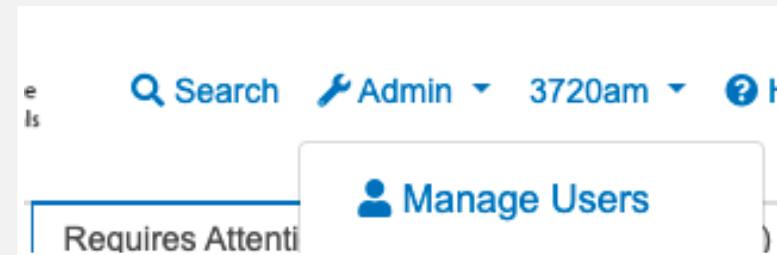


# ATOL MODULE 7 – MANAGING USERS

# ABOUT MANAGING USERS

- The manage user function is used to update client contact information so that the ad proofs go to the correct person or people responsible for approving their ads.
- You may find out about changes to client contact info from speaking with the client or receiving a client contact update notification email.
- First, click on the admin dropdown at the top of ATOL and choose **MANAGE USERS**



# SEARCHING FOR A USER

- To find a user, in the user type second box choose CUSTOMER.
- Based on the information you have, in the third box, choose the type of information you are placing in the first box. This can be using their username, full name, customer business name, account number or email address.
- Enter the information you have in the first box and click SEARCH to display results

## User Manager

Search Users:  Customer  User Name  Site

Full Name	User Name	Type	Customer/ID	Site	Email
No items to display					

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## User Manager

Search Users:  Customer  Site

Full Name	User Name	Type	Customer/ID	Site	Email
Varkey Abraham	CL34567	Customer	ERIC SHOES	CL	ericshoes28@g...
VARKEY ABRAHAM or Susan Ferdes	34567	Customer	ERIC SHOES	CL	ericshoes28@g...

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# UPDATE INFORMATION

- Click on the listing you want to edit. A box will open that contains the client's information. Update any fields that require new or additional information and click SAVE.

User Profile: CL34567

Full Name:	<input type="text" value="Varkey Abraham"/>
Customer	<input type="text" value="ERIC SHOES"/>
Account:	<input type="text" value="CL34567"/>
Email:	<input type="text" value="ericshoes28@gmail.com"/>
Phone:	<input type="text"/>
Alt Phone:	<input type="text"/>
Password:	<input type="password"/>
Verify Password:	<input type="password"/>
Email Options:	<input type="text" value="Block only CRM em..."/>
White Glove:	<input type="text" value="Select option"/>
Select Agency	<input type="text" value="Enter Custome..."/>

Associated Users are listed below. Select from the list and click Delete Association to remove the association.

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