



WEB TUTORIALS

Managing Users




Navigating




Home Transactions ▾ Lookup ▾ Customer Profiles ▾ Products and Pricing ▾ AVTRIP Promotions ▾ Merchant Account ▾ Help

From the drop down menu "Merchant Account" select "Manage Users."

- Account Info
- System Setup
- Report Delivery
- Reports
- Change Password
- Manage Users**




Transactions




Customer Profiles




Products and Pricing




AVTRIP Promotions



Merchant Account



New Sale



AVTRIP Points



Customer Lookup

Managing Users



Manage Users

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

To create a New User simply click "Add Another"

Displaying records 11 - 16 of 16

< First Prev 1 2 Next Last >

Note

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

Creating A User



* Username

* First Name

Middle Initial

* Last Name

Email Address

* User Role
Select
Merchant Manager
Merchant Accounting
Merchant Administrator New
Merchant CSR2
Merchant CSR1

* Language

* Number & Date Format

Comments

Select the User Role from the drop down menu.



After all required fields have been filled out, click "Save."



User Created



Manage Users

i Successfully added User.

i 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
BENTLEY.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	<input type="button" value="Edit"/>
BENTLEY.DOG	Dog	Bentley	bdog@gmail.com	Merchant CSR1	Active	<input type="button" value="Edit"/>
CHRIS.DEVALL	Devall	Chris	cdevall@avfuel.com	Merchant Administrator New	Active	<input type="button" value="Edit"/>
COURTNEY.DUNN	Dunn	Courtney	cdunn@airport.com	Merchant Manager	Active	<input type="button" value="Edit"/>
						<input type="button" value="Edit"/>

Editing A User



Here you can reset a user's Challenge Phrase.

* Username

* First Name

Middle Initial

* Last Name

* Email Address

* User Role

* Language

* Number & Date Format

Comments

Status: Active

Challenge Phrase (Reset Challenge Phrase)

Access

Merchant	Merchant No.
Avfuel	1123
Your FBO Name, Inc.	2503
Oleg's BAMS Contract Merchant	35677

At the bottom you have the option to lock a users account, reset their password, and/or clear the information. When finished, select "Save."


- Lock Account
- Reset Password
- Cancel
- Clear
- Save

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

User Edited



Manage Users

 Successfully Edited User.

Username	Last Name	First Name	Email	User Role	Status	
BECKY_AMO	Amo	Becky	becky@rhoadespllc.com	Merchant Administrator New	Active	<input type="button" value="Edit"/>
BENTLEY.DOG	Dog	Bentley	bdog@gmail.com	Merchant CSR1	Active	<input type="button" value="Edit"/>
CHRIS.DEVALL	Devall	Chris	cdevall@avfuel.com	Merchant Administrator New	Active	<input type="button" value="Edit"/>
COURTNEY.DUNN	Dunn	Courtney	cdunn@airport.com	Merchant Manager	Active	<input type="button" value="Edit"/>

Note

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