

## Agent Administrator Adding a User to a Location

Adding users to webSUB begins on the Manage Users page. An Agent Administrator will have the ability to add additional users for their specific location.

- Step 1. An Agent Administrator will first need to log in.
- Step 2. Click "Manage Users" on the Actions menu to see a list of your location's users.
- Step 3. Click "Add New User."
- Step 4. You are required to conduct a search to make



Manage Users Page

sure the user does not exist. Search by first <u>and</u> last name (minimum of one letter in each field) or by Username (must be an exact match). Click "Search".

Step 5. If no matches are found for your search criteria you will get Error 5020 - No user was found for the criteria entered." Click "Add New User."

If the search returned results and there is an exact match, add this user by clicking "select."

Step 6. Enter the "User Details" information.

The e-mail address entered is where webSub will send the e-mail containing the user's username and temporary password.



Search Page

- Step 7. Assign "Authorized Actions" to this user as either an "Administrator" or a "User."
- Step 8. Click "Save" to add the User.

## **Modifying Users**

To make changes to a user, the Administrator must first locate the user. To view users at your location:

Step 1. Click "Manage Users" on the Actions menu.

Step 2. Click "Modify" under Actions beside the user. The Add/Modify User page will open.

Manage Users  Authorized Users - Agent Location				
Modify Delete	2161	AADMIN1	Agent Administrator	User
lodify   Delete	2261	AORR	Anita Orr	Administrator
Modify   Delete	141	CMUNOZ	Conrad Munoz	Administrator
Modify   Delete	1461	CTEST	CandyTest Test	Administrator
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Step 3. Make changes to User Details and Authorized Actions as needed.

Modifying a user's first or last name will not change the Username.

Step 4. Click "Save".

## **Deleting Users**

When a user no longer requires access to WebSub, they should be deleted by an Administrator.

Step 1. Click "Manage Users" on the Actions menu.

The users for your location will be listed.



Step 2. From the list of users, under the Actions column, click "Delete" beside the user.

A user must be deleted seperately from every location they are associated with. Deleting a user will not delete the transactions they processed. Once a user is deleted, they can be added by going through the "Add a New User" steps above.