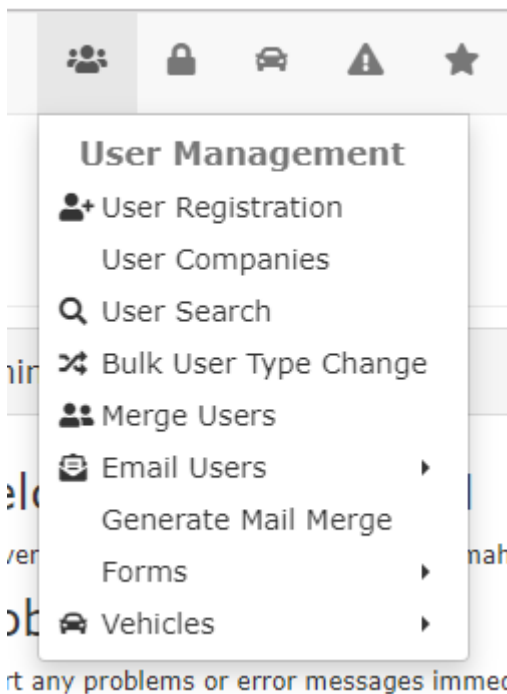


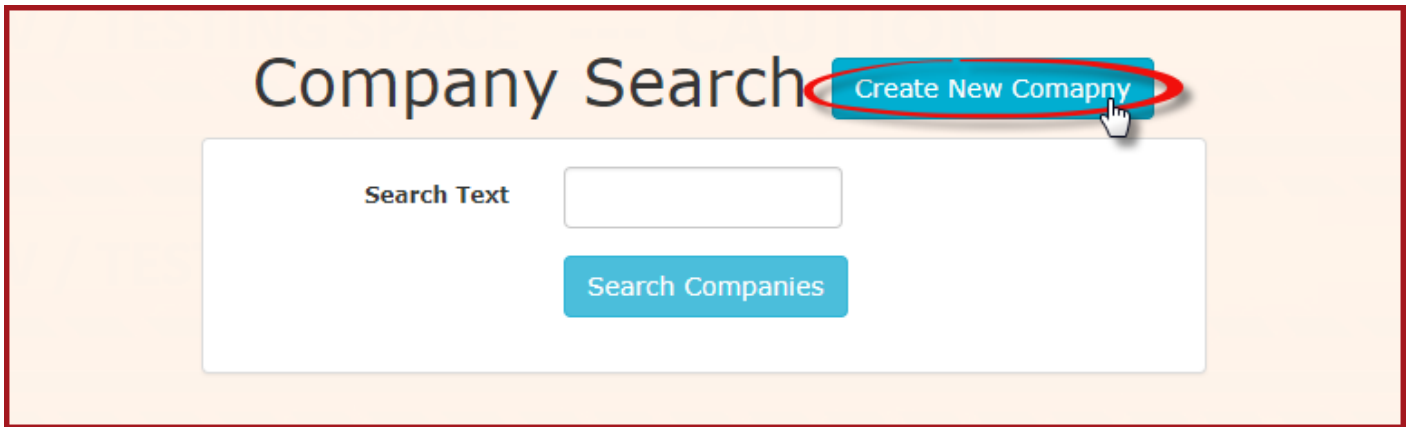
User Company Editor

Accessing the User Company Editor

Under **User Management**, click **User Companies**.



The **Company Search** window will display. To add a company click **Create New Company**.

The image shows a web interface for company search. At the top, the text "Company Search" is displayed in a large, dark font. To its right is a blue button labeled "Create New Comapny" (note the typo). A red oval highlights this button, and a mouse cursor is pointing at it. Below the title and button is a white rectangular box containing a search form. Inside this box, the text "Search Text" is followed by a white input field. Below the input field is a blue button labeled "Search Companies".

Company Search

Create New Comapny

Search Text

Search Companies

The **Company Edit** window will display. In our example we are using the following entries:

- - **Account Number:** ABC-12345
 - **Company Name:** Widgets Incorporated
 - **Address:** 100 Main Street, Ottawa, Ontario, K2K 2E6
 - **Contact Name:** John Doe
 - **Address:** 1110 Main Street, Carleton Place, Ontario, K2K 1R4
 - **Invoice Emails:** This is the email address they would like the invoices mailed to.

Once the data is entered, click **Add New Company**

Company Edit

[Back](#)

Account Number

Account Name

☐ Receives Invoice

Invoice Emails

Invoice Comments

Address

City

Province

Postal

Tenant

Phone

Fax

Contact Name

Contact Address

Contact City

Contact Province

Contact Postal

[Add New Company](#)

After you have added the company you will see a green message confirming the company has been added.

Company Edit

Back

Company has been added.

Account Number

ABC-12345

Account Name

Widgets Incorporated

Using Company Search

When we return to the Company Search page, it should be displayed as a search result.

Notice how we now have our company in place but no users at this point.

