



Super User Manual

The quickest way to your spare part.

Contents

Contents.....	2
Introduction	3
How to create new users as Super User.....	4
No existing users.....	4
If users exist already	6
Contact.....	10

Introduction

There is one person at each company location that is responsible for user management: the Super User. The Super User selects the users that are also authorized to access the E-shop, registers the users with Uhlmann and assigns them the corresponding access rights. How this can be done quickly and easily will be explained on the following pages.

This user manual includes several links to the E-shop and to other relevant pages. The links are written in bold orange letters.

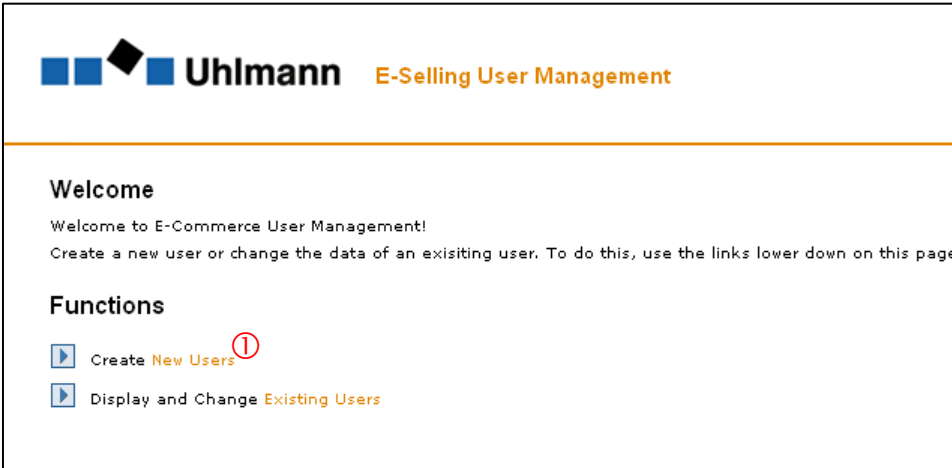
At the end of this document, you will find contact information. Should you have any questions regarding the E-shop, we will be pleased to offer assistance.

How to create new users as Super User

Log in to User Management (see admin area at www.e-shop-uhlmann.de).

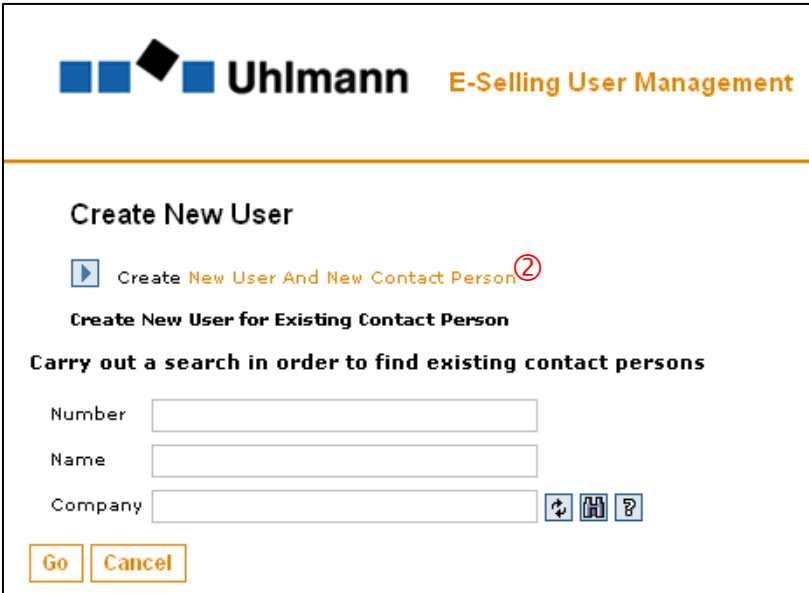
There are two ways of creating new users: if users already exist, you can use the standardized data of the existing users for the new user. If no users exist, you have to enter all data that is necessary for creating a new user.

