

TOSCOGA Software

How do I...

Create or Change User Passwords

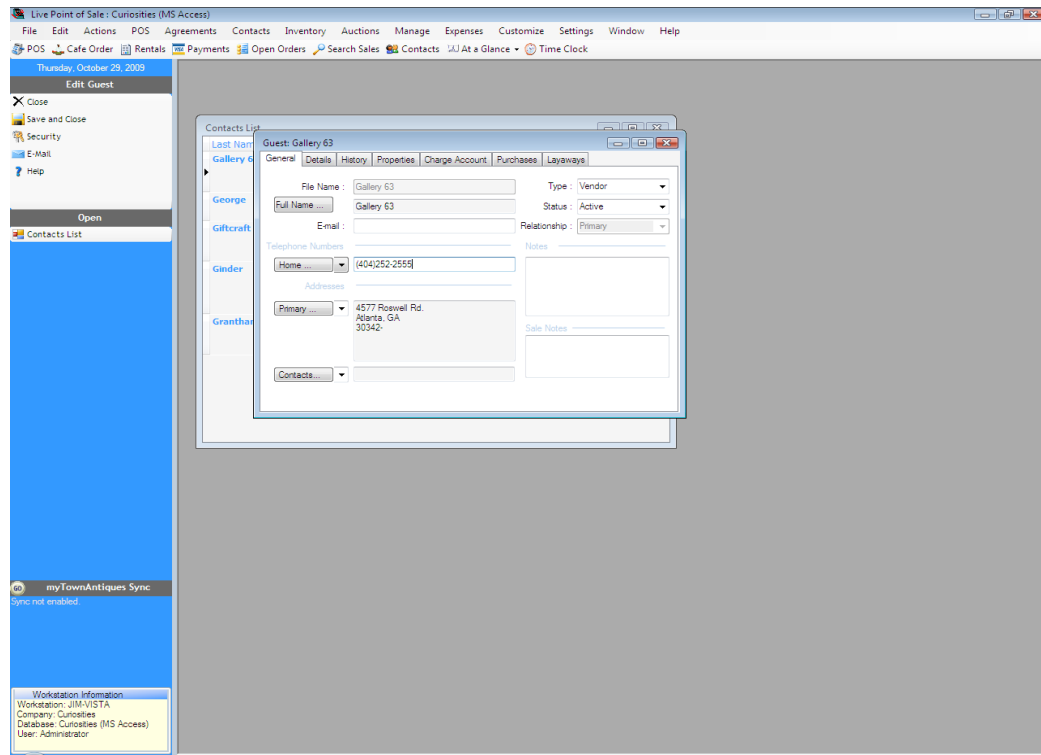
How do I...

Create or Change User Passwords

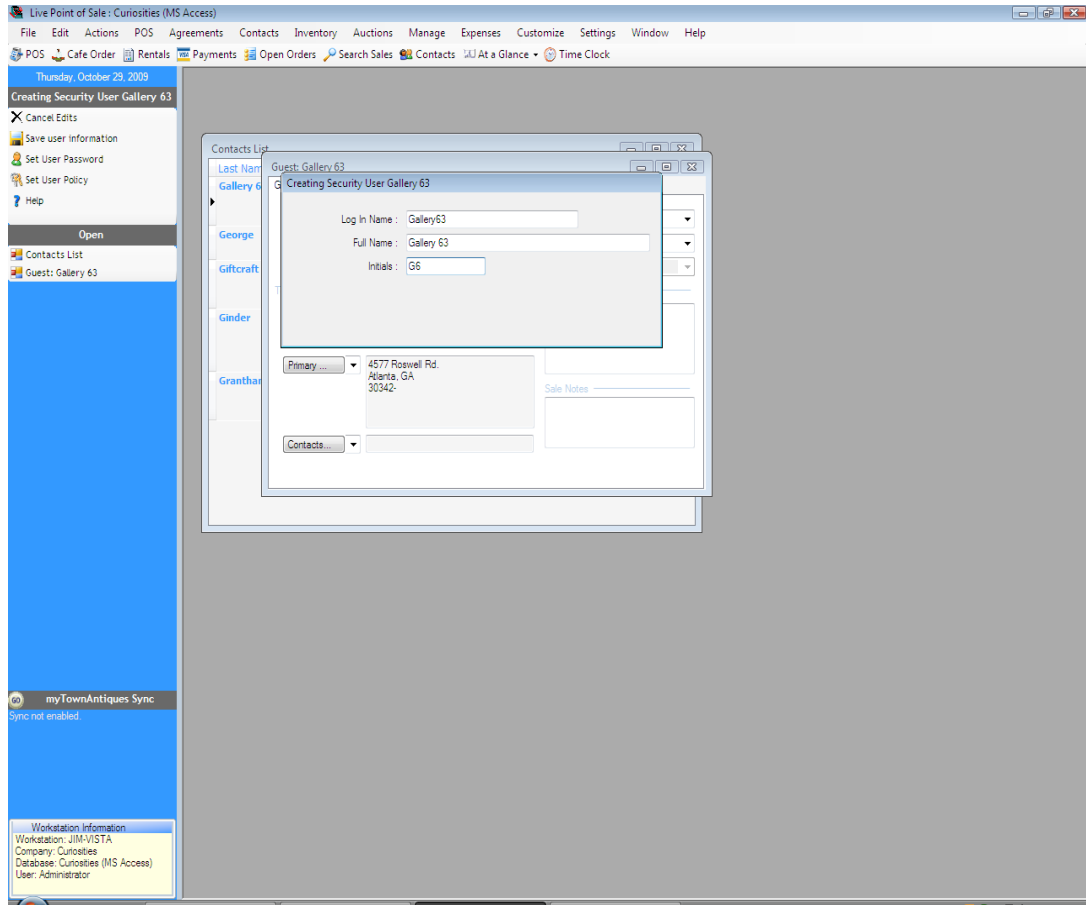
There are 2 unique types of users of our system. First, are employees and second are dealers and consignors. You will need to grant authority for you employees to access those functions required to do their jobs. For dealers and consignors you are only granting them rights to the website.

