VENDORS - User Management

This resource will cover <u>CREATE NEW USER</u>, <u>UPDATE EXISTING USER PERMISSION</u>, <u>PASSWORD MANAGEMENT</u>.

You must be logged in as a Vendor Manager.

<u>CREATE NEW USER</u>

Select ADMINISTRATION from your sidebar.

Select NEW USER.

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Fill out the following: First Name, Last Name, Email, Phone, User Roles, Username, Password

Note that the VENDOR should be preselected. If it IS NOT, or does not list YOUR PARK, **STOP** & call 800-247-6332, Option #2

Username format is as follows: FIRST INITIAL + LAST NAME.

If the username is already in use, please use: FIRST INITAIL + MIDDLE INITIAL + LAST NAME.
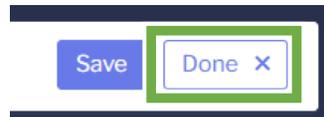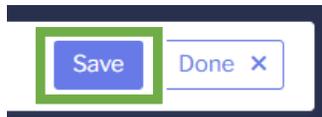
Username

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User name is assigned to a different user.

You will be able to assign the following roles: Vendor Staff

Select All	Deselect All
~~Administrator~~	
~~Call Center~~	
~~Finance~~	
~~Park Manager~~	
~~Park Staff~~	
~~Regional Manager~~	
~~Retail Manager~~	
~~Vendor Manager~~	
Vendor Staff	

Once all information has been entered, select SAVE. Then DONE.

Save Done ✕   Save Done ✕

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UPDATE EXISTING USER PERMISSION

Select USER ACCESS from the ADMINISTRATION toolbar.
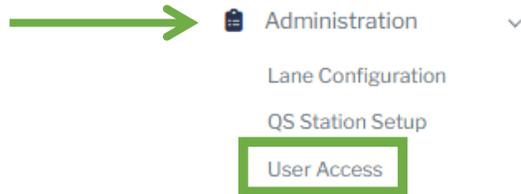
Search for and select the user profile by clicking anywhere in this section.

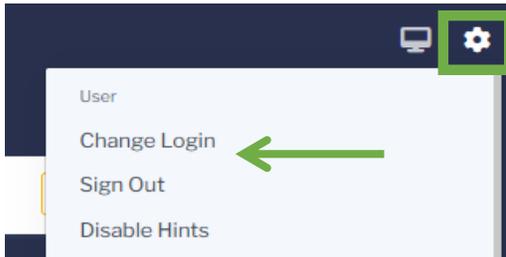As a Vendor Manager, you can update: Name, Email, Phone, Role(s), Password

Update whatever is needed, then select SAVE. Then DONE.

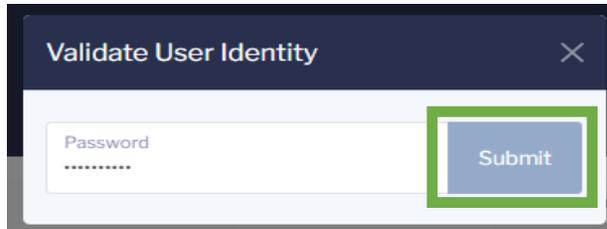# VENDORS - User Management
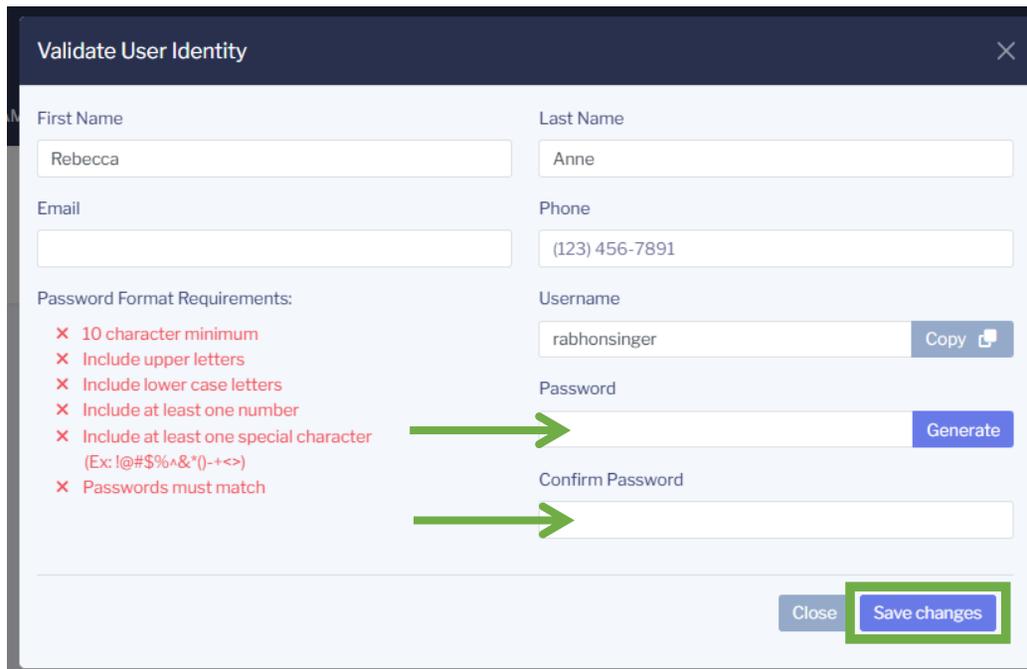
PASSWORD MANAGEMENT

To reset your OWN password, select the GEAR icon in the upper right corner. Then select CHANGE LOGIN.

Enter your CURRENT password and select SUBMIT.

Create your NEW password and select SAVE CHANGES.