



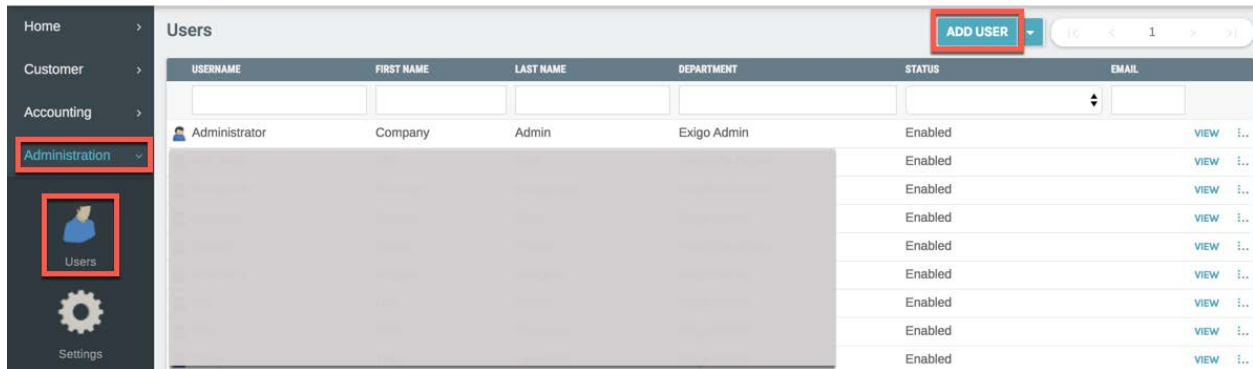
Users:

Creating New Users

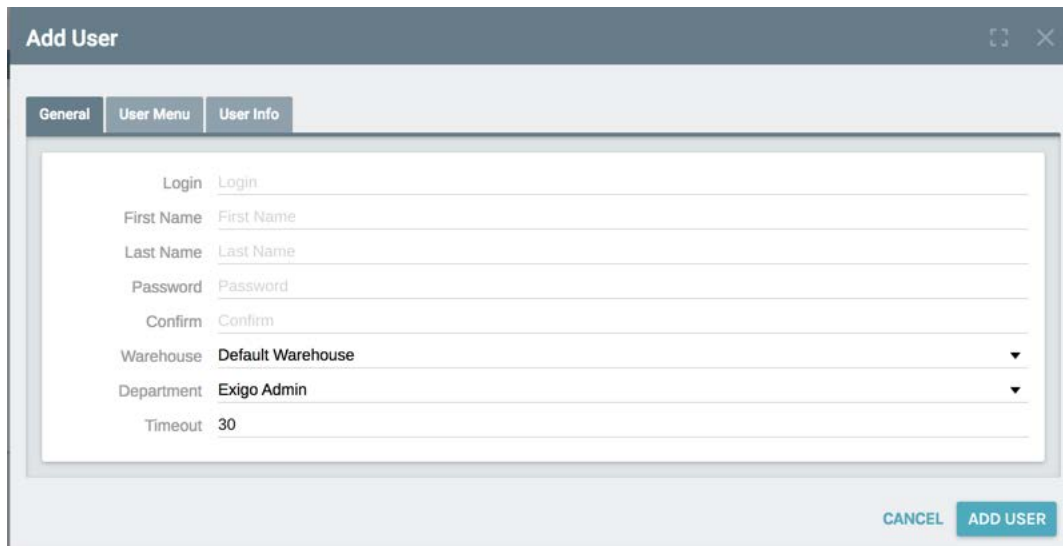
v 1.0

CREATING NEW API USERS

1. Log in to Exigo.com.
2. Go to Administration > Users



3. Clicking “ADD USER” opens the following window.



Add User

General | User Menu | User Info

Login:

First Name:

Last Name:

Password:

Confirm:

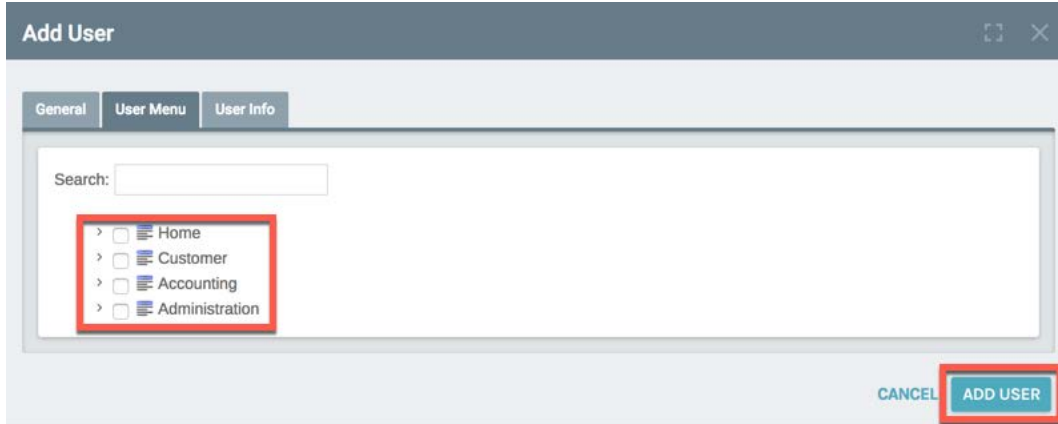
Warehouse:

Department:

Timeout:

4. Complete the following fields at minimum on the General Tab.
 - a. Login = User Name or Name used to log in to Exigo.com.
 - b. First Name = First Name of the User
 - c. Last Name = Last Name of the User
 - d. Password = The initial password of the User (Can be changed by User)
 - e. Confirm = The initial password of the User

5. Check the following 4 check boxes to give the User All Security Permissions to the system.
NOTE: New Users set up by the Implementations Team are given All Security Permissions. Clients are responsible for updating and managing Security Permissions.



The screenshot shows the 'Add User' dialog box with the 'User Menu' tab selected. A search field is present above a list of four menu items: Home, Customer, Accounting, and Administration. Each item has a right-pointing chevron and a checked checkbox. A red box highlights this list. At the bottom right, there are 'CANCEL' and 'ADD USER' buttons, with the 'ADD USER' button also highlighted by a red box.

6. The User Info Tab is not required for basic setup. User Information is managed by Clients.
7. Click "ADD USER".
8. The User has been created.