

Company and User Maintenance

What is involved in Company and User Maintenance:

- A. How to add a new user to your establishment
- B. How to resend a user their password
- C. How to disable a user from your establishment

A - How to Add a New User to Your Establishment

Step 1:

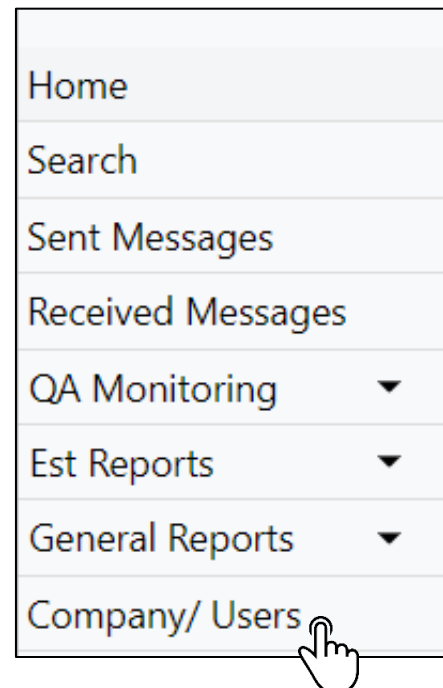
Login to Meat Messaging
<https://www.meatmessaging.org> and login with your usercode and password.

If you do not have your username or password, please email info@meatmessaging.com



Step 2:

On the side panel bar, click Company and Users field.

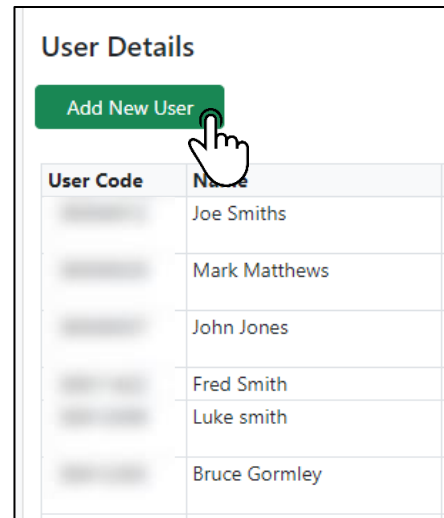


For more information go to: <https://meatmessaging.org/>
Call us on: +617 3073 9234
Email us: info@meatmessaging.com

Company and User Maintenance

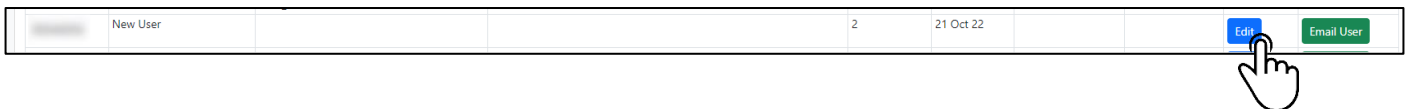
Step 3:

Under User Detail, click Add New User.



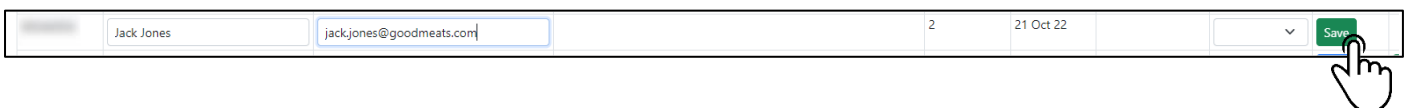
Step 4:

Scroll to the bottom of the page and a blank new user will display. Click the Edit Button,



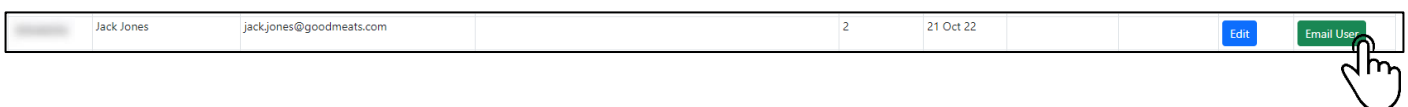
Step 5:

Enter the users Full Name and Email Address, then press save.



Step 6:

Once you have saved their details, click 'Email User'. The new user will now receive their login details to their email address.



For more information go to: <https://meatmessaging.org/>
Call us on: +617 3073 9234
Email us: info@meatmessaging.com

Company and User Maintenance

B - How to Resend Usercode and Password to Current Users

REPEAT STEPS 1 AND 2

Step 3

Find the user in your user list and then click the email user button. This will send the user their login details.

Jack Jones	jackjones@goodmeats.com	2	21 Oct 22	Edit	Email User
------------	-------------------------	---	-----------	----------------------	----------------------------

C - How to Disable Existing Users

REPEAT STEPS 1 AND 2

Step 3

Find the user in your user list the you want to remove and click the edit button.

Jack Jones	jackjones@goodmeats.com	2	21 Oct 22	Edit	Email User
------------	-------------------------	---	-----------	----------------------	----------------------------

Step 4

Under user disable, click the dropdown selector and change to 'Yes'.

Jack Jones	jackjones@goodmeats.com	2	21 Oct 22	<input type="checkbox"/>	Save	Edit	Email User
New User		2	21 Oct 22	<input type="checkbox"/>	Save	Edit	Email User
New User		2	31 Oct 22	<input type="checkbox"/>	Save	Edit	Email User

Step 5

Once you have changed the option to Yes, click Save.

Jack Jones	jackjones@goodmeats.com	2	21 Oct 22	<input checked="" type="checkbox"/>	Save	Edit	Email User
------------	-------------------------	---	-----------	-------------------------------------	----------------------	----------------------	----------------------------

