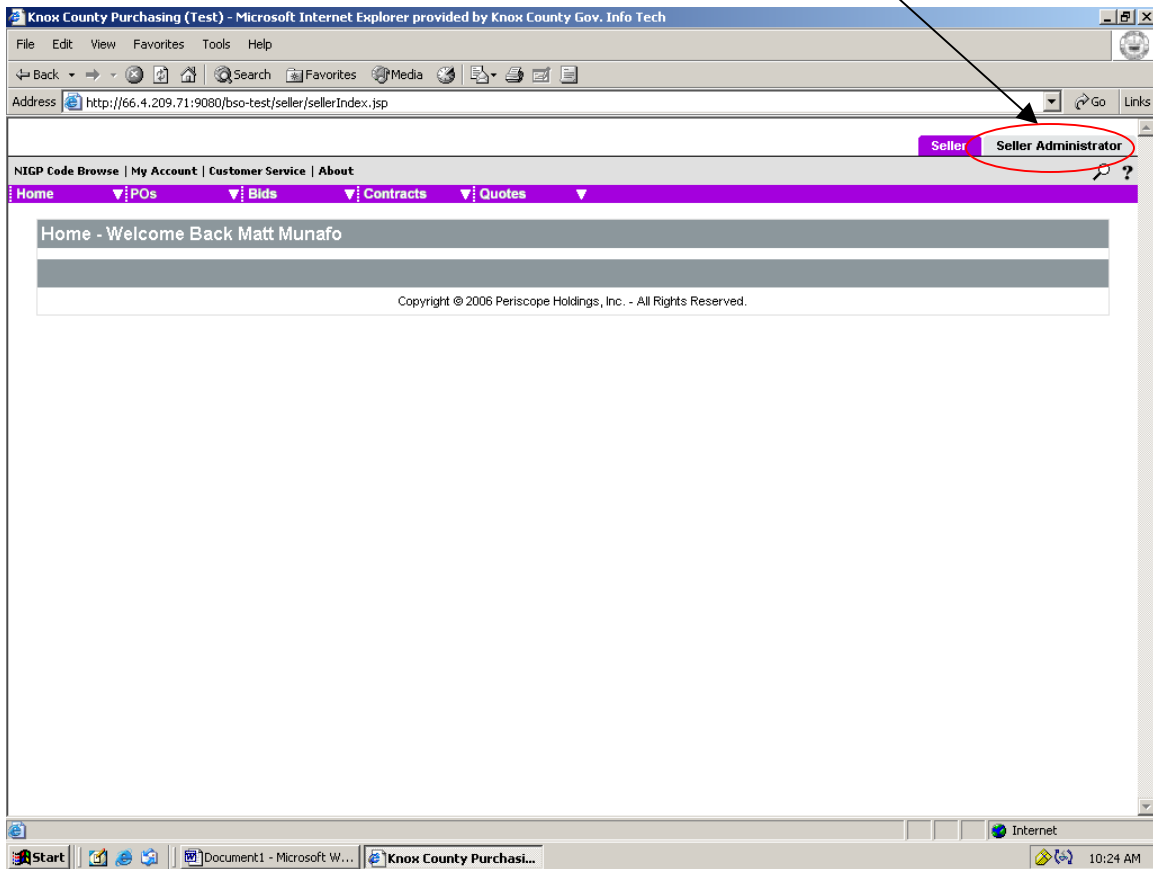


How to Change/Add User Administrators

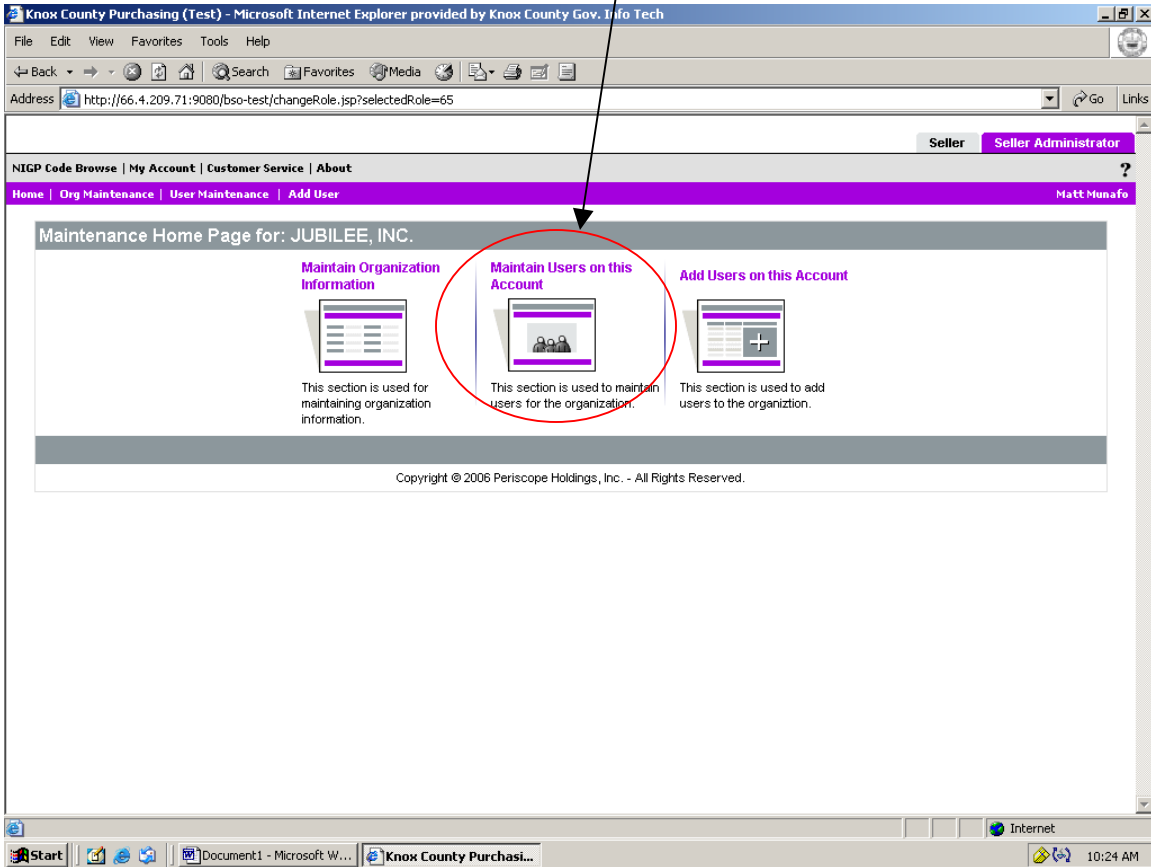
Step 1 Log In with the current user administrator's Login ID and Password.



Step 2 Click on the Seller Administrator Button in the top right hand corner of the screen.



Step 3 Click on the Maintain Users On This Account Button



Step 4 Click on the Add User Button

The screenshot shows a web browser window with the following elements:

- Browser Title:** Knox County Purchasing (Test) - Microsoft Internet Explorer provided by Knox County Gov. Info Tech
- Address Bar:** http://66.4.209.71:9080/bso-test/admin/users/userList.sdo?orgId=10377&orgType=VENDOR
- Navigation:** Seller, Seller Administrator, NIGP Code Browse | My Account | Customer Service | About, Home | Org Maintenance | User Maintenance | Add User, Matt Munafa
- Section Header:** User Maintenance for: JUBILEE, INC.
- Table:**

Login ID	First Name	Last Name	Status	Role(s)
JUBILEE	Matt	Munafa	Active	Seller Seller Administrator
- Buttons:** Add User (circled in red), Exit
- Footer:** Copyright © 2006 Periscope Holdings, Inc. - All Rights Reserved.

The task is to click on the 'Add User' button, which is highlighted with a red circle and pointed to by a black arrow from the title above.

Step 5 Fill out all of the information that is provided. Make sure you check both the Seller and Seller Administrator boxes. This will allow you to login using the new user's login and password. The new user's name will not be displayed as a recipient under the current business' address. (If you want to change this, you must either add a new address or change the current name on the address by editing the contact on the old address.) After you are done filling out the information, click on the Save and Exit button and you are finished.

Knox County Purchasing (Test) - Microsoft Internet Explorer provided by Knox County Gov. Info Tech

Address: http://66.4.209.71:9080/bso-test/admin/users/newVendorUser.sdo?orgId=10377&orgType=VENDOR&parentUrl=%2Fadmin%2Fusers%2FuserList.sdo

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

Home | Org Maintenance | User Maintenance | Add User Matt Munafa

New Vendor User for JUBILEE, INC.

Salutation:

First Name*: Last Name*:

Job Title*: Department:

Phone*: - Email*:

Login ID*: Status*: Active

New Password*: Confirm Password*:

NOTES

Seller

Seller Administrator

Save & Exit Reset Cancel & Exit

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Done

Start | Inbox - Outlook Express ... | Lawson-Buyspeed Screen... | Document1 - Microsoft W... | Knox County Purchasi... | 1:56 PM