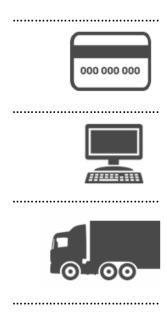


SmartSite

www.PetroLeader.com

Web Portal User Manual



ComSite Technical Support 1-800-741-2777 Option 5; Option 5

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Document Information

Revision History

Date	Version	Description	Author
8/1/13	1.0	Initial release	EFT and Comdata Team
8/9/1	1.1	Site config, merchants, cards,	EFT Team
8/14/13	1.2	Supervisor card config	EFT Team

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Section 1 Introduction

1.1 Portal Overview

The SmartSite Web Portal is primary interface to the SmartSite Px, Fx, and Hx Unattended Fuel Management Systems. The Portal is used to:

- Configure and initialize new sites, setting up their locations, tanks, dispensers, accepted cards type, Prompting, and site specific variables
- Create new user logons, email lists, and notification preferences
- Create support for either local or hosted proprietary card modes and all the associated
 Card Limits and Card Controls needed
- Serves as the central database repository for transactions, events and audit trail data for all sites
- Real Time view of site activities in fast loading grid views with filters, custom dashboards and home page Quick Links
- Report Interface to run reports that can be saved to PDF, Excel or Word
- Data Import or Export functions for either Transactions or Card records
- Site Fuel Reconciliation comparing POS Sales to Dispenser Totalizers and or Tank Monitor or manually entered Inventory and Delivery records

One of the most common uses of the web portal is to answer the questions "What is going on at my site?" The user can answer that question with instant access to real time transactions, site controller events, notifications, and more all from any Internet enabled Computer, Laptop, Tablet, or Smart Phone.

1.2 Web Portal Subscriptions

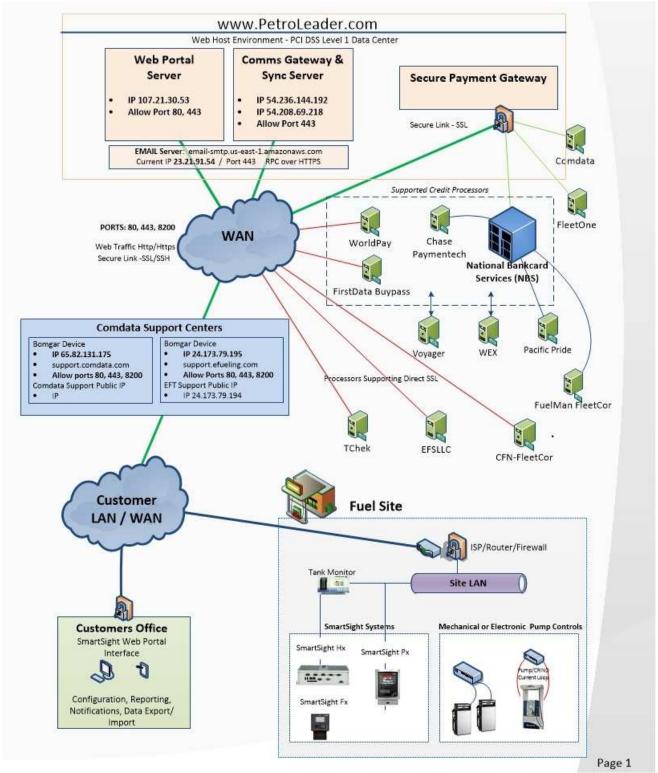
Access to the SmartSite Web Portal is granted by the purchase of an annual or multi-year subscription. Once your purchase agreement is signed you will receive notification of your user name and password along with login instructions. User login are typically your email address used along with a password initially assigned with the new account. Once logged in you are free to change your password.

1.3 A Look Ahead – Upcoming Portal Features

Upcoming features will also include support for:

- Fuel Supplier Points Configuration and OPIS Price feed support for automatic rules based pricing
- Full Tax table support to extend the price per gallon to include all required taxes across all jurisdictions for each fuel type or class
- Automatic Reconciliations of POS captured sales versus 3rd Party Card Processor settlement files.
- And much more

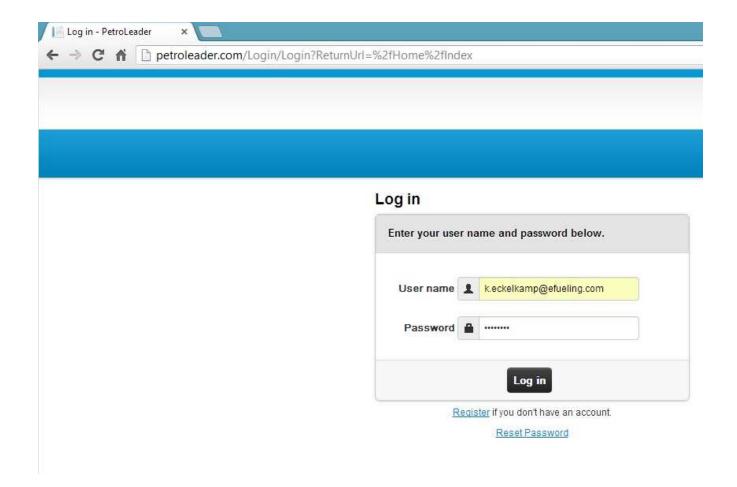
1.4 SmartSite Web Portal and Fuel Site Overview Diagram



Section 2 Web Portal Login and Overview

2.1 Logging into the Portal

Open up your Internet Browser and type in <u>WWW.PETROLEADER.COM</u> and you will see a page similar to the following screen shot. You will use your email address as the user name and your password issued by the portal administrator.