No existing users



The screenshot shows the Uhlmann E-Selling User Management interface. At the top, there is a header with the Uhlmann logo and the text "E-Selling User Management". Below the header, there is a "Welcome" section with the text "Welcome to E-Commerce User Management! Create a new user or change the data of an existing user. To do this, use the links lower down on this page." Underneath, there is a "Functions" section with two links: "Create New Users" (marked with a red circle 1) and "Display and Change Existing Users".

Select "Create New Users" ①.



The screenshot shows the Uhlmann E-Selling User Management interface. At the top, there is a header with the Uhlmann logo and the text "E-Selling User Management". Below the header, there is a "Create New User" section. Underneath, there is a link "Create New User And New Contact Person" (marked with a red circle 2). Below this link, there is a sub-section "Create New User for Existing Contact Person" with the instruction "Carry out a search in order to find existing contact persons". There are three input fields: "Number", "Name", and "Company". The "Company" field has three icons to its right: a refresh icon, a search icon, and a help icon. At the bottom, there are two buttons: "Go" and "Cancel".

Select "Create New User and New Contact Person" ②.

Copy User Data

Copy Data of an Existing **User**

Create New User (1/2)

Form of Address / Title

First Name

Last Name*

E-mail*

For the Companies* **Company ID Name**

0000000063 Company ABC

Authorizations*

Not Assigned

View only

Create quotation

Create quotation and order

Assigned

All authorizations

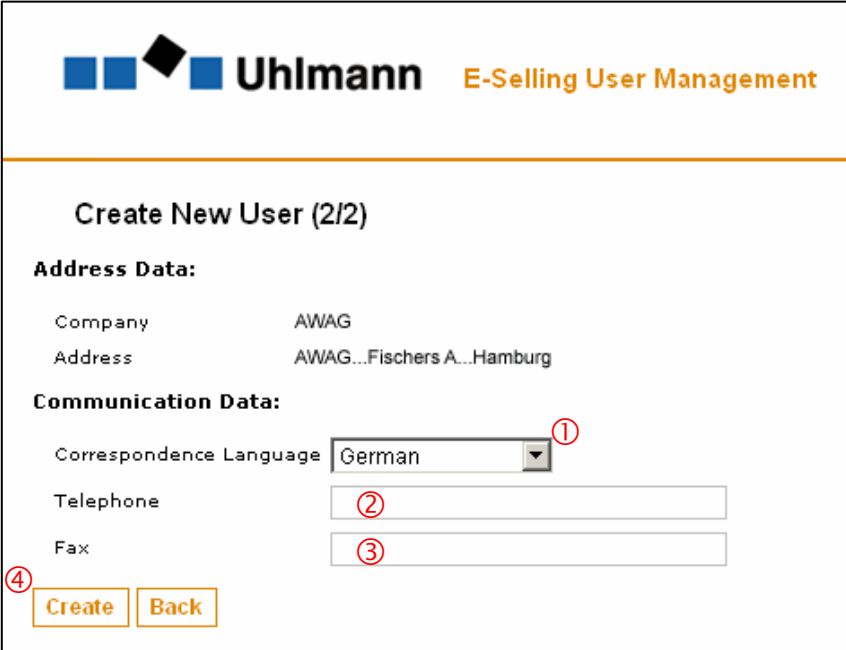
User management

Assign All

Delete All Assignments

All fields marked with * must be filled in

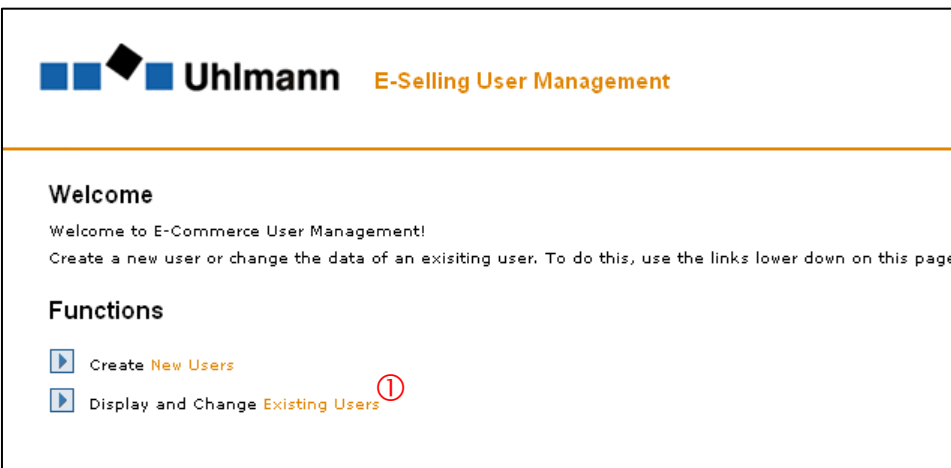
Enter all data of the new user and assign the required authorizations.
 Make sure the E-mail address is written correctly because this address will be used as login name.
 Click on "Continue" .



Select the correspondence language ① and enter the telephone ② and the fax number ③. Click on “Create” ④.

The password of the new user will be sent to him promptly by E-mail. The new user logs in under the link http://www.uhlmann.de/b2b_uhlmann/b2b/init.do?language=de. Please inform the new user that the password length must not exceed 8 digits.

If users exist already



Select “Display and Change Existing Users” ①.