When creating a contact you may also create their user name and password. Or, you may create or change their passwords at any time.

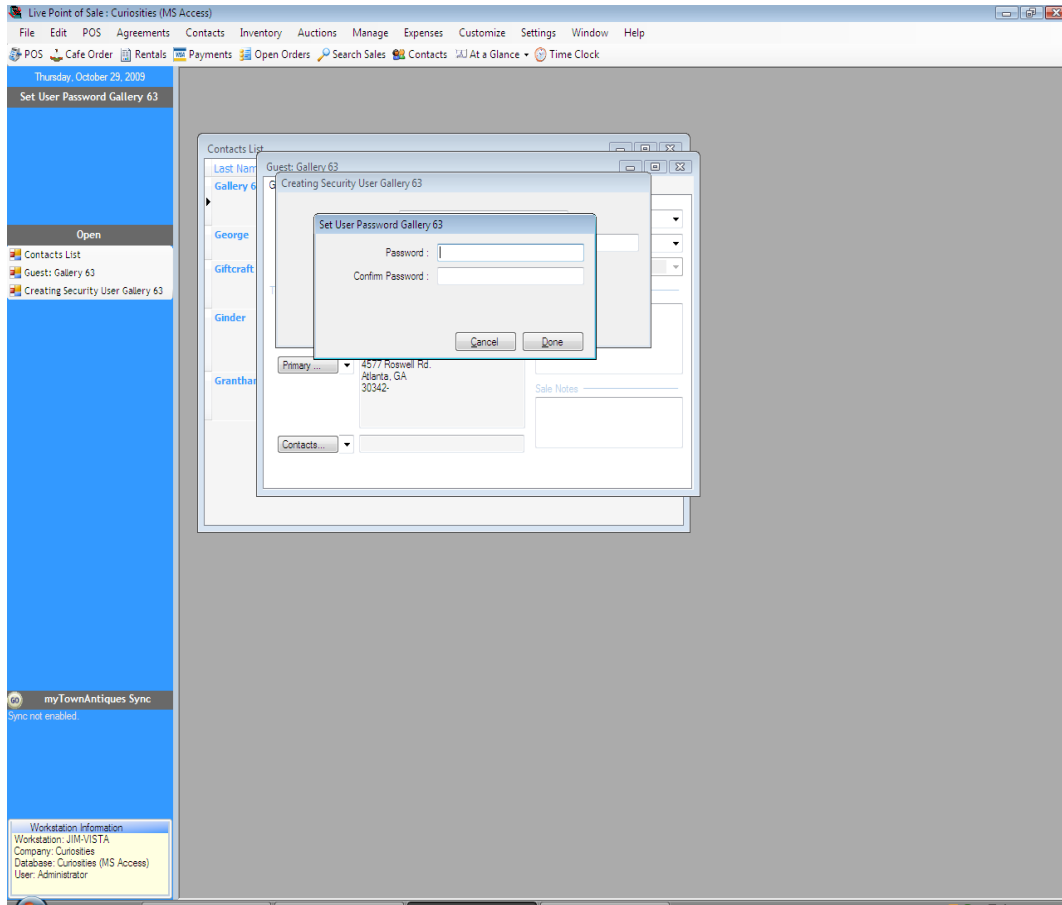
First, locate the contact from the contact list.



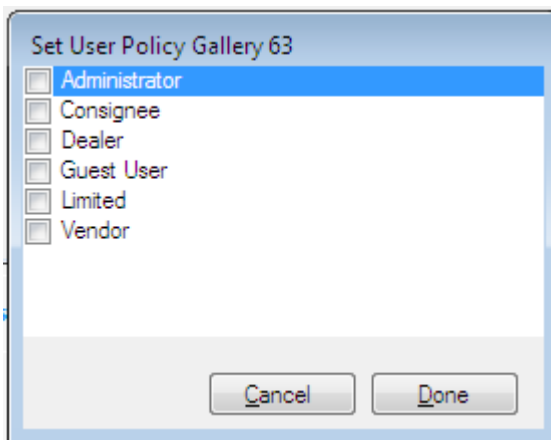
On the options panel on the left side of the screen select the 'Security' option.



Each user requires a Log In Name. The full name and initials fields are optional. Once you've entered the user name select 'Set User Password' from the options panel.



Enter a password for this user. Then re-type the password to confirm it and press 'Done'. The system will return to the previous screen where you should then select 'Set User Policy'.



A list of User Groups will be displayed. Each group has a unique set of authorizations to tasks within the system. Checking the group grants this user the rights to those functions granted within the User Security section of the system. Only grant the minimum rights for this person to accomplish required tasks.

For employees you will select from 'Administrator', 'Guest User' and 'Limited'. There may be other selections since your managers may create other User Groups.

For dealers and consignors select from 'Dealer' or 'Consignee'. Those groups only grant them access to the website.

Press 'Done' once all selections have been made.

The system will return to the previous screen where you should select 'Save User Information'.