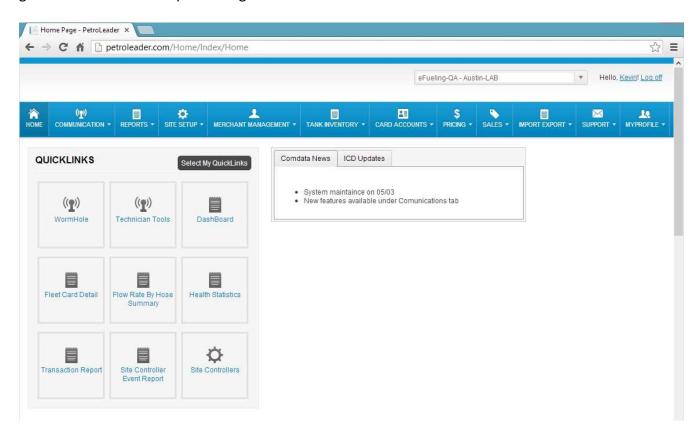


2.2 The Portal Home Page

The Home Page or Screen for PetroLeader is where you end up upon successful log in. Note the menu bar navigation at the top of the screen with each category. To the left you see the quick links you can customize via the "SELECT QUICKLINKS" Button. You can select up to 9 quick links for your home screen. Quick links can be any menu sub items that your user has access to.

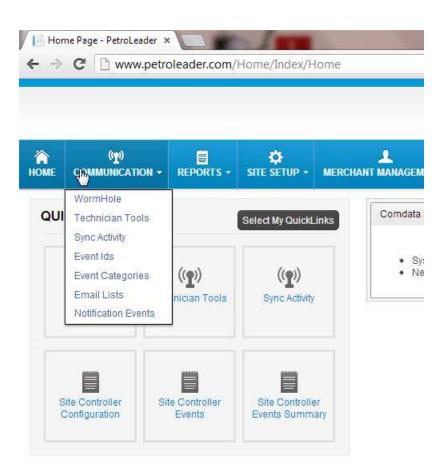
The Color Scheme of the site along with the addition of your company logo is configured under the My Profile button Themes option.

The Main horizontal menu button sub items become visible by moving the mouse over the button. You do not have to click on it. Once you have selected a sub-menu button item you can click on it to go there. Quick Links require a single click.



2.3 The Communication button overview

The COMMUNICATION main menu button contains all the items related to user initiated Communications to the fuel sites as well as Notification items to setup communications for email for alerts and automated reports. The Communication button items are visible in a drop down list that is seen when you 'mouse over' the button. Select an item and click it.



- WormHole is the name of the application that handles communications to and from the portal to the P.O.S. in the field.
- Technician Tools gives you the ability to access the status of the SmartSite device along with user initiated Syncs of config or cards
- Sync Activity will give you a report of the data sync success and or failures
- Event Ids and Event Categories
 work hand in hand and helps you
 to define items you want to be
 alerted to.
- **Email Lists** is used to specify who gets alerted to the events.
- Notification Events will give you the ability to see what events took place and who was notified.

2.4 Wormhole Communications Gateway Page

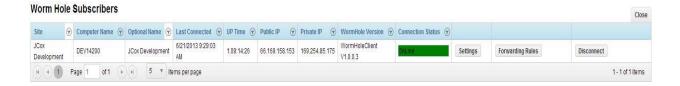
The Wormhole screen accessed under the Communication main menu button displays the list of all SmartSite system 'clients' that are configured in your portal company account. The SmartSite systems are actually subscribers to the WormHole Gateway Server co located in the PetroLeader.com data center. Wormhole is an always on VPN like tunnel that facilitates all user initiated communications from the portal to the remote SmartSite device.



On this "Worm Hole Subscribers" Screen, clients (sites) that are OFFLINE show up in RED and clients that are ONLINE are GREEN.



2.5 Wormhole Page Status Fields Explained



Site = Name of the site.

Computer Name = This is the computer name of the SmartSite System

Optional Name = This is used to give a description of the unit that might be more user friendly i.e. Bob's Gas N Go.

Last Connected = Last time the WormHole Client communicated to portal.

Up Time = How long the client has been up and running.

Public IP = IP address facing the outside world.

Private IP = IP of the machine on the local subnet.

Wormhole Version = Version of Wormhole Client software installed on the SmartSite device

- 11 -

Connection Status = Online or Offline - Green is good, Red is BAD.

