

COMPANIES ADMINISTRATION

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

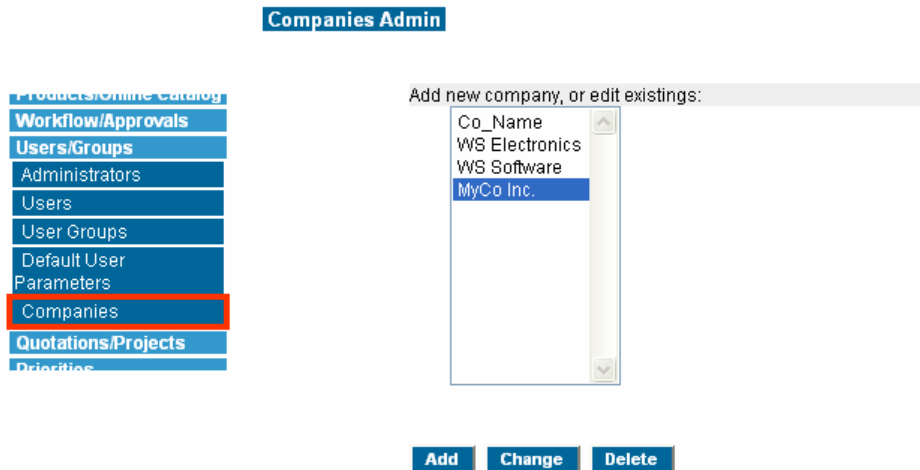


Figure 53 -1 – Companies Administration

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.

Companies Admin

Merchant Data Admin

[ADD]

= required field

Download: Select file from select list and click download

Delete : Select file from dropdown and click delete. If selected file uses more than one company you will not be able to delete file!

Member Id:

Name:	<input type="text"/>
Main Administrator:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
Zip:	<input type="text"/>
State:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
CyberCashe 3 CompanyCode	<input type="text"/>
CyberCashe 3 MerchantKey	<input type="text"/>
e-mail:	<input type="text"/>
Company Code:	<input type="text"/>
Company Logo :	<input type="text"/> <input type="button" value="upload"/>
	<input type="button" value="download"/> <input type="button" value="delete"/>
CRM Account Id	<input type="text"/>
	Please enter a first few letter of the account name before clicking lookup
	<input type="text" value="ab"/> <input type="button" value="CRM Lookup"/>
	<input type="button" value="Confirm"/> <input type="button" value="Reset"/>

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.

Merchant Data

[\[ADD\] confirmation](#)

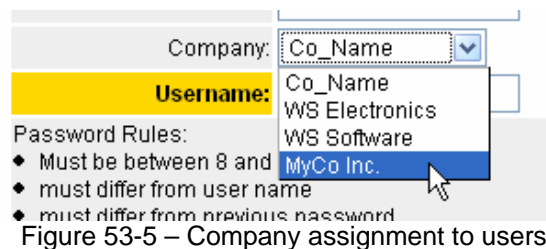
Member Id:	
Name:	MyCo
Address:	1234 Main St
City:	Big City
Zip:	11111
State:	HI
Phone:	901-294-1295
Fax:	901-295-4839
CyberCashe 3 CompanyCode	
CyberCashe 3 MerchantKey	
e-mail:	info@MyCo.com
Company code:	
Company Logo:	 wsclogo.gif
CRM Account Id	

Or go back to correct

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.



Company:

Username:

Password Rules:

- ◆ Must be between 8 and
- ◆ must differ from user name
- ◆ must differ from previous password

Figure 53-5 – Company assignment to users