Company Search

Create New Comapny

Search Text

Search Companies

Account Number	Account Name	# of Users	
97102	Jones Windows	3	Edit
2574141	OPS-COM Corp	2	Edit
ABC-12345	Widgets Incorporated	0	Edit

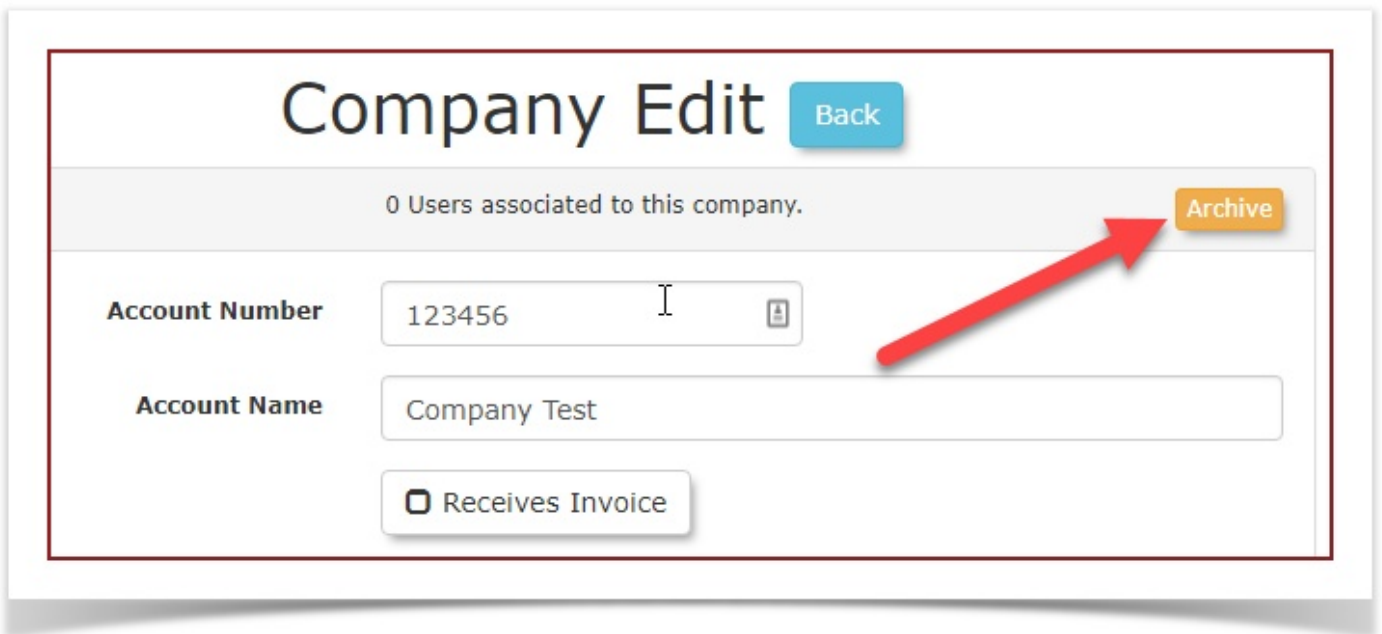
Archiving a Company

Note

Only Companies with zero associated users can be archived.


To archive a company, search for it and click the **Edit** button to open the Company Edit screen.

Click the **Archive** button in the top right hand corner.



Company Edit [Back](#)

0 Users associated to this company. [Archive](#)

Account Number 

Account Name

☐ Receives Invoice

Adding Users to a Company

To add users, navigate to the user's profile.

In our example we are adding John Doe as the company contact and the Billing Account Contact. In John's profile enter **Widgets Incorporated** in the company field to link John to that company.

Enable the **Company Manager** checkbox to select John as a Company Manager.

This will allow him to access the profiles of other people in his company.

Enable the **Company Billing Account** checkbox. This will allow him to setup a payment method to pay for all permits for users he manages.

Click '**Submit for Processing**' and then click the '**Information Correct**' button.

Personal Information

☒ Allow user login and mark account as active

User Type: Full Time Staff

Locker User Type: --- Select User Type ---

Username: johndoe

Email Address: justinbcc@tomahawk.ca

Password:

Leave this blank to keep the existing password.

Salutation:

First Name: John

Middle Name:

Last Name: Doe

Local Mailing Address: 213 Fake Street

City: Incognito

Province: Ontario

Postal Code: k7c2v3

Local Phone Number: 6136242424

Please include area code

Phone (cell):

Drivers Licence:

Location of Issuance: Select Province

Date of Birth: clear

Tax Exemption Code:

Private Comment:

Public Comment:

☒ Allow Text2ParkMe reminders

There are no credit cards on file.

☒ Company Member

☐ Individual

Company: Widgets Incorporated: ABC-12345

☒ Company Manager

☒ Company Billing Account

You can continue to add users to the company in the same manner as described above, however if you try to add another Company Billing Account contact, you will see a message that indicates that John Doe is already the current Billing Account contact.

☒ **Allow Text2ParkMe reminders**
There are no credit cards on file.

☒ Company Member

☐ Individual

Company:

Widgets Incorporated: ABC-12345

☐ Company Manager

☐ Company Billing Account

Current Billing Account:

John Doe

Go back to Search for a Company. If you click on the **number 2** , the system will take you to the user search screen displaying the 2 users associated with the company.

Company Search

Create New Comapny

Search Text

Search Companies

Account Number	Account Name	# of Users	
197102	Jones Windows	3	Edit
2574141	OPS-COM Corp	2	Edit
ABC-12345	Widgets Incorporated	2	Edit

You will see the users displayed for that Company and the Manager and Billing contact will be indicated.

		Username	FULL NAME	ADDRESS	CITY	Stu./Emp. No.	User Type
H	Manager	johndoe	Doe, John	213 Fake Street	Incognito		Full Time Staff
H	Billing Account	jrockwood	Rockwood, James	92 Baseline Road	Ottawa	0001234	Full Time Student