

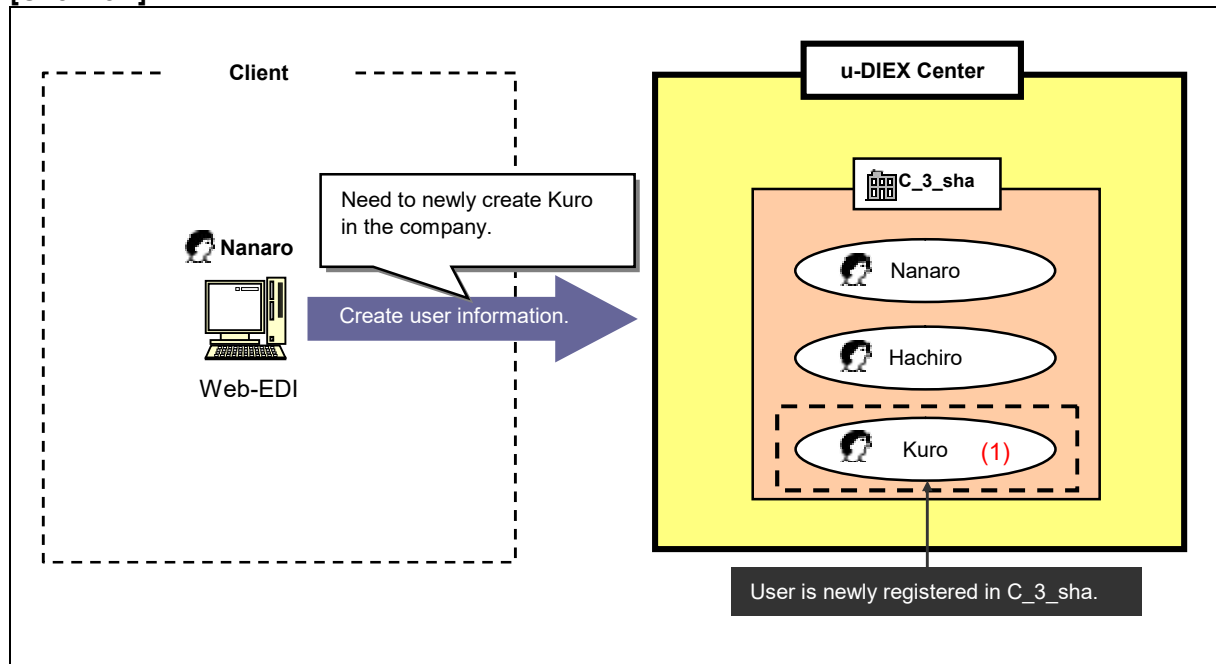
7.2.4 Create user information

[Function explanation]

[Function outline]

Creates the user of logon user's company.

[Overview]



*This overview indicates the following process: Nanaro, a Company administrator creates Kuro, a new user in the same company.

[Main function]

(1) Create user information.

The user can be newly created in the company that logon user belongs.

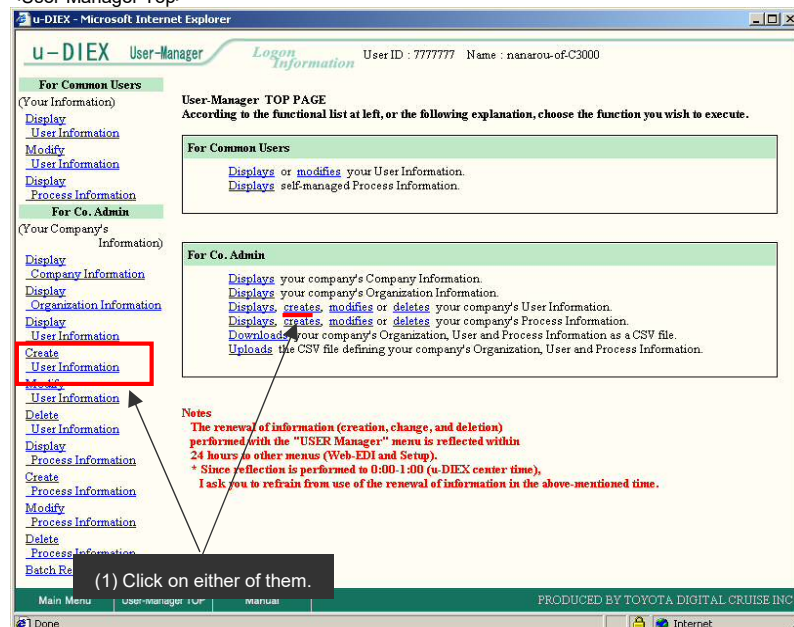
[Operating explanation with the screens]

Explains the procedure for creating user information in the overview by using Web-EDI screen.

-Create user information in the logon user's company.

- (1) Click on "Create User Information" or "Creates your company's User Information" for Co. Admin.

<User-Manager Top>



- (2) Input user information being created.

- (3) Click "Create" button after user information has been specified.

< Creation (User information) >

u-DIEX - Microsoft Internet Explorer

Create User Information Clear Cancel **Create**

User Information (2) Specify user information.

Company Code	C3000	
User ID	9999999	(Required)
User Name	kuro	(Required)
Country	JAPAN	(Required)
Address	Aichi	(Required)
Postal Code	471	
Telephone Number	0565-00-0000	
FAX Number	0565-00-0000	
E-mail Address	kuro@c3000.co.jp	(Required)
Organization Code	S3001	
Valid Period (Start Date)	2003/07/13	(YYYY/MM/DD) (Required)
Valid Period (End Date)	2008/12/31	(YYYY/MM/DD) (Required)
Co. Admin	No	

(3) Click "Create" button.

(4) Confirm the specified user information.

(5) Click "OK" button after user information has been confirmed.

< Creation Confirmation (User information) >

User Information	
Company Code	C3000
User ID	9999999
User Name	kuro
Country	JAPAN
Address	Aichi
Postal Code	471
Telephone Number	0565-00-0000
FAX Number	0565-00-0000
E-mail Address	kuro@c3000.co.jp
Organization Code	S3001
Valid Period (Start Date)	2003/07/13 00:00
Valid Period (End Date)	2008/12/31 23:59
Co. Admin	No

Registration/Update Information	
Registration Date	---
Update Date	---

(6) Creation results of user information is displayed.

< Creation Results (User information) >

Information of User ID: 9999999 created.

In addition, register the user information to the services he will use. Click here([What's u-DIEX?](#)) to download the registration form.