Adding a Distributor Administrator

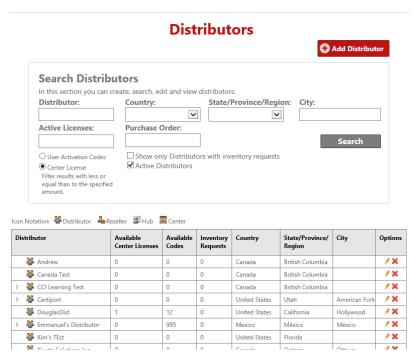
This document explains how to add a distributor administrator.

You can manage a distributor at the Client Manager administrator level.

- Step 1: Log in to <u>Jasperactive</u>. If necessary, select the **Client Manager** role from the Role menu.
- Step 2: Click the **Distributors** option in the panel to display the Distributors page.

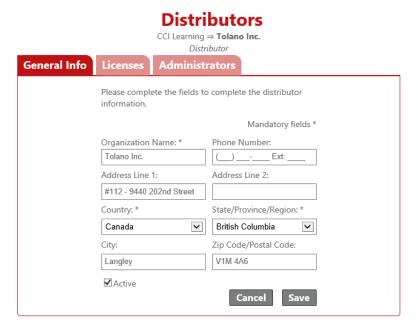
Distributors Add Distributor **Search Distributors** In this section you can create, search, edit and view distributors. City: Distributor: State/Province/Region: Country: Active Licenses: **Purchase Order:** Search User Activation Codes ☐ Show only Distributors with inventory requests Active Distributors Filter results with less or equal than to the specified amount.

Step 3: Enter criteria if desired, then click the **Search** button to display the results.

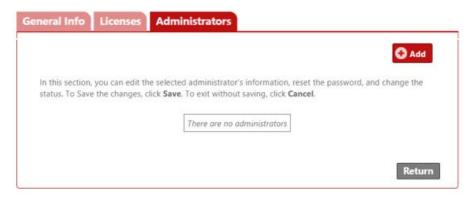


Step 4: In the search results table, locate the row for the distributor for which you want to add an administrator, and in the **Options** column, click the * (pencil) icon.

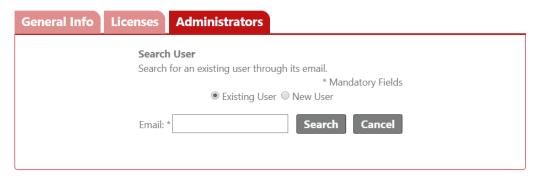
The General Info window appears.



Step 5: Click the **Administrators** tab to view the current distributor administrators.



Step 6: Click the **Add** button. The Search User options appear.



Step 7: You can search for an existing user or add a new user. The table below outlines each option.

Search for an Existing User

- 1. Click the **Existing User** radio button.
- 2. In the **Email** field, enter the email address of the person to whom you want to assign the administrator role.
- 3. Click **Search**. If the email address is already registered in the Jasperactive system, the user information will appear.

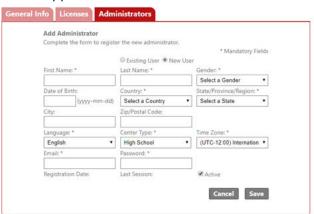


4. Click the **Add** button to designate this person as the Distributor Administrator.

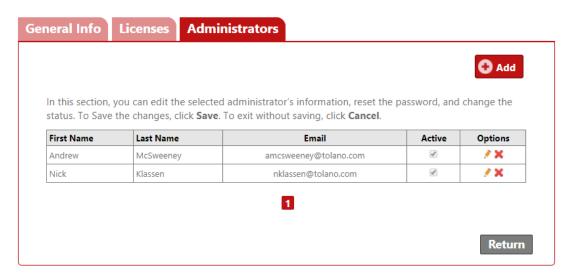
A notification bar appears and the Administrators table appears indicating the administrator was successfully added.

Add a New User

1. Click the **New User** radio button. The Add Administrator screen appears.



Complete the form as directed, and then click Save.
A notification bar appears and the Administrators table appears indicating the administrator was successfully added.



To add another administrator, click the **Add** button.

To view or edit an administrator's information, locate the row for the administrator you want to access, and in the **Options** column, click the (pencil) icon.

To delete an administrator, locate the row for the administrator you want to delete, and in the Options column, click the X icon.

To disable a user's account, locate the row for the user you want to make inactive, and in the **Active** column, click the checkbox to deselect it. When a user is made inactive, the user account and all associated roles are disabled and the user can no longer log in to Jasperactive.

Please use extreme caution before disabling user accounts by making them inactive.

To return to the main Distributors page, click the **Return** button.

If you need further assistance, contact Jasperactive Support (http://support.jasperactive.com/) or call them at (800) 668-1669.