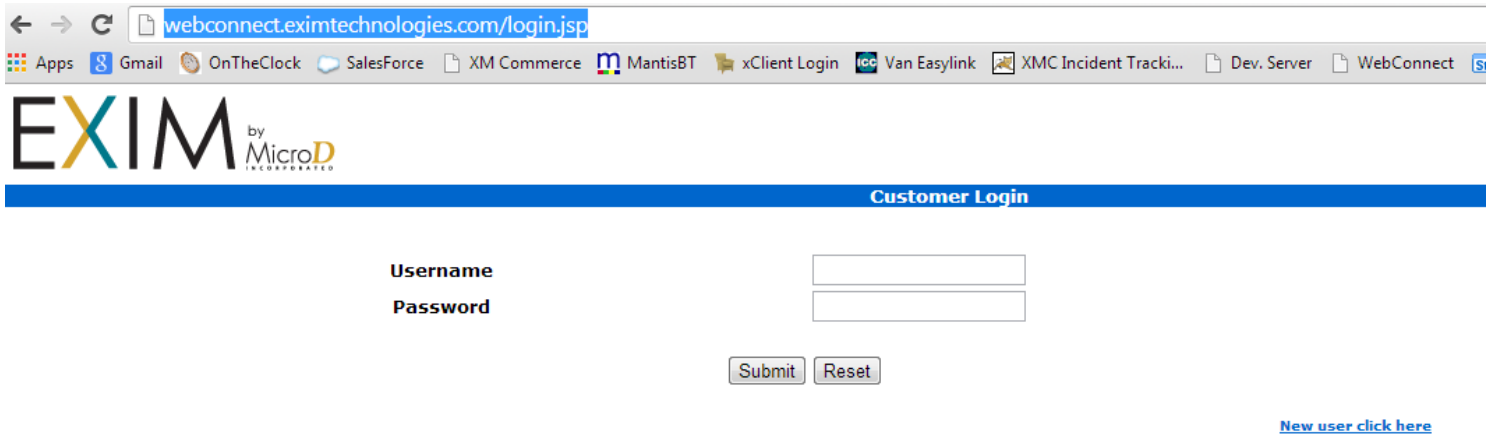


WebConnect - Add Users

This lesson will show you how to add new users on your WebConnect.

**Log into your administrative account on WebConnect
(<http://webconnect.eximtechnologies.com/login.jsp>).**



The screenshot shows a web browser window with the address bar containing `webconnect.eximtechnologies.com/login.jsp`. The browser's tab bar includes several open tabs: Apps, Gmail, OnTheClock, SalesForce, XM Commerce, MantisBT, xClient Login, Van Easylink, XMC Incident Tracki..., Dev. Server, and WebConnect. The page header features the EXIM logo (with 'by MicroD INCORPORATED' below it) and a blue navigation bar with the text 'Customer Login'. The main content area contains a login form with the following elements:

- A label 'Username' positioned to the left of a text input field.
- A label 'Password' positioned to the left of a password input field.
- Two buttons, 'Submit' and 'Reset', located below the password field.
- A blue hyperlink labeled 'New user click here' located in the bottom right corner of the form area.

Click on Add User.

The screenshot shows a web browser window with the URL `webconnect.eximtechnologies.com/cawelcome.jsp`. The browser's address bar and tabs are visible. The page header features the EXIM logo and the text "by MicroD INCORPORATED". A blue navigation bar at the top right contains the text "ACC".

The main content area is divided into two columns. The left column is a sidebar menu with the following items:

- Incoming
 - + New(0)
 - + Viewed(710)
 - + Total(710)
- Outgoing
 - + Open(12)
 - + Closed(699)
 - + Failed(0)
 - + Total(711)
- Generate Consolidated
- ASN
- Print All New 850/860(s)
- Add User** (highlighted with a red box and a red arrow)
- View User
- PO Notification
- User Password
- Change Password
- Logout

The right column displays transaction statistics:

Incoming Transactions	
New	0
Viewed	710
Total	710

Outgoing Transactions	
Open	12
Closed	699
Failed	0
Total	711

Enter the new users Login Name, Password, Confirm Password, then click on Submit.

Form fields for adding a new user:

Login Name

Password

Confirm Password

A new screen will pop up letting you know that the user was successfully added. Either click on "set the permissions" or "Add another user."

Add User Successful

The user has been successfully added.
Please set the permissions for the new user.

[Add another user](#)

To set permissions (what the person is able to do), click permissions above or go to View User and click on "Permissions".

The screenshot displays a web application interface with three main columns. The left column contains a navigation menu with the following items: Incoming (+ New(0), + Viewed(710), + Total(710)), Outgoing (+ Open(9), + Closed(702), + Failed(0), + Total(711)), Generate Consolidated ASN, Print All New 850/860(s), Add User, View User (highlighted with a red box and a red arrow labeled '1'), PO Notification, User Password, Change Password, and Logout. The middle column is titled 'Login Name' and contains a list of blurred user names. The right column is titled 'Set Permissions' and contains a vertical list of 'Permissions' buttons. A red arrow labeled '2' points to the 'Permissions' button at the bottom of this list.

Once in Permissions, use the drop down menus to allow the person access to view, create and view, or none for each Document Type. Then click on "Set Permission".

Login Name

Document Type	Document Name	Permission
855	PURCHASE ORDER ACKNOWLEDGEMENT	none
856	ADVANCE SHIP NOTICE	view create and view none
810	INVOICE	none
850	PURCHASE ORDER	none
PL	Print Labels	none

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Set Permission

You will then get this screen and will need to click on View User to navigate back to set any other permissions. Or if you are finished, you can now log out.

Customer Permissions

The permissions were successfully set.

- Incoming
 - + New(0)
 - + Viewed(710)
 - + Total(710)
- Outgoing
 - + Open(9)
 - + Closed(702)
 - + Failed(0)
 - + Total(711)
- Generate Consolidated
- ASN
 - Print All New 850/860(s)
 - Add User
 - View User
 - PO Notification
 - User Password
 - Change Password
 - Logout