611 N. Broadway Suite 102
Milwaukee, WI 53202
sales@webcominc.com
(414) 273-4442
www.webcominc.com

COMPANIES ADMINISTRATION

Select the **Companies** link under the **User/Groups** drop down menu as shown in Figure 53-1

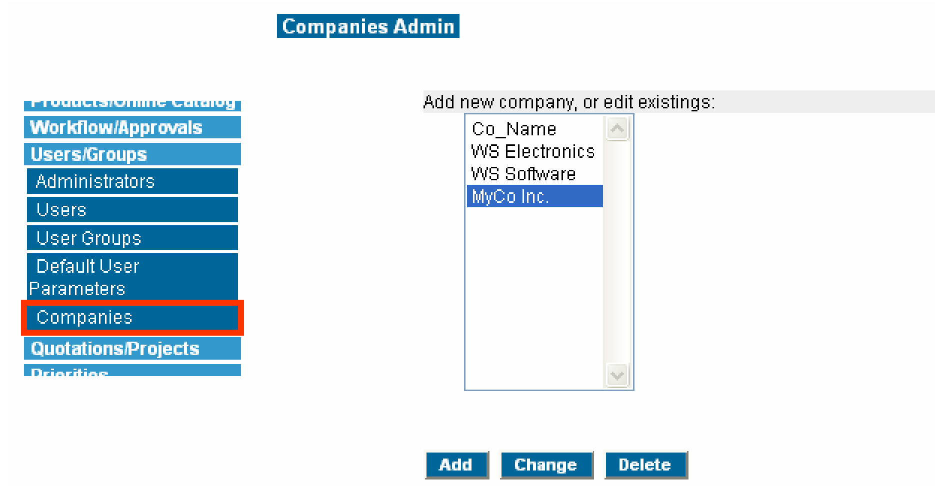

Figure 53 -1 – Companies Administration

Clicking **Add** will bring up the screen shown in Figure 53-2 and allows the creation of Companies. Selecting an existing company and clicking **Change** will bring up Figure 53-2.

To delete a company, select the company and click **Delete**. A window will appear for confirmation of the delete. Clicking **Cancel** aborts the deletion.

611 N. Broadway Suite 102
Milwaukee, WI 53202
sales@webcominc.com
(414) 273-4442
www.webcominc.com

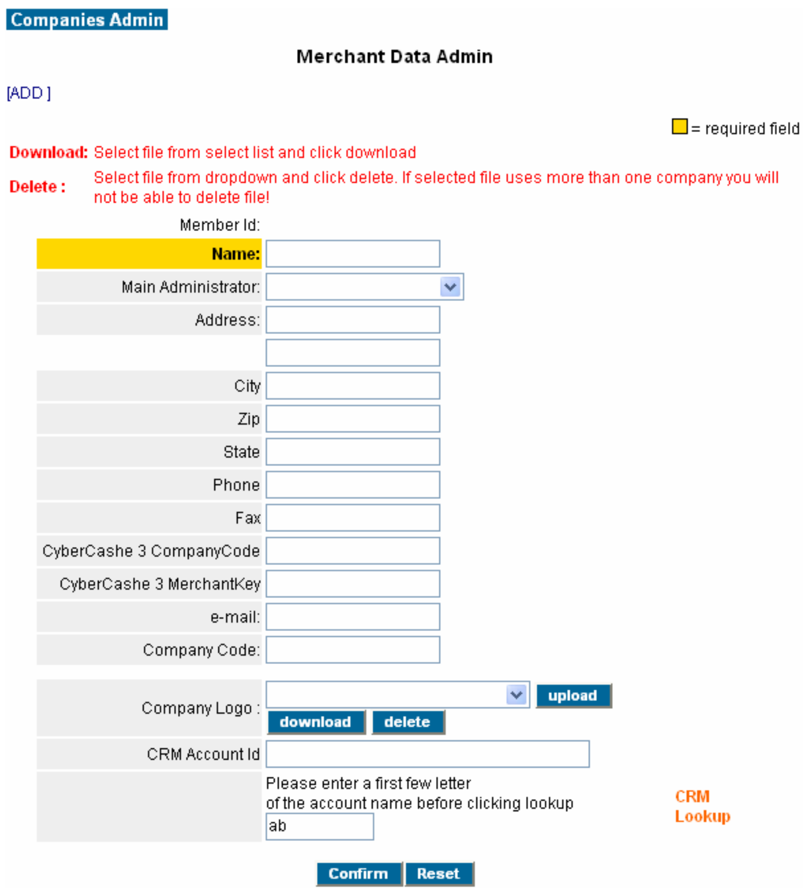

Figure 53-2 – Add new Company

Name is the only required field, but the Main Administrator name, Address, City, Zip, State, Phone, Fax, CyberCashe 3 CompanyCode, CyberCashe 3 MerchantKey e-mail and Company Logo can also be entered for the Company.

Company Logo is not a required field but it can be useful to upload because Company Logo can be displayed in a Word Quote for this Company (see Chapter 41).

After you enter all the data and click to **Confirm** you will see screen shown in Figure 53-4. This screen displays all the company information that has just been entered. Click the back button on the browser to go back and edit any information entered incorrectly.

Click the Perform Action button to create the Company. A page is then displayed confirming that the Company was created successfully.

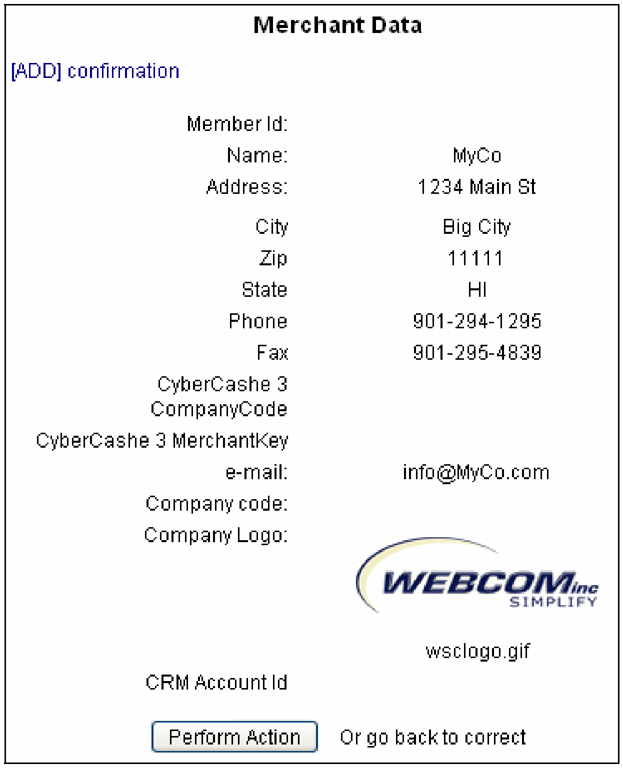

Figure 53-4

On the confirmation page, clicking **Administer** will display the list of companies shown in Figure 53-1 with the new company added.

Once a company has been created, it is then accessible on other administration pages. For instance, the company created in Figure 53-4 can be assigned to a user as shown in Figure 53-5.

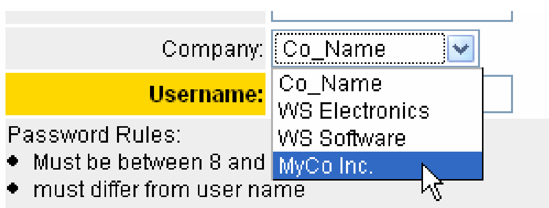

Figure 53-5 – Company assignment to users