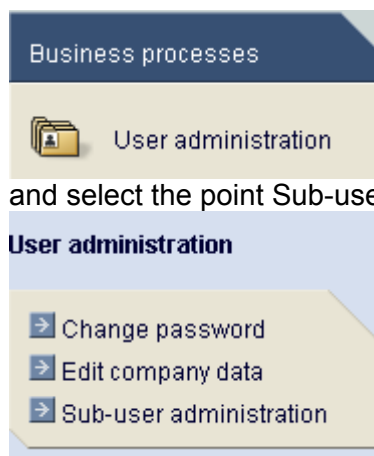


## Web EDI-FAQ How to create a sub-user?

Thomas Gries / 7/17/2006 12:04 PM

### Sub-user creation

To create Sub-users you should connect to WebEDI with the main user you got for the application. After the login to Valeo WebEDI choose the process User administration:

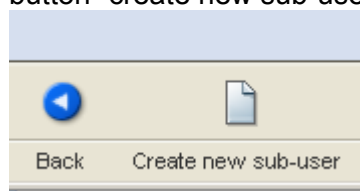


and select the point Sub-user administration.

You get now a list with all sub-users already created



With a click on existing user it is possible to change data. To create now sub-users choose the button "create new sub-users"





In the following screen enter the data for the sub-user, yellow marked fields are mandatory, also you could give permissions to this sub-user for the different processes to use.

### User data

User name

Password

Confirm password

Name

Type of notification

E-mail

Phone

Fax

Language

### Set permissions

Login permission	<input checked="" type="checkbox"/>
Write permissions	<input checked="" type="checkbox"/>
Pers. properties	<input checked="" type="checkbox"/>
Delivery instructions	<input checked="" type="checkbox"/>
Call-Offs	<input checked="" type="checkbox"/>
Orders	<input type="checkbox"/>
Order response	<input type="checkbox"/>
Delivery and transport data	<input checked="" type="checkbox"/>
Delivery and transport data (Inner and intermediate packages)	<input checked="" type="checkbox"/>
Delivery and transport data (Transport units)	<input checked="" type="checkbox"/>
Delivery and transport data (Additional data)	<input checked="" type="checkbox"/>
Invoices	<input checked="" type="checkbox"/>
Credit notes	<input checked="" type="checkbox"/>
Stock movements	<input checked="" type="checkbox"/>
Shipping advice	<input type="checkbox"/>
Label	<input checked="" type="checkbox"/>
OTL3 / ETI9	<input type="checkbox"/>