

CREATE / CHANGE / DELETE SUB USERS

HOW TO CREATE / CHANGE / DELETE SUB USERS – For ADMIN users please contact nzwebmaster@ingrammicro.co.nz

NOTE ONLY THE WEB ADMIN USER CAN CREATE/CHANGE/DELETE SUB USERS

Log into the IMOnline website <http://nz.ingrammicro.com/>

1. Click on My Account>User Administration (to create a new user you can also click on Quick Links = Create user)

The screenshot shows the Ingram Micro website interface. At the top, the user is logged in as Jayne van den Berg. The navigation menu includes 'My Account', which is highlighted with a red box. Below the navigation menu, there is a 'Quick Links' section with a 'Create user' button also highlighted with a red box. The main content area shows the 'User Administration' page, where the 'Create New User' button is highlighted with a red box. A red arrow points from the 'Create user' button in the Quick Links section to the 'Create New User' button in the User Administration section.

2. To create a new sub user you need - First Name + Last Name + Phone number + a valid email address

User Administration

[Create a New User](#) * Required

Enter the information requested below to create a new user.

Contact Information

* First Name

* Last Name

* Phone

Mobile Phone

Fax

* Email Address
 Your registered email address will also be your account username.

3. Next you need to set up the sub user privileges.
- If not ticked on the sub user will NOT be able to use the function.

- Note once you click on **Create User** an auto email will be sent out to the user with the login and temp password detail.

Privileges

Please select the privileges for the new user from the options below. Use the Quick Selection buttons as shortcuts to common privilege combinations. All new users will enjoy basic Endeavour features such as being able to save searches and favorite product lists.

QUICK SELECTIONS **Basics** **Support** **Purchasing** **All** **Reset**

<p>Basic Privileges <small>i</small></p> <p><input checked="" type="checkbox"/> Basic features (favorites, saved searches...)</p>	<p>Ordering <small>i</small></p> <p><input checked="" type="checkbox"/> Place orders</p> <p><input checked="" type="checkbox"/> Fulfillment ordering</p> <p><input checked="" type="checkbox"/> No password confirmation required on orders</p> <p><input checked="" type="checkbox"/> View order status</p> <p><input checked="" type="checkbox"/> Backorder report</p>
<p>Shopping <small>i</small></p> <p><input checked="" type="checkbox"/> View reseller prices and stock</p> <p><input checked="" type="checkbox"/> Create baskets</p> <p><input checked="" type="checkbox"/> Create quotes</p>	<p>Returns <small>i</small></p> <p><input checked="" type="checkbox"/> Create returns</p> <p><input checked="" type="checkbox"/> View returns</p>
<p>Account Statements <small>i</small></p> <p><input checked="" type="checkbox"/> View invoices</p> <p><input checked="" type="checkbox"/> Invoices reporting tool</p>	

Based on the selection, this user must change their password every 180 days.

Create User Cancel

4. Tick on and delete / Disable / Enable or add new user

Home > My Account > User Administration

My Account

<p>My Profile</p> <hr/> <p>User Administration</p> <p>Create New User</p> <hr/> <p>Baskets</p> <p>Quotes</p> <p>Order List</p> <p>Account Statements</p>	<p>User Administration</p> <p>Select the first letter of the user's last name:</p> <p>A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #</p> <p>Per page: 25 1 2 3 ... 24 Last</p> <p>Select: All None</p> <p>Enable Disable Delete Add a New User</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Username</th> <th>User type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Greenhalgh Adam</td> <td>adam.greenhalgh@ingrammicro.co.nz</td> <td>Inquiry Only</td> <td>Enabled</td> </tr> </tbody> </table>	Name	Username	User type	Status	<input type="checkbox"/> Greenhalgh Adam	adam.greenhalgh@ingrammicro.co.nz	Inquiry Only	Enabled
Name	Username	User type	Status						
<input type="checkbox"/> Greenhalgh Adam	adam.greenhalgh@ingrammicro.co.nz	Inquiry Only	Enabled						

5. TO RESET A USERS PASSWORD – Click on the user>click on Reset Password and SAVE – and auto email will be sent to the user with the login + temp password details. Let then copy and paste the temp password and then create their own.

User Administration

Select the field you wish to edit. When you are finished, click the "Save" button at the bottom.

User: [Berton Zou](#)

User Profile Privileges

Contact Information

* First Name

* Last Name

* Phone

Mobile Phone

Fax

* Email Address
 Your registered email address will also be your account username.

Status

Account is enabled: [Disable](#)
Password: [Valid](#)
[Reset Password](#)

Save Cancel