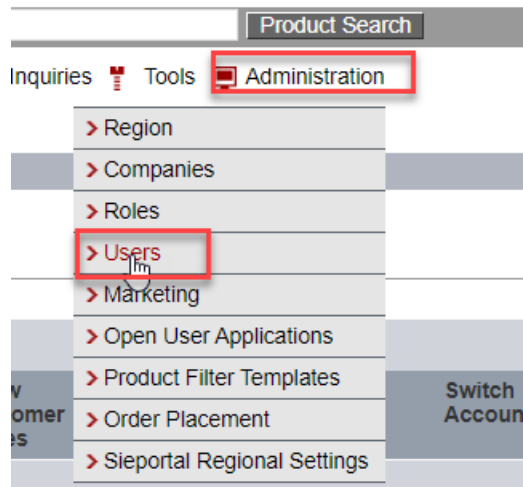


How to add an External User in Industry Mall

Customer Manager logs into Industry Mall...

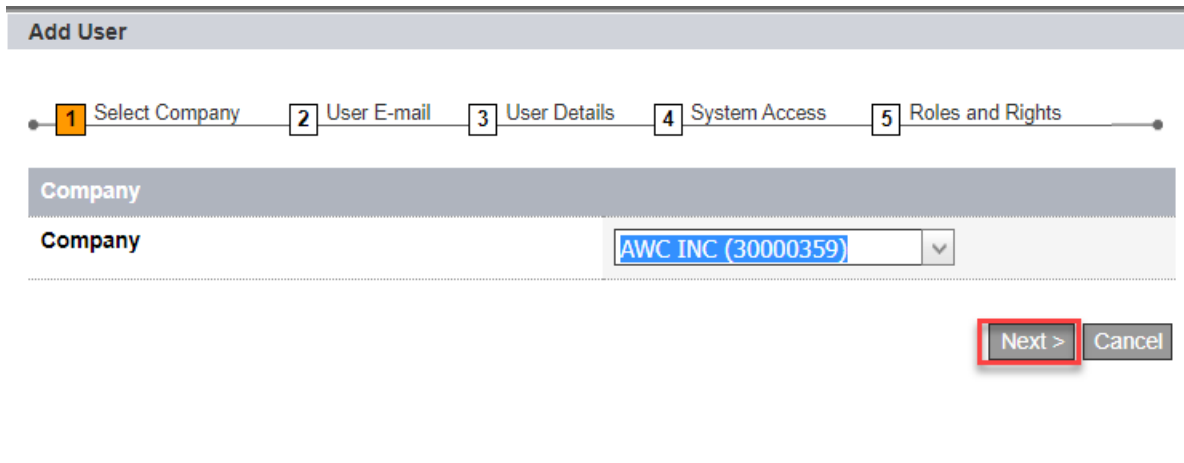
Click on Administration > Users



Click Add User



When Add User is clicked the Company Name will come up



A screenshot of the 'Add User' form. At the top, a progress bar shows five steps: 1. Select Company (highlighted in orange), 2. User E-mail, 3. User Details, 4. System Access, and 5. Roles and Rights. Below the progress bar, the 'Company' section is visible. A dropdown menu is open, showing 'AWC INC (30000359)' selected. At the bottom right, there are 'Next >' and 'Cancel' buttons, with 'Next >' highlighted by a red box.

Click next to input Users email address

Add User

1 Select Company 2 User E-mail 3 User Details 4 System Access 5 Roles and Rights

E-mail *

< Back **Next >** Cancel

The following fields are mandatory and will need to be filled out

Add User

1 Select Company 2 User E-mail 3 User Details 4 System Access 5 Roles and Rights

Last Name *	<input type="text" value="Email"/>
First Name *	<input type="text" value="Address"/>
Title	None ▾
Login Type	Standard
Telephone 770-555-1212 *	<input type="text" value="555-555-5555"/>
Gender	Not specified ▾
Fax 770-555-1212	<input type="text"/>
Mobile 770-555-1212	<input type="text"/>

< Back **Next >** Cancel

Then you will be prompted to select a Time Zone

The screenshot shows the 'Add User' form with a progress bar at the top indicating five steps: 1. Select Company, 2. User E-mail, 3. User Details, 4. System Access, and 5. Roles and Rights. The 'Time Zone' field is highlighted with a red border. Below the form are three buttons: '< Back', 'Next >', and 'Cancel'.

Field	Value
Login	Emailaddress@awc.com
Language	English
Time Zone *	No Value Selected

When you click Next you will come to

Select a Role for the User

(Distributor Roles have 3 options – **Customer Manager, Customer With Price or Customer Without Price**)

Once the role is selected – and the loading of that role is complete, click Finish

The screenshot shows the 'Add User' form at the 'Roles and Rights' step. A dropdown menu is open, showing three options: 'Customer Manager', 'Customer with Price', and 'Customer without Price'. A red message says 'Please Select the correct Role'. Below the dropdown is a table with columns for role names and 'Is Allowed' checkboxes. At the bottom, there are three buttons: '< Back', 'Finish', and 'Cancel'. A red box highlights the 'Finish' button with the text 'Click on Finish after Role is selected'.

Role	Is Allowed
Customer Manager	<input checked="" type="checkbox"/>
Customer with Price	<input checked="" type="checkbox"/>
Customer without Price	<input type="checkbox"/>

To add additional accounts to a user profile

Under User Details > Additional Accounts – you can add 1 account at a time by clicking on the Add button, add the account, (you will need to have this account number in your profile) click OK then Submit

The screenshot displays the 'User Details' interface for a user named Robin Wright. A modal dialog is open for adding an account, with the 'Account' field and 'OK' button highlighted. The main interface shows the 'Additional Accounts' section with a table of available accounts. The 'Add' button is highlighted.

User Details
Robin Wright

User D Account:

Access t
Profile D
Person

Order Handling

Additional Accounts

Additional accounts available for user

Company	Customer No.
No search results found.	

Primary Account:
ALLMODULES (ALLMODULES)

Or you can add multiple accounts by clicking on Copy & Paste. Copy and Paste the additional accounts in the area in the popup box, click OK then Submit

