

Add and Manage Users

The Company Account Manager (CAM) can add users to the company account, in a variety of roles with associated privileges. Each user has the ability to save information individual to the user, i.e. My Lists and My Addresses. Regardless of role, each user has access to invoice on the company's behalf. However, system emails are generated to keep the CAM aware of all user City Online activity.

To manage users, select My Account (1), Manage Users (2) and Add New User (3).

Welcome, Rebekah **1** My Account | My Lists | Sign Out
Feedback | Help | Contact Us

Search/Advanced Search All Categories For Enter keyword GO **My Shopping Cart: 0 items, \$0.00**

My Account

My Account Information

- My Addresses
- Company Addresses
- Manage Account Information
- Change My Password
- My Profile
- My Payment Profile
Save your credit card information for a faster checkout.
- Manage Users** **2**
- Manage Notifications

My Shopping Experience

- Manage My Lists
- View Order History
- View Invoice History
- View Invoice Payment History

Manage Users

View/edit company users. Select the User ID to edit the individual user's information. As default, only active users are displayed. To include inactive users, check the *Show Inactive Users* box and select *View All*.

Show Inactive Users

Find By Last Name Value **3** Find Add New User View All Cancel

Company users

User ID	First Name	Last Name	E-Mail Address	Phone Number	Status	Role
CALCITY	SYSTEM	ACCOUNT	kim.tu@calgary.ca	403-214-3	Active	General User
PROPTAX	PROPERTY	TAX	proptax.commercial@calgary.ca	403-214-7	Active	General User

Enter the required information. The new user credentials will be emailed to the (1) e-mail address entered here, select the role of the user (2), and select save (3).

Role and access level:

- Company Account Manager (CAM): View Invoice Payment History, View Invoice History, View Order History, Manage My List, Request for Data License Product, Request for Relationship, Manage Users, My Profile, *Change Password, Manage Account Information, Company Addresses, My Addresses.
- Company Billing Manager: View Invoice Payment History, View Invoice History, View Order History, Manage My List, My Profile, *Change Password, Manage Account Information, Company Addresses, My Addresses.
- Company Communication Contact: View Order History, Manage My List, My Profile, *Change Password, Manage Account Information, My Addresses.
- Special Account View: View Invoice Payment History, View Invoice History, View Order History, Manage My List, My Profile, *Change Password, Manage Account Information, My Addresses.
- General User: View Order History, Manage My List, My Profile, *Change Password, My Addresses

The screenshot shows a web interface for adding a new user. On the left is a sidebar with 'PRODUCTS' and 'Property Information'. The main area is titled 'Add New User' and contains a form with the following fields and options:

- Salutation: dropdown menu
- * First Name: text input
- * Last Name: text input
- Company ID: text input with value 'CITYCAL'
- * User ID: text input
- * E-Mail Address: text input with format 'example_10@example.com' (marked with a red circle '1')
- * Phone Number: text input with value '403' and format '999-9999' (marked with a red circle '2')
- Phone Number Extension: text input with format '9999'
- Company Account Manager: radio buttons for Yes and No (No is selected)
- Company Billing Manager: radio buttons for Yes and No (No is selected)
- Company Communication Contact: radio buttons for Yes and No (No is selected)
- Special Account View: radio buttons for Yes and No (No is selected)
- General User: radio buttons for Yes and No (Yes is selected)

At the bottom right, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box and a red circle '3'.

The new company user will receive an email from City Online with sign in credentials shortly after the new user is created.

Manage Users

Select the user ID to edit the user details. The account manager has full access to modify and maintain user accounts including resetting pass-words, unlocking accounts and deactivating user profiles.

PRODUCTS

Property Information

Manage Users

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Show Inactive Users

Find By: Last Name Value:

Company users

User ID	First Name	Last Name	E-Mail Address	Phone Number	Status	Role
CALCITY	SYSTEM	ACCOUNT	kim.deslauriers@calgary.ca	403-268-4818	Active	General User
PROPTAX	PROPERTY	TAX	proptax.commercial@calgary.ca	403-268-1987	Active	General User



Edit User Details

Enter the required information below to update your account.

* Indicates a required field.

1

Salutation

* First Name

* Last Name

Company ID

User ID

* E-Mail Address
Format: example_10@example.com

* Phone Number
Format: 999-9999

Phone Number Extension

2

* Status

Company Account Manager Yes No

Company Billing Manager Yes No

Company Communication Contact Yes No

Special Account View Yes No

General User Yes No

3

Reset Password

1. User details can be updated.
2. Active/Inactive: Select Inactive from the drop down to deactivate a user. The user can be reactivated at any time. An inactive user is the equivalent to a deleted user.
3. Reset Password/ Unlock Account: Check the box to reset the user's password. If the account is locked, the radio button would read, "unlock account". Check the box to unlock.

Select save to update the changes.