Uhlmann E-Selling User Management

Find User


User ID

Name

Go **Display All** **Back**
























































Select "Display All" ①.


New User Search

 Perform New **User Search**

Display And Change Existing Users

Search Users Results

Status	User ID	Name/Address	Company	Functions
<input type="checkbox"/>	 000000000179 Toni Test	Hamburg, Fischers Allee 49-59, DE	AWAG	   
<input type="checkbox"/>	 000000000177	   
<input type="checkbox"/>	 000000000219	   
<input type="checkbox"/>	 000000000213	   
<input type="checkbox"/>	 000000000133	   
<input type="checkbox"/>	 000000000132	   
<input type="checkbox"/>	 000000000217	   
<input type="checkbox"/>	 000000000210	   
<input type="checkbox"/>	 000000000044	   
<input type="checkbox"/>	 000000000231	   
<input type="checkbox"/>	 000000000125	   

All contact partners of your company are displayed.
 Click on the button "Copy data for New User". 

Copy User Data

Copy Data of an Existing User

Create New User (1/2)

Form of Address / Title

First Name ①

Last Name* ②

E-mail* ③

For the Companies* **Company ID Name**


Authorizations* ④

Not Assigned	Assigned
View only <input type="button" value="copy"/>	All authorizations <input type="button" value="copy"/>
Create quotation <input type="button" value="copy"/>	User management <input type="button" value="copy"/>
Create quotation and order <input type="button" value="copy"/>	

All fields marked with * must be filled in

⑤

Enter the first name ①, the last name ②, the E-mail address ③ and the authorizations ④ of the new user.
Click on "Continue" ⑤.



Create New User (2/2)

Address Data:

Company AWAG

Address AWAG...Fischers A...Hamburg

Communication Data:

Correspondence Language ①

Telephone ②

Fax ③

④

Select the correspondence language ① and enter the telephone ② and the fax number ③.
Click on "Create" ④.

User was created

Password -}76xoUS
Form of Address Herr
First Name / Last Name TONI TEST
E-Mail test.t@awag.de
Address AWAG,
AWAG...Fischers A...Hamburg

Correspondence Language German

Telephone

Fax

Authorizations

Role Name
User management
All authorizations

Company

Company ID Name
0000000063 AWAG

Use this data when you create another user

[Create Another User](#)

[Exit](#)

The new user is created and receives the access data via E-mail.

Contact

E-Mail hotline: shophotline@uhlmann.de

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