

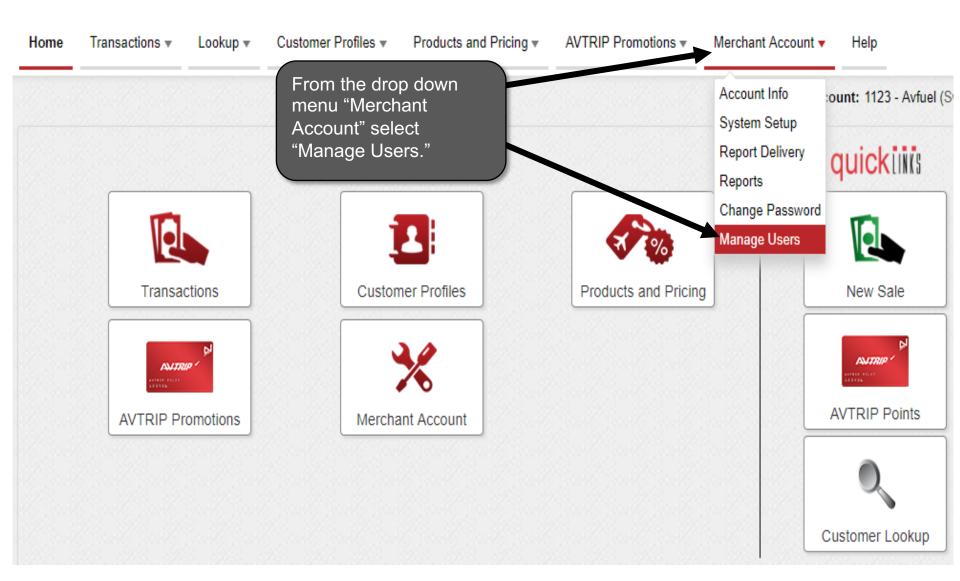
WEB TUTORIALS

Managing Users



Navigating



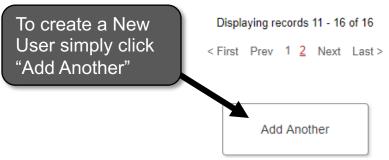


Managing Users



Manage Users

Username	Last Name	First Name	Email	User Role	Status	
TIFFANY.PLANK	Plank	Tiffany	tplank@avfuel.com	Merchant Administrator New	Active	Edit
TJABLONSKI	Jablonski	Tiffany	tjablonski@avfuel.com	Merchant Administrator New	Locked - Exceeded login attempts	Edit
TMONSEGUR	Monsegur	Tiffany	tmonsegur@avfuel.com	Merchant Administrator New	Active	Edit
TRENT.REEDER	Reeder	Trent	treeder@avfuel.com	Merchant Administrator New	Active	Edit
USER.CSR	CSR	USER	USER@CSR.COM	Merchant CSR2	Active	Edit
USER.CSR2	CSR	USER	TMONSEGUR@AVFUEL.COM	Merchant CSR2	Active	Edit



Note

In this screen you will see all users with access to your merchant account, along with their account details.

Creating A User



* Use	ername	COURTNEY.DUI	NN				
* Firs	t Name	Courtney					
Select the User Role	e Initial	Middle Initial					
	t Name	Dunn					
Email A	ddress	cdunn@airport.c	om]		
*Use	er Role	Select Select		*]		
*Laı	nguage	Merchant Mana Merchant Accou Merchant Admir Merchant CSR2	inting iistrator Ne	w			
Number	& Date Format	Merchant CSR1		:19 - \$1,234,567. ▼			
Con	nments	Comments				r all required fie e been filled out ve."	
		Cancel		Clear		Save	

User Created



Manage Users

- Successfully added User.
- An email has been sent with password reset instructions to the email address provided.

Username	Last Name	First Name	Email	User Role	Status	
BECKY_AMO	Amo	Becky	becky@rhoadespllc.com	Merchant Administrator New	Active	Edit
BENTEY.DOG	Dog	Bentley	bdog@gmail.com	Merchant CSR1	Active	Edit
CHRIS.DEVALL	Devall	Chris	cdevall@avfuel.com	Merchant Administrator New	Active	Edit
COURTNEY.DUNN	Dunn	Courtney	cdunn@airport.com	Merchant Manager	Active	Edit

Note

After clicking "Save" you will be brought back to the Manage Users screen, where you can see the new user has been successfully added. An e-mail will automatically send to the new user prompting them to setup a challenge phrase and password.

Editing A User

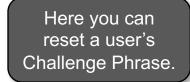


To edit a User simply click "Edit."

Manage Users

Username	Last Name	First Name	Email	User Role	Status
BECKY_AMO	Amo	Becky	becky@rhoadespllc.com	Merchant Administrator New	Active Edit
BENTEY.DOG	Dog	Bentley	bdog@gmail.com	Merchant CSR1	Active Edit
CHRIS.DEVALL	Devall	Chris	cdevall@avfuel.com	Merchant Administrator New	Active Edit
COURTNEY.DUNN	Dunn	Courtney	cdunn@airport.com	Merchant Manager	Active Edit

Editing A User





*Username	COURTNEY.DUNN	Status: Active	
*First Name	Courtney	Challenge Phrase (Reset Challen	age Phrase)
Middle Initial	Middle Initial		
*Last Name	Dunn		
*Email Address	cdunn@airport.com		to.
*User Role	Merchant Manager ▼	Access	
*Language	At the bottom you have option to lock a users a	Merchant	Merchant No.
*Number & Date Format	reset their password,	Avfuel	1123
	clear the information.	Your FBO Name, Inc.	2503
Comments	finished, select "Sa	Oleg's BAMS Contract Merchant	35677
Lock Account	Reset Password Can	Clear	Save

Note

All fields are editable, except for the Username. This cannot be changed.

User Edited



Manage Users

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Successfully Edited User.

Username	Last Name	First Name	Email	User Role	Status	
BECKY_AMO	Amo	Becky	becky@rhoadespllc.com	Merchant Administrator New	Active	Edit
BENTEY.DOG	Dog	Bentley	bdog@gmail.com	Merchant CSR1	Active	Edit
CHRIS.DEVALL	Devall	Chris	cdevall@avfuel.com	Merchant Administrator New	Active	Edit
COURTNEY.DUNN	Dunn	Courtney	cdunn@airport.com	Merchant Manager	Active	Edit

Note

After selecting "Save" you will be brought back to the "Manage Users" page to continue editing, or adding users.