



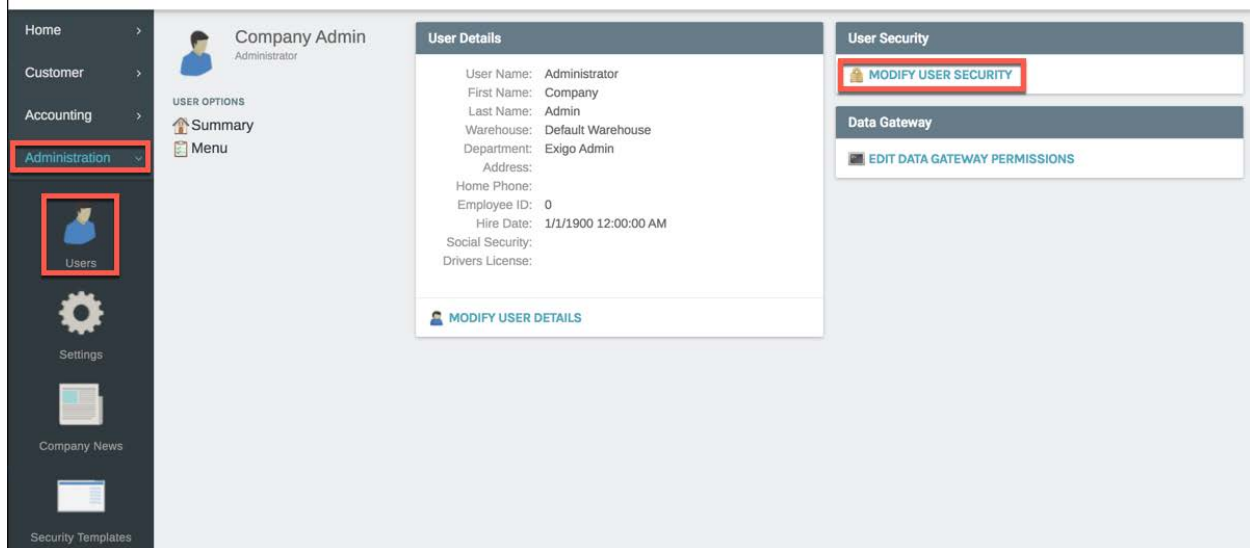
Users:

Portal Access

v 1.0

PORTAL ACCESS

1. Log in to Exigo.com.
2. Go to Administration > Users
3. Double Click on the User needing Portal Access.

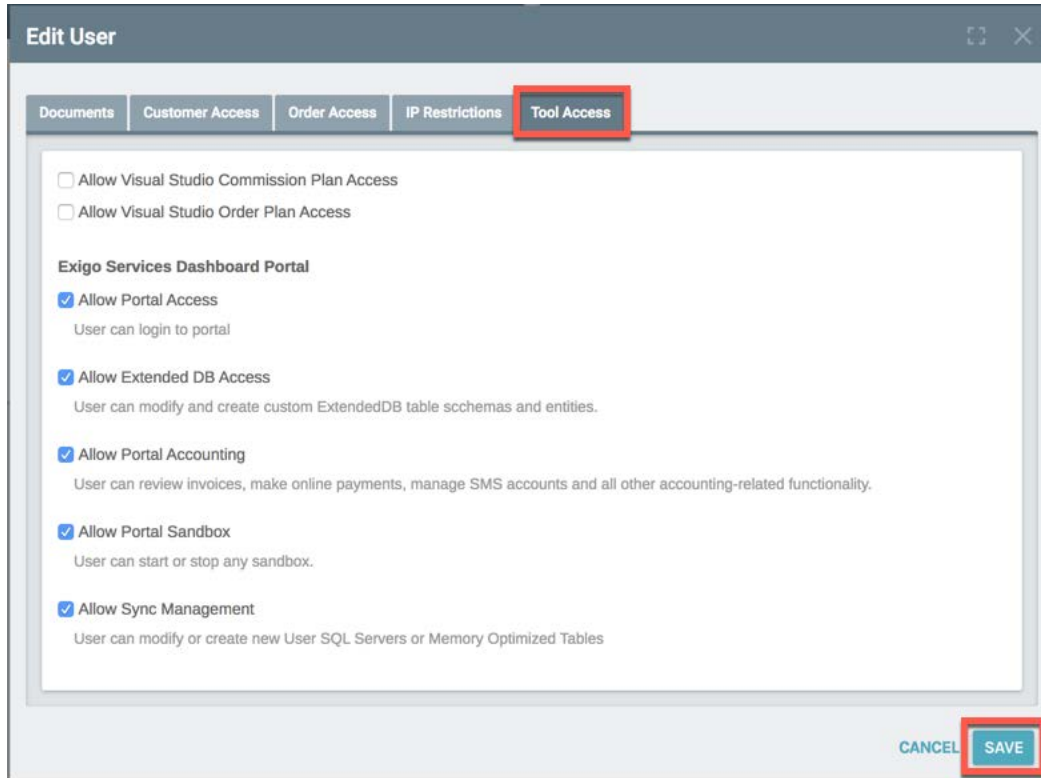


The screenshot displays the Exigo user management interface. On the left, a navigation sidebar includes 'Home', 'Customer', 'Accounting', 'Administration' (highlighted with a red box), 'Users' (highlighted with a red box), 'Settings', 'Company News', and 'Security Templates'. The main content area shows the user profile for 'Company Admin Administrator'. Under 'USER OPTIONS', 'Summary' and 'Menu' are visible. The 'User Details' section lists the following information:

User Name:	Administrator
First Name:	Company
Last Name:	Admin
Warehouse:	Default Warehouse
Department:	Exigo Admin
Address:	
Home Phone:	
Employee ID:	0
Hire Date:	1/1/1900 12:00:00 AM
Social Security:	
Drivers License:	

At the bottom of the 'User Details' section is a 'MODIFY USER DETAILS' button. To the right, the 'User Security' section contains a 'MODIFY USER SECURITY' button (highlighted with a red box), and the 'Data Gateway' section contains an 'EDIT DATA GATEWAY PERMISSIONS' button.

4. Clicking "MODIFY USER SECURITY" opens the following window.



Edit User

Documents Customer Access Order Access IP Restrictions **Tool Access**

Allow Visual Studio Commission Plan Access

Allow Visual Studio Order Plan Access

Exigo Services Dashboard Portal

Allow Portal Access
User can login to portal

Allow Extended DB Access
User can modify and create custom ExtendedDB table schemas and entities.

Allow Portal Accounting
User can review invoices, make online payments, manage SMS accounts and all other accounting-related functionality.

Allow Portal Sandbox
User can start or stop any sandbox.

Allow Sync Management
User can modify or create new User SQL Servers or Memory Optimized Tables

CANCEL SAVE

5. Click on the Tool Access Tab.
6. Review the following options:
 - a. Allow Portal Access = Grants the User access to the Ticketing System on Portal.exigo.com.
 - b. Allow Extended DB Access = Grants the User access to modify and create Extended Databases.
 - c. Allow Portal Accounting = Grants the User access to view and pay invoices.
 - d. Allow Portal Sandbox = Grants the User access to Start and Stop Sandboxes.
 - e. Allow Sync Management = Grants the user access to create or modify Sync Servers.
7. Click "SAVE".