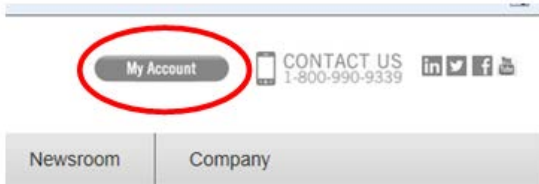


How do I add a new user?

Katie S
posted this on Feb 18 01:20 PM

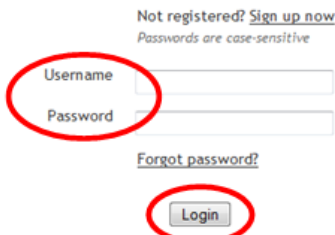
To add a user, perform the following steps:

1. Go to www.bidsync.com and click **My Account** in the upper right hand corner of the page.



2. When the **BidSync login** page is displayed, enter your **Username** and **Password**, then click **Login**.

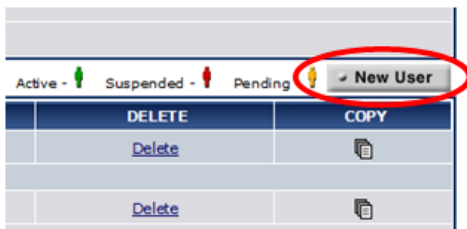
BidSync login



3. When the **Home** page is displayed, click on the **Manage users** icon.

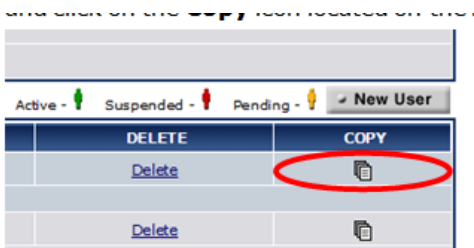


4. The **Manage users** page will display a list of users associated with your account. You have two options for adding a new user.
 - a. To set up a user from scratch, click on the **New User** button located on the right side of the page.



A blank user profile will be created and displayed. Enter the information of the user you wish to add. You will want to define appropriate Notifications, Regions, Agency Types and Classifications.

- b. To use an existing user profile as the basis for the new user, locate the user name in the table and click on the **Copy** icon located on the right side of the page.

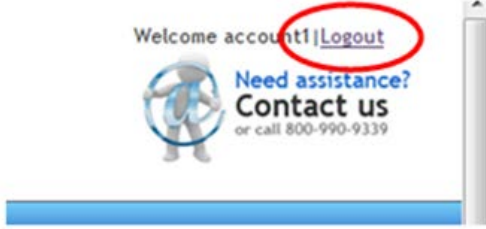


A partially filled out user profile will be displayed. Enter the information of the user you wish to add. The Notifications, Regions, Agency Types and Classifications of the user you are copying will also be duplicated.

5. Once you've filled out the profile, enter your **Password** and click **Save**. The user will be added to the account and can log in.

SAVE	
Username	magaleivendor
Password	<input type="password"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

6. To log out, click **Logout** in the upper right hand corner of the page.



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