

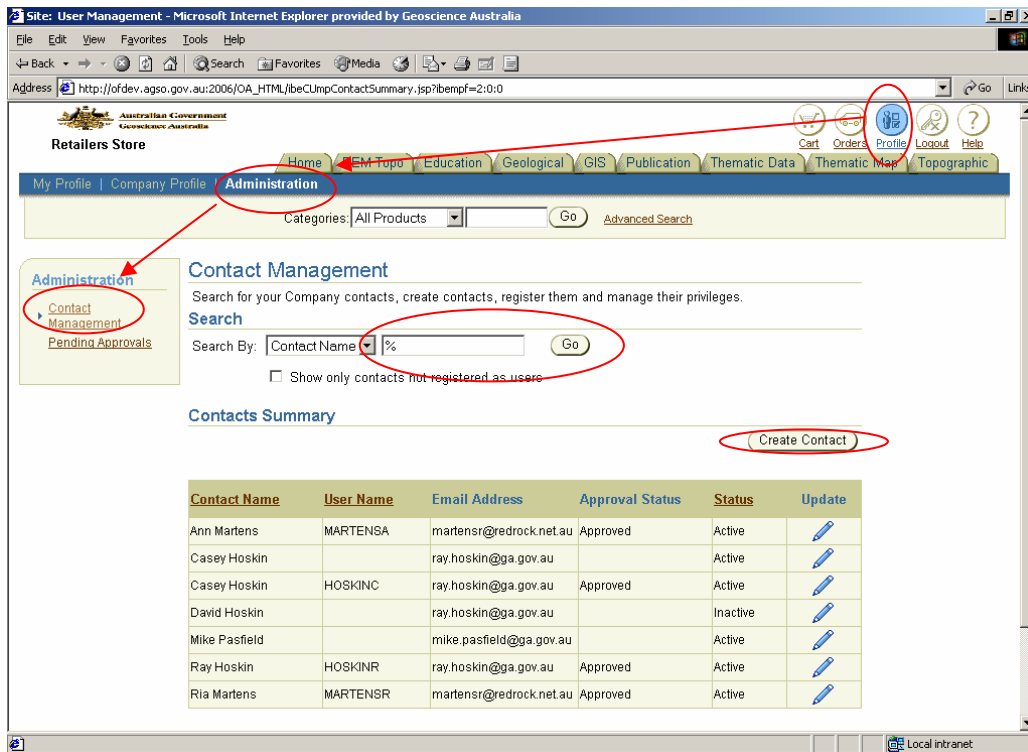
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These notes provide instructions on how to create new users for a customer to create shopping carts and submit orders in the GA Online Store application. It is intended for the use of Geoscience Australia's wholesale and retail distribution network. This includes the Defence Imagery and Geospatial Organisation.

*** You will need to have the correct roles and permissions to be able to create new users or contacts.**

Click on the 'Profile' icon in the top right hand corner, **click** on the 'Administration' link on the header bar, and **click** on the 'Contact Management' link on the left hand side.



Site: User Management - Microsoft Internet Explorer provided by Geoscience Australia

Address: http://ofdev.agso.gov.au:2006/OA_HTML/libeCumpContactSummary.jsp?bempf=2:0:0

Retailers Store

Home | **Administration** | Home | EM Topo | Education | Geological | GIS | Publication | Thematic Data | Thematic Map | Topographic

My Profile | Company Profile | **Administration**

Categories: All Products | Go | Advanced Search

Administration

- Contact Management**
- Pending Approvals

Contact Management

Search for your Company contacts, create contacts, register them and manage their privileges.

Search

Search By: Contact Name | % | Go

☐ Show only contacts not registered as users

Contacts Summary

[Create Contact](#)

Contact Name	User Name	Email Address	Approval Status	Status	Update
Ann Martens	MARTENSA	martensr@redrock.net.au	Approved	Active	Update
Casey Hoskin		ray.hoskin@ga.gov.au		Active	Update
Casey Hoskin	HOSKINC	ray.hoskin@ga.gov.au	Approved	Active	Update
David Hoskin		ray.hoskin@ga.gov.au		Inactive	Update
Mike Pasfield		mike.pasfield@ga.gov.au		Active	Update
Ray Hoskin	HOSKINR	ray.hoskin@ga.gov.au	Approved	Active	Update
Ria Martens	MARTENSR	martensr@redrock.net.au	Approved	Active	Update

Details

The additional information covered in the document is related to creating a login to the system for a new user. For information on how to create a contact see '*Online Store User Guide OM06 – Pay for the Order*', the section titled '*Maintain Contact Information*'.

Create Contact

* Indicates required field

Cancel

Apply

* First Name:

Middle Name:

* Last Name:

* Email Address:

Business Phone Number: () Ext.

Personal Phone Number: () Ext.

Fax Number: () Ext.

Do you want to register this contact as user?

☒ Yes

☐ No

Enter the details for the new user, **click** the 'Yes' radio button for a 'contact as user', then **click** 'Apply'.

