

### **Login**

Valid user credentials are required before using any functions for administering or data entry. To login provide the User Id and Password assigned to you in the Sign In area:



A screenshot of a login form. It features two input fields: the top one is labeled "User:" and the bottom one is labeled "Password:". Below these fields is a dark grey button with the text "Sign In" in white.

### **Logout**

To Sign Out and prevent other users of your computer to access the system, click the Sign Out button:



A screenshot of a logout form. It displays the text "User: test" at the top. Below this text is a dark grey button with the text "Sign Out" in white.

## **Edit User Profile**

To change your own details or change your password, after signing in - click on the user name link in the top right corner of the screen – Edit Profile Form will appear:

The screenshot shows a web application window titled "User Profile". At the top, there is a yellow bar with "Exit" and "Save" buttons. Below this is a green bar with the text "Edit Profile". The main content area contains the following fields:

User Id:	<input type="text" value="7"/>
Dealer:	<input type="text" value="Test Dealer"/>
User (Full) Name:	<input type="text" value="Test User"/>
User (Login):	<input type="text" value="test"/>
Old Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>

**Main Functions** for this screen:

- Exit – returns to the Home page.
- Save – saves the updated information for the user profile.

**Note:** For security reason – you can change your details/assign new password only after providing your current password.