

RAPID REFERENCE GUIDE: MODIFY OR DELETE USERS



USE: To Modify or Delete users on the **RAPID** System.

Step 1. Enter the Administration page by pressing the **ADMINISTRATION** button.

Step 2. Press the **EDIT USERS** button on the top of the Administration page.

Current Information

Main Address
Customer Test Mortgage
 Company ID: 10934
 456 Parsons St South
 Suite 150
 Houston, TX 77077

Billing Address
 456 Parsons St South
 Suite 150
 Houston, TX 77077

Contact: John J King Jr.
 Contact Phone: (456) 789-4568
 Contact Fax: (564) 567-8950
 Contact Email: jking@yahoo.com

Step 3. Press the **MODIFY** button next to the appropriate user.

Current Users						
Modify	Active	Username	First Name	Last Name	E-Mail	
<input type="radio"/> MODIFY	<input checked="" type="checkbox"/>	kathyj	Kathy	Jones	jane@south.com	
<input type="radio"/> MODIFY	<input checked="" type="checkbox"/>	fking	Fred	King	fred@king.com	
<input type="radio"/> MODIFY	<input checked="" type="checkbox"/>	jacksmith	Jack	Smith	jsmith@smith.com	

Step 4. Modify the users information and press **UPDATE** when done or press **USER ACCESS** to change user access rights. (see right).

Update User Information - kathyj for Testing

Change User Status

Active
 Inactive

Change User Information

E-Mail: Phone:

Change User Password

Password:
 Confirm Password:

UPDATE CANCEL

UPDATE USER ACCESS - kathyj for Testing

Add/Edit Orders

DEFAULT: The User does not have access to the Order products module and cannot place orders.

Add/Edit: Allows the user access to the Order Products module to place new orders and change the status, add comments, or add product orders to existing transactions. The user must have the ability to add orders at their default location to be granted Add/Edit Orders at other locations.

View Orders

DEFAULT: The User can only view orders they have submitted

View All Orders: Allows the user to view all orders that are placed at any location associated with their Parent company, regardless if they are a valid user at that location.

Administration

DEFAULT: The User does not have access to the Administration module.

Admin: Allows the user access to the Administration module to perform Administrative tasks.

UPDATE CANCEL

Step 5. If applicable, modify any access options for the user and press **UPDATE** when complete.