The additional registration information will be displayed.

Registration

Please define the following information to register this contact.

User Type: ☒ Business ☐ Administrator

* User Name:

* Password:

* Confirm Password: (at least 6 characters long)

Primary Account:

* Start Date: 

End Date: 

Revert

Apply

Click on the radio button to indicate if this user is Business or Administrator. This is not necessary as the permissions of the user are determined by the roles assigned to the user. **Enter** the 'User Name'.

*** Once the 'User Name' is created, it cannot be modified.**

User Information

User Name:

* Password:

* Confirm Password: (at least 6 characters long)

* Start Date: 

End Date: 

Enter the 'Password' and 'Confirm Password' for the new user. When they log on for the first time they will be prompted to change their password.

If there are multiple accounts for the customer, **select** the account number from the dropdown list as the default primary account displayed on the user's home page.

Enter the 'Start Date' in the format 'dd-MMM-yyyy'. If no start date is entered then it defaults to today's date. Alternatively **click** on the 'calendar' icon to the right of the date field. Use the arrows or the dropdown lists to select the month and year, and then **click** on the required day number.

Enter the 'Start Date' in the format 'dd-MMM-yyyy'. After this date the user will not have login access to the system.

Click 'Apply'. The new user is created in the system.

Search

Search By:

☐ Show only contacts not registered as users

Contacts Summary

Contact Name	User Name	Email Address	Approval Status	Status	Update
Ann Martens	MARTENSA	martensr@redrock.net.au	Approved	Active	
Casey Hoskin		ray.hoskin@ga.gov.au		Active	
Casey Hoskin	HOSKINC	ray.hoskin@ga.gov.au	Approved	Active	
David Hoskin		ray.hoskin@ga.gov.au		Inactive	
Mike Pasfield		mike.pasfield@ga.gov.au		Active	
New User	TESTING	new.user@ga.gov.au	Approved	Active	
Ray Hoskin	HOSKINR	ray.hoskin@ga.gov.au	Approved	Active	
Ria Martens	MARTENSR	martensr@redrock.net.au	Approved	Active	

To enter the additional information about the user, **click** on the 'pencil' icon under the 'Update' heading.

Roles

To view the roles of the new user **click** on the 'Roles' tab.

Update Contact

Contact Name: New User
User Name: TESTING

Assigned Roles

Role Name	Role Description	Revoke
IBE_BUSINESS_USER_ROLE	Business User Role	

The IBE_BUSINESS_USER_ROLE is assigned automatically to new users. This is the role assigned to Administrators only. The users with this role can administer profile options and settings including creating new users. They can also create shopping carts and submit orders but cannot add attachments.

*** For new users who are not required to be administrators for the customer this role should be revoked.**

To remove or 'revoke' roles assign to a user **click** on the 'key cross' icon under the 'Revoke' heading.

To assign additional roles **click** on the 'Assign Roles' button.

Update Contact

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Select Roles

Cancel **Select**

Select	Role Name	Role Description
☒	GA_BUSINESS_USER_ROLE	GA_BUSINESS_USER_ROLE
☐	GA_DEFENCE_BUS_USER_ROLE	GA_DEFENCE_BUS_USER_ROLE
☐	GA_DEFENCE_USER_ROLE	GA_DEFENCE_USER_ROLE
☒	GA_USER_ROLE	GA_USER_ROLE

Click on the required roles, and **click** the 'Select' button.

The following roles are defined for users of the Online Store application:

- GA_USER_ROLE – Role assigned to Retailers and Wholesalers. The users with this role only can only create carts.
- GA_BUSINESS_USER_ROLE – Role assigned to Retailers and Wholesalers. The users with this role can create carts, submit orders and administer all profile options for the customer.
- GA_DEFENCE_USER_ROLE – Role assigned to Defence customers. The users with this role only can only create carts and attach documents to the shopping carts.
- GA_DEFENCE_BUS_USER_ROLE – Role assigned to Defence customers. The users with this role can create carts, attach documents, submit orders and administer all profile options for the customer.

Accounts

To view the accounts the new user has access to **click** 'Accounts' tab.

[Update Contact](#)

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Contact Name: New User
User Name: TESTING

Assigned Accounts

Assign Accounts

Account Number	Account Description	Primary	Remove
4267		✓	

The primary account assigned in the Registration process is displayed. To assign additional accounts **click** on the 'Assign Accounts' button.

The accounts not already assigned to this user will be shown.

[Update Contact](#)

[Details](#) [Roles](#) [Accounts](#)

Select Accounts

Cancel **Select**

Select	Account Number	Account Description
☒	6561	

Click on the checkbox next to the required account, and **click** on 'Select'.

Update Contact

Details	Roles	Accounts
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Contact Name: New User
User Name: TESTING

Assigned Accounts

Assign Accounts

Account Number	Account Description	Primary	Remove
4267		✓	
6561			

To remove access to an account click on the 'trashcan' icon under the 'Remove' heading.