

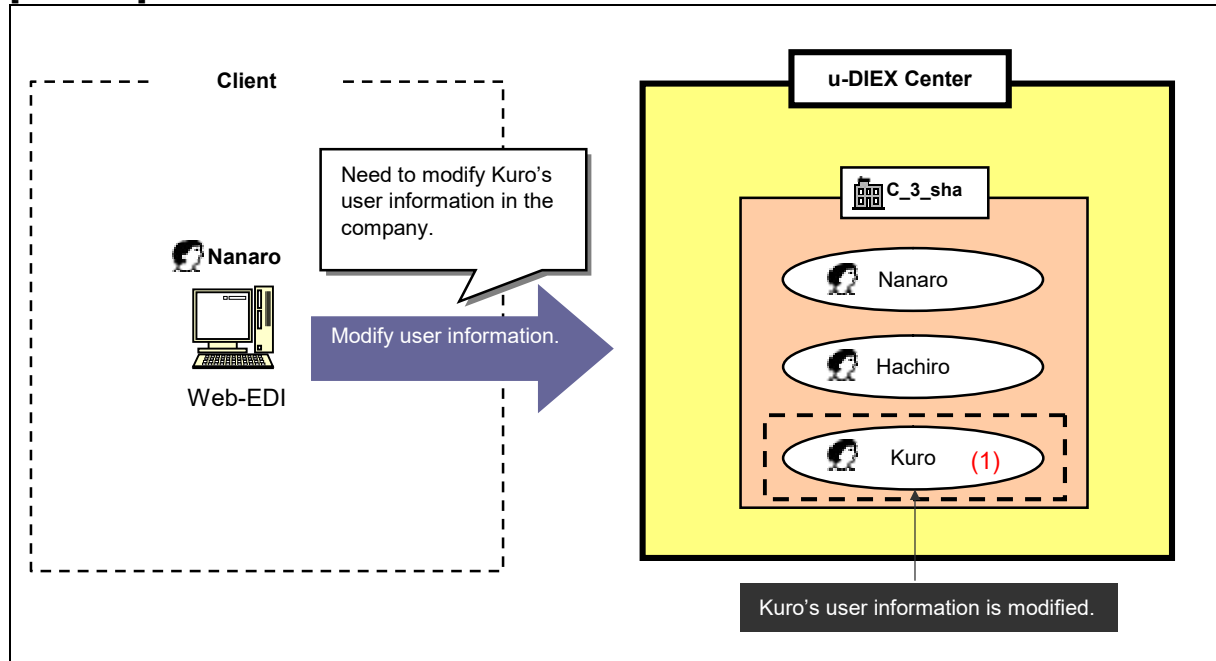
## 7.2.5 Modify user information

### [Function explanation]

#### [Function outline]

Modifies user information of logon user's company.

#### [Overview]



\*This overview indicates the following process: Nanaro, a Company administrator modifies user information of Kuro who is the user in the same company.

#### [Main function]

##### (1) Modify user information.

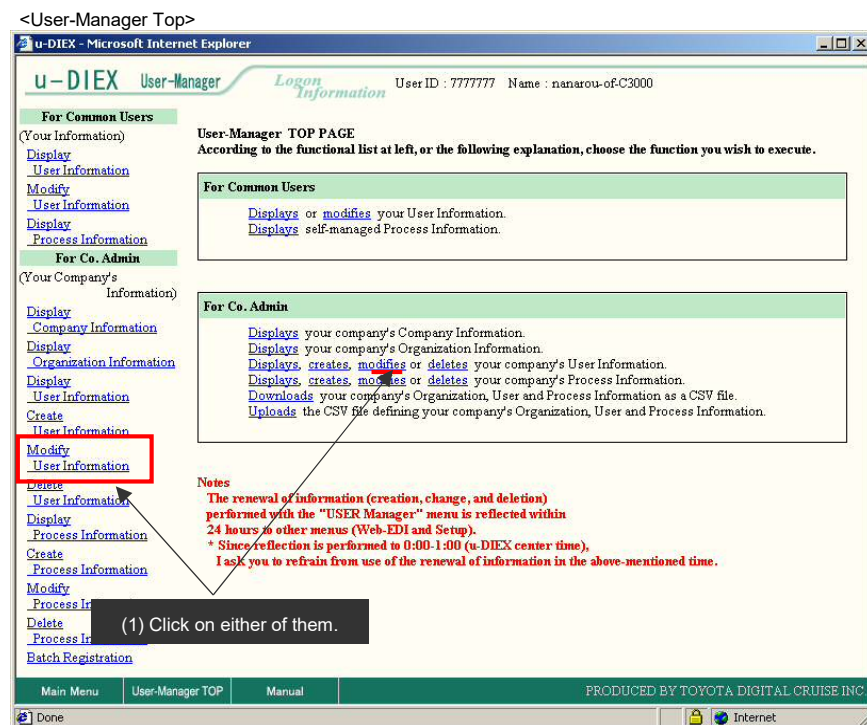
User registration information in the company that logon user belongs to can be modified.

