An Administrator's Guide to Imagestar.com

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I. User Maintenance

Clicking on the "My Account" link, shown above, will bring you to User Maintenance. Only the Administrator may access this page. Non-Administrators only have access to a Change Password page.

User Maintenance allows you to Add, Delete and Edit any user profile as well as modify the Administrator account settings

First Name	Last Name	Email Address	User Role		
Both	Smith	both@imagestar.com	Admin	Edit	
Niki	Tout	Tout@imagestar.com	All	Edit	Delete
					Add

II. Creating A New User

To create a new user click "Add" in User Maintenance. This will bring you to the Maintain Single User page (see below). Fill out the form and click "Go" to save the new user profile.

III. Maintaining An Existing User

Clicking on "Edit" in User Maintenance will bring you to the Maintain Single User page. "Edit" allows you to change the Name, Email, Password and Role for that user. Only the Name and Password may be changed for Administrator accounts. Click "Go" to save any changes made to an existing user profile.

IV. User Roles

The four User Roles that may be assigned to user profiles are Finance, Order Entry, Inquiry and All. Each role may only access certain functions of the website, which are outlined below.

	Finance	Order Entry	Inquiry	All
Search For Pricing & Availability	YES	YES	YES	YES
Can Place Orders	NO	YES	NO	YES
View Account Summary	YES	NO	NO	YES
User Maintenance	NO	NO	NO	NO
Request Returns	YES	YES	NO	YES