

## Setting up New Users

		My Dashboard Contact Welcome to your DASHBOARD	Us   😴 View Cart   🍄 Live Help You are logged in as Erin Gallagher   <u>log.out</u>		
Driziskariostus, ise. Order Tools Tracking Design Re	equest Name System Waiting On Approve		Users Packing Slip Selection		
Choose a Search Keyword Search	WELCOME TO YOUR DASHBO	ARD	Add User Manage Users	Only Managers hav	e access to set up Use
Search for: All Enter search keywords Show Last Order Info Search	designs along with several new enhance My Saved Carts and all of your Account information that is not already availated	Welcome Id Emblem On-Line Catalog. The new cata sements such as a My Favorites List, Shipm nt Information. If you have any questions ble under Support-WEI University, please I-800-766-0448 or click on Live Help in the	ent Tracking, Invoice Tracking, or need additional training contact your Sales Support	Profiles. To set u Account Info > Use	p a new user, Go to rs>AddUser.
Multiple Design Search Emblem Blanks Search	Dpen Orders		2 open orders		
DE Lettering Search Stock Products	<b>Open Invoices</b>		<u>Total \$6,626.21</u>		
Need More Search Options?	Shipping Orders		View Shipments		
ADD USER					
General Information First Name*		John			
Last Name*		Doe			
Company Name*		Promo/World Emblem			
Phone (111-111-1111)	)	555-555-5555			
Fax (111-111-1111)				Enter the information for the	e new user. Only those
Mobile (111-111-1111)	1			fields with an * are required	
Email		jdoe@worldemblem.com		and password (twice). Whe	
Send New User Email (	Confirmation	C Send / Send Again 💿 Sent	/ Do Not Send	they can be required to get N	
Login Username*				orders over a specific dolla	
This username is valid.		jdoe		role and move it to the sele	
Password*		•••••		The role selected will deter	
Confirm*		•••••		functionality in the catalog.	Each role is listed with
Order Approval Infor		<u> </u>		their rights under WEI Univ	
Require Order Approva Single Order Limit (\$)	d	C Yes ⊙ No (\$0.0	202	and their rights can be custo	mized by location.
Monthly Order Limit (\$)	)	(\$0.0			
User Roles			-,		
Available :	Selected :				
User Role - All Manager User Role - All Sales Re	ap User Role	e - All Purchaser			
·		•			
Submit					
MANAGE US	SER LOGINS				Add User Logi
Group By:	•				
Search:	All	•			Results per page: 50
Search	Clear			h View Saved Searches	
Showing 1 - 1 of 1	results				Page
Name	\$ Type	\$ Company	‡ Email	\$ Phone	Actions
Erin Gallagher Username: 30530		Promo/World Emblem	egallagher@worl	demblem.com 305-899-9006	Edit   Password   Disable
Showing 1 - 1 of 1					Page
	<u> </u>				
				for that particular location. Go	
Info > U	sers > manage U	sers to view and	eaitpassword	s, edit accounts or disable acc	ounts.
WORL		l OFFICE: 1500 PH: (800)766-04	N.E. 131 ST.	MIAMI, FL 33161	11-20-08 Rev.
		www.wo	orldemblem.c	com	11-20-00 Nev.