

MANNA FoodBank

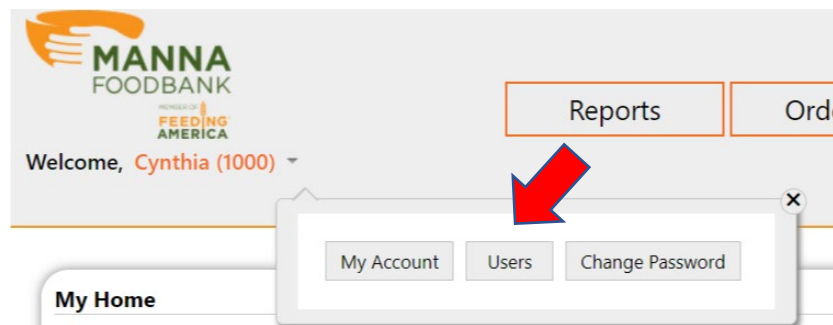
Online Ordering Guide for Partner Agencies

Version 1.1

Managing User Accounts

Once additional users have been created, the Admin user for your agency can manage the list of additional user accounts. For assistance creating user accounts reference the complete guide or the guide named Creating Additional Users.

- On the Home page click the small arrow beside your name then click Users



- The New User page has three options to help manage your list of user accounts

1 + Add New User	2 Email Address	First Name	Last Name	3 Active	Admin
Reset Password				<input checked="" type="checkbox"/>	<input type="checkbox"/>

1. Create an additional user (see Creating Additional Users)
2. Send a password reset email to the user
3. Make a user active or inactive
 - Once created user accounts cannot be deleted, there will be a history of all users that have been created for your account
 - Unchecking the Active checkbox beside a user will deactivate their user account and remove all access