## [Operating explanation with the screens]

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

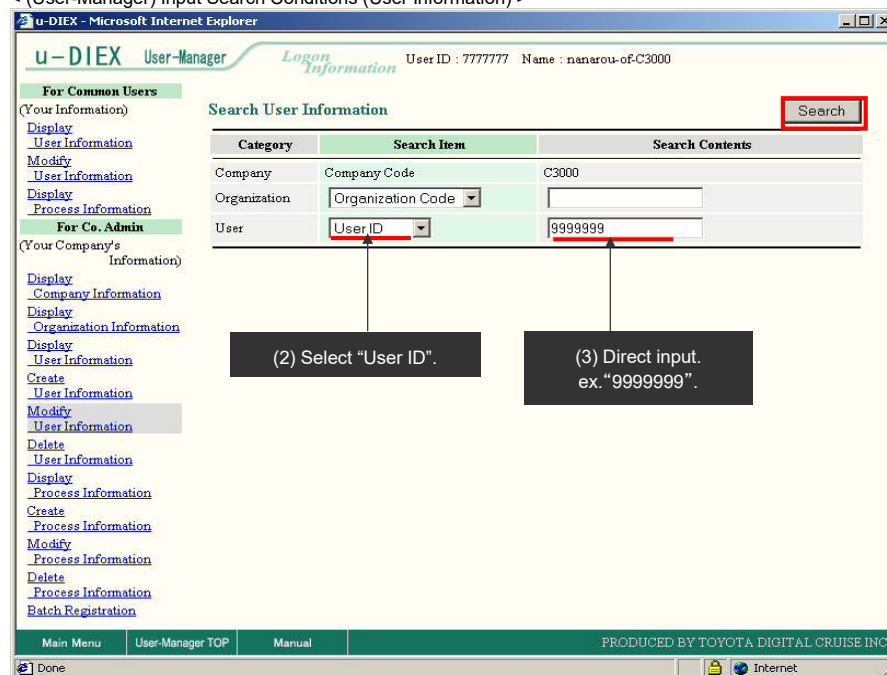
### -Search user of logon user's company.

- (1) Click on "Modify User Information" or "Modifies your company's User Information".



- (2) Select "User ID" for User Search Item.
- (3) Input User ID being searched to User Search Contents.
- (4) Click "Search" button.

< (User-Manager) Input Search Conditions (User Information) >



(5) Click on “User ID” in User Information List screen.

< (User-Manager) List (User Information) >

The screenshot shows the 'u-DIEX User Manager' interface. On the left, there are navigation links for 'For Common Users' and 'For Co. Admin'. The main area is titled 'Search User Information' and 'User Information List'. The 'Search User Information' section has a table with columns: Category, Search Item, and Search Contents. The 'User Information List' section has a table with columns: Company code, User ID, and User Name. A callout box with the text '(5) Click on “User ID”. ex. 9999999' points to the 'User ID' field in the list.

Category	Search Item	Search Contents
Company	Company Code	C3000
Organization	Organization Code	
User	User ID	9999999

Company code	User ID	User Name
C3000	9999999	kuro

## -Modify user information.

(1) Modify user information.

(2) Click “Modify” button after user information has been modified.

<Modify Information (User information) >

The screenshot shows the 'Modify User Information' form. The form has a 'User Information' section with fields for Company Code, User ID, User Name, Country, Address, Postal Code, Telephone Number, FAX Number, E-mail Address, Organization Code, Valid Period (Start Date), Valid Period (End Date), and Co. Admin. A callout box with the text '(1) Modify user information.' points to the 'User ID' field. The 'Modify' button is highlighted with a red box, and a callout box with the text '(2) Click “Modify” button after user information has been modified.' points to it.

Company Code	C3000
User ID	9999999
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) Confirm the modified item and click "OK" button.

< Modification Confirmation (User Information) >

Modify User Information Confirmation

Back Cancel OK

User Information

Company Code	C3000
User ID	999999
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	
Valid Period (Start Date)	2003/07/13 00:00
Valid Period (End Date)	2010/12/31 23:59
Co. Admin	No

Registration/Update Information

Registration Date	2003/07/14 15:00
Update Date	2003/12/25 14:16

Background of the modified items is displayed in red.

Click "OK" button after the modified item has been confirmed.

(4) Modification results of user information are displayed on Modification Results (User Information) screen.

< Modification Results (User Information) >

Modify User Information Results

Information of User ID: 9999999 modified.

OK

Screen is closed by clicking "OK" button.