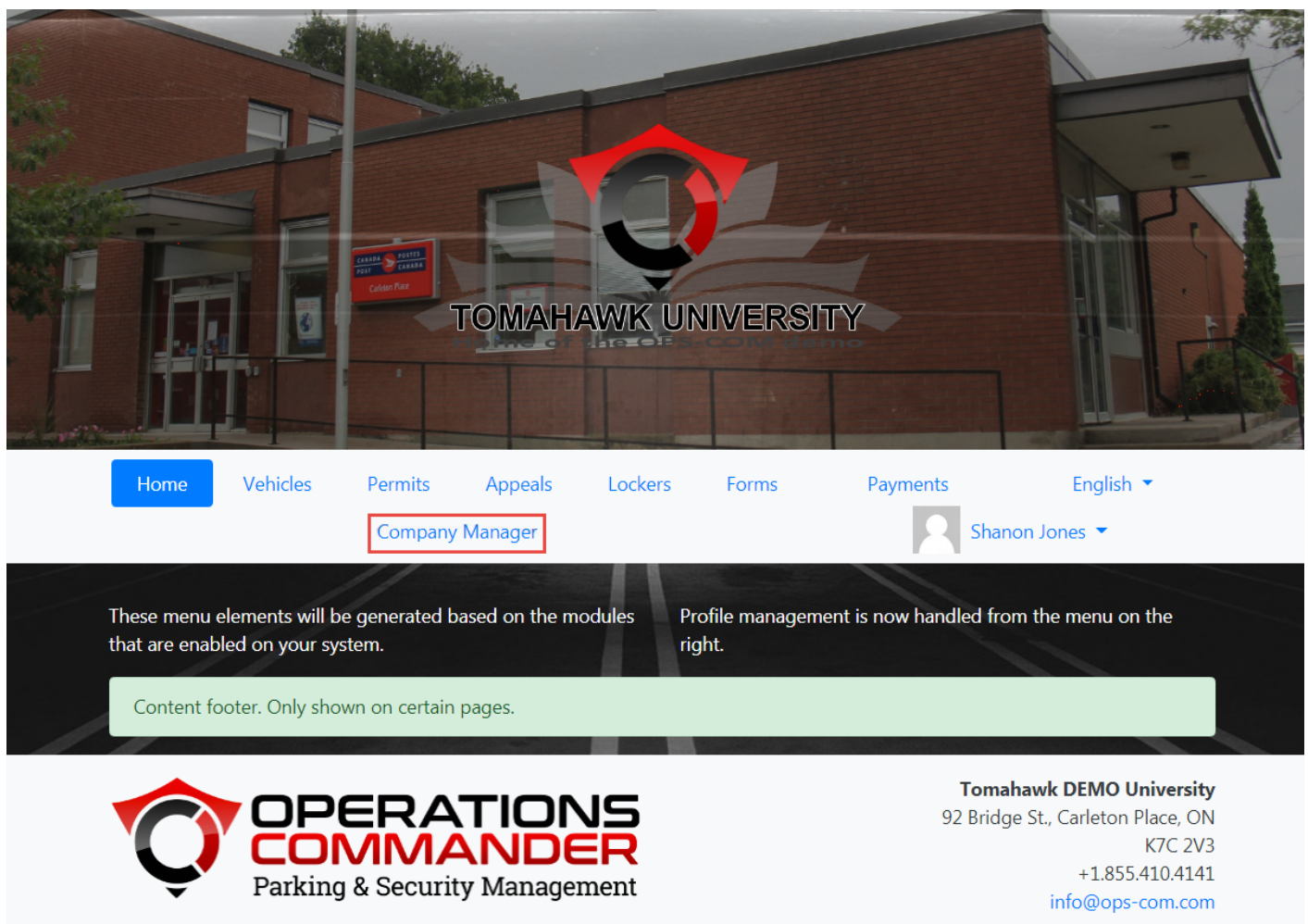


Company Manager

Getting to Company Users

To access the **Company Users** tool on the user interface, we will log in as Sarah Jones, the Company Manager. Company Managers will see an additional menu item. Click on Company Manager to access a list of the associated users.



The screenshot displays the Tomahawk University website. The header features a navigation menu with the following items: Home, Vehicles, Permits, Appeals, Lockers, Forms, Payments, and English. The 'Company Manager' link is highlighted with a red box. Below the navigation menu, a banner area contains two messages: 'These menu elements will be generated based on the modules that are enabled on your system.' and 'Profile management is now handled from the menu on the right.' A green box at the bottom of the banner indicates 'Content footer. Only shown on certain pages.'

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Login as a Staff Member Using the Company Manager Role

From this window, the **Company Manager** has the ability to login to the system as the selected **Staff Member** and edit and use that user's account.

Company Managers will be able to update the profile, buy permits, pay violations, etc.

[Home](#) [Vehicles](#) [Permits](#) [Appeals](#) [Lockers](#) [Forms](#) [Company Manager](#) [Payments](#) [English ▾](#)

Sarah Jones ▾

Personal Information

Mr. Sarah Jones (skjones)
skjones@jw.com
100 Bridge Street
Almonte, Ontario
K7H3C8

Company Users

Name	Vehicle	Active Permits
Jason Barnes	AKRJ259	Login as User
Sarah Jones	SJONES	Login as User
Julie Parsons	JULPAR	Login as User
Julie Parsons	ASDA347	Login as User

In this example, we will log in as Justin G. A pop-up message will appear indicating the user you are logged in as.

User successfully logged in as Justin G. Click logout to return to your account.

The user's home menu screen will be displayed.

[Home](#)[Vehicles](#)[Permits](#)[Appeals](#)[Lockers](#)[Forms](#)[Payments](#)[English ▼](#)[Justin G ▼](#)

These menu elements will be generated based on the modules that are enabled on your system.

Profile management is now handled from the menu on the right.

Content footer. Only shown on certain pages.



**OPERATIONS
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From this interface the company manager can perform all the functions they need to on behalf of their employees such as pay for permits, edit the user's profile, add vehicles etc etc. Essentially anything a user can do on their profile can be done by the Company Manager or Billing Manager.

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