

Company and User Maintenance

What is involved in Company and User Maintenance:

- A. How to Add a New User to Your Establishment
- B. How to Resend a User their password
- C. How to remove a user from your establishment

A-How to Add a New User to Your Establishment

Step 1:

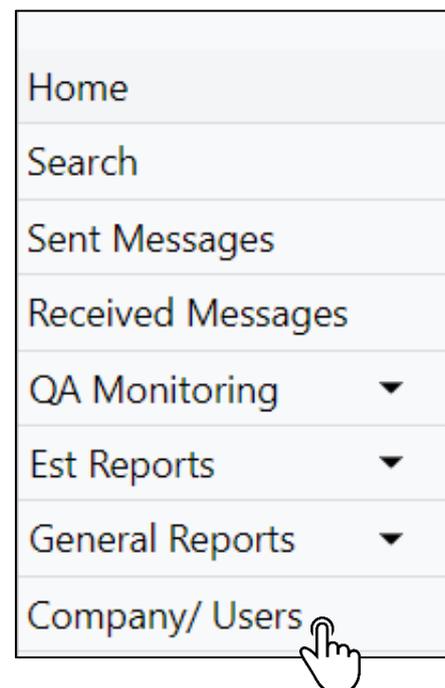
Login to Meat Messaging
<https://www.meatmessaging.org> and login with your usercode and password.

If you do not have your username or password, please email info@meatmessaging.com



Step 2:

On the side panel bar, click Company and Users field.



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Step 3:

Under user detail, click add new user.

User Details	
Add New User	
User Code	Name
80000012	Joe Smiths
80000029	Mark Matthews
80000037	John Jones
80011422	Fred Smith
80012099	Luke smith
80012305	Bruce Gormley

Step 4:

Scroll to the bottom of the page and a blank new user will display. Click the Edit Button,

80046956	New User		212C63F0	2	21 Oct 22		Edit	Email User
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Step 5:

Enter the users Full Name and Email Address, then press save.

80046956	<input type="text" value="Jack Jones"/>	<input type="text" value="jackjones@goodmeats.com"/>	212C63F0	2	21 Oct 22		Save
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Step 6:

Once you have saved their details, click 'Email User. The new user will now receive their login details to their email address.

80046956	Jack Jones	jackjones@goodmeats.com	212C63F0	2	21 Oct 22		Edit	Email User
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B- How to Resend Usercode and Password to Current Users

REPEAT STEPS 1 AND 2

Step 3

Find the user in your user list and then click the email user button. This will send the user their login details.

80046956	Jack Jones	jack.jones@goodmeats.com	212C63F0	2	21 Oct 22			<input type="button" value="Edit"/>	<input type="button" value="Email User"/>
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C- How to Resend Usercode and Password to Current Users

REPEAT STEPS 1 AND 2

Step 3

Find the user in your user list the you want to remove and click the edit button.

80046956	Jack Jones	jack.jones@goodmeats.com	212C63F0	2	21 Oct 22			<input type="button" value="Edit"/>	<input type="button" value="Email User"/>
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Step 4

Under user disable, click the drop down selector and change to 'Yes'.

80046956	Jack Jones	jack.jones@goodmeats.com	212C63F0	2	21 Oct 22			<input type="button" value="Save"/>	
80046964	New User		42BC8E10	2	21 Oct 22			<input type="button" value="Edit"/>	<input type="button" value="Email User"/>
80047012	New User		CC55B2FE	2	31 Oct 22			<input type="button" value="Edit"/>	<input type="button" value="Email User"/>



Step 5

Once you have changed the option to Yes, click Save.

80046956	Jack Jones	jack.jones@goodmeats.com	212C63F0	2	21 Oct 22			<input type="button" value="Save"/>	
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