

## **MANAGE MY COMPANY**

## - Select the "My Company" button from the Home screen :



- From this screen you can see your Business Locations (delivery sites) and the Users with Self Service access to your Company account. New Users can also be managed here



To see the Locations select your Company Name :





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Home > Examples Execution > 1000002_000_02_00 <   Business Location Details			
BUSINESS LOCATION IO TOCODOL 2 BOTI, 20, 20 BUSINESS LOCATION NAME ESGUE TEST OUNTOMER LIMITED	PARENT BUSINESS LOCATION		
Addresses (4)			
KING EDWARDS ROAD EIRINI (SHAL) Br 24A United Kingdom	16 MONARCHS OUAY LILERFOOL L3 4FP United Kingdom	HUNTS BANK IMAICHESTER IM2:14R United Kingdom	AREMA WAY LEEDS LS2 58Y United Kingdom
User Administrators (1) Add Existing (1			
SIMON JONES 30 simon (ones@essercil.co.uk			
Order Users (1)			Add Existing I New
SIMON JONES 30 simon (ones@essaroli oo.uk			
Accounts Users (0)			Add Existing I New
Copy Order Email Users (0)			Add Extering I New
	STENOTICES	057.91701794	1101

- Note you can also see and create Users and assign which level of access they have :
  - o User Administrators have full access and can create new users
  - Order Users can create orders for any of your sites (ability to restrict for individual/group of sites coming soon). Cannot access Statement and Copy Invoices functionality
  - Accounts Users access to Statements and Copy invoices functionality coming soon. Cannot place orders
  - Copy Order Email Users receive a copy of all orders place where created, functionality coming soon

## - USERS

- o Details all users and enables search by name
- Can also create new from here