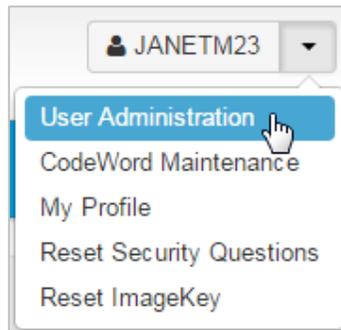


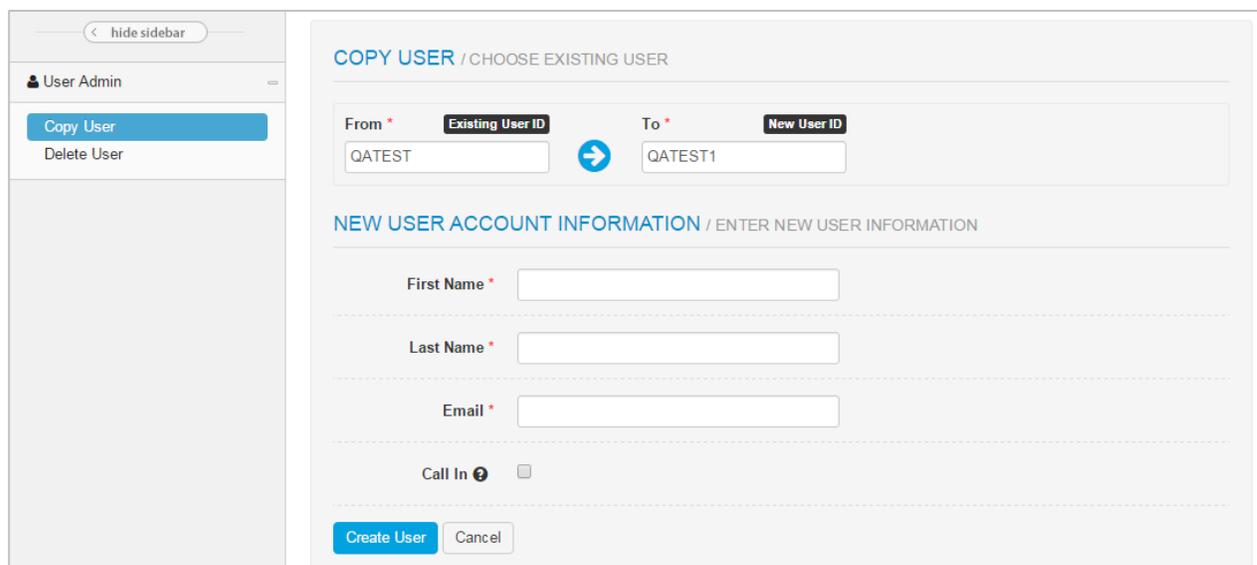
Copying and Deleting Users

As an ICD Administrator, you have the ability to copy and delete user profiles from your account structure. The copy function allows you to copy existing user profiles to other profiles, which is beneficial when adding new users.

1. Select User Administration (**User ID drop-down > User Administration**).



2. The Copy User page opens initially.



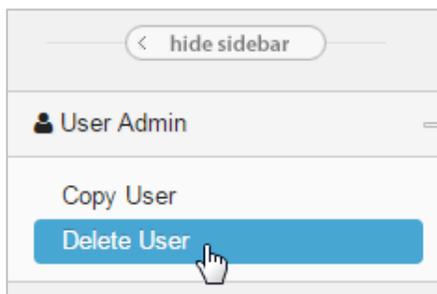
To copy a user, complete the following:

- Enter a user ID in the **From** (existing user) and **To** (new user) fields.
- Enter the new user's first and last name, and email address.
- Select the **Call In** check box to allow the new user to call Comdata to make account changes. The check box will prompt you to enter a codeword for the new user.
- Click **Create User** when finished. You should receive a success message upon completion.

Note the following when using the **Call-In** check box:

- Always select the **Call-In** check box when copying a user to avoid codeword issues.
- If the **From** user does not have a codeword setup or all of their codewords are incorrect on their customer IDs, the following warning message will display if **Call-In** is selected: “User (copy to user) has been created, however (copy to user) will not get call-in access as (copy from user) does not have call-in access.”
- If the **From** user only has codeword access on one or some of their customer IDs, and **Call-In** is selected, the **To** user will have codeword access to only the same customer IDs as the **From** user. A standard success message will display as this is not considered partial success.

3. To delete a user, select the **Delete User** option from the left-hand menu.



4. Enter the user ID and select **Delete User**. You should receive a success message upon completion.