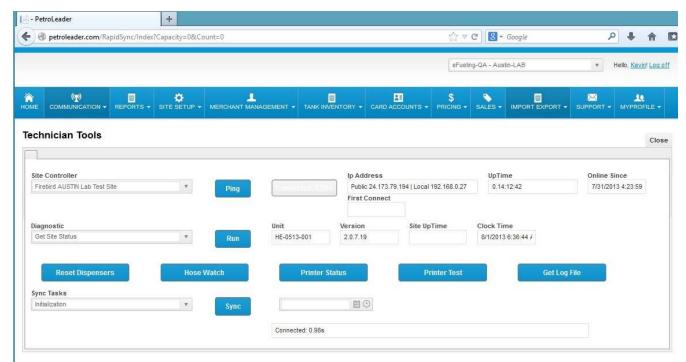
2.6 Technician Tools – How to initiate Communication to the site

Selecting the Technician Tools from the Communications menu you are presented with the Technician tools screen. This screen allows you to interact with a live site.



You must select a single site from the drop down Site Controller list to interact with that site.

Note: Some setup is required before attempting to communicate with a live site, see initial setup section. See Section 3 to set up site.



2.6.1 Tech Tools - The Diagnostic Menu

From the Diagnostics box you can perform many functions.

Get Site Status will return the SmartSite's UNIT (Machine Name) VERSION (Pegasus Version), SITE UP TIME and CLOCK TIME (Current Time of the Machine's Clock)

There are also numerous tech support related commands available both under diagnostics and on the main tech tools page



List Open Batches = Will list the current open batches (transactions to a merchant) in progress

Reset PulserPulser Failure = Allows the user to see the current status of all the pumps at a site AND see what the last transactions was including the date/time and the gallons. The screen is mainly used to clear pulserpulser failures for those pump positions that indicate a pulser failure or have reached the max number of failures configured.

Note: chronic pulser failures on the same hose indicates a problem that will need investigation and in most cases will be the pulser itself that has failed.

2.6.2 Tech Tools – Sync Tasks

The Tech Tools Sync Tasks drop down menu contains one primary command called resync all which synchronizes the PetroLeader database settings for the selected site to the remote site's database. This is a USER initiated Sync of site Configuration data. Transactions are not synchronized by the user. All Transactions coming in from the site happen automatically as they happen...in real time.



Once the user has selected the INITIALIZE command and pressed the SYNC action button a 'Sync Job'

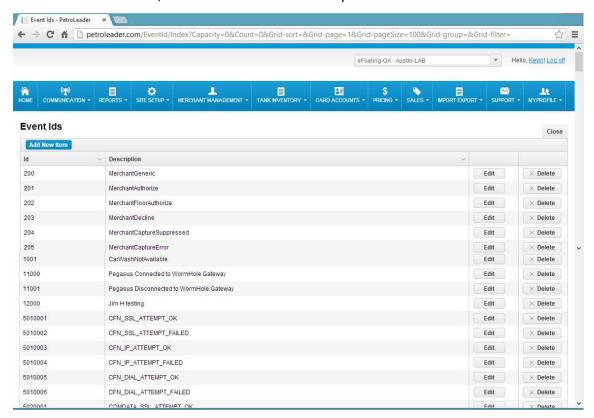


has been submitted to the portal's Sync Server. In order for the user to see the status of the job they must select SYNC ACTIVITY under the Communications main menu button. Typically there are only two entries on the Sync Activity screen: one to show the Sync Job started and the other to show it completed successfully with or without errors.



2.7 Event IDs

Event Ids are all the 'types' of Site Controller Events that can possible be stored at the site and then streamed up to the Portal. Once the Site Controller's Events are on the portal database the user can select Alerts to monitor for specific conditions like Loss of Internet or Fraud Detection or Pump Offline due to a Pulser Failure, etc. These Alerts are setup in the form of an EVENT CATEGORY.



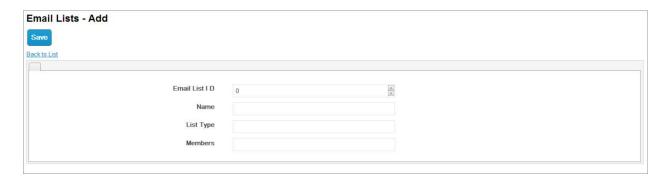
2.8 Email List Setup

The E-mail list allows you to create many different listing for personnel to get notifications about different items or events that occur in a unit or the software.

First you will create a list with Add item button

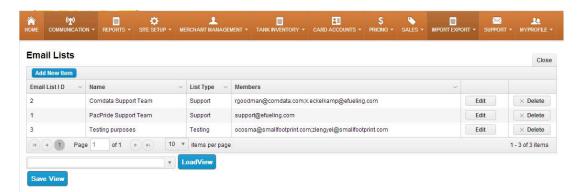
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Email List ID: Just a number to identify list.

Name: Free form to allow you to id the list by name. Suggest something that most will recognize List Type: Free form such as Service, Sales, After Hours, defines the group message meant for. Members: The full e-mail address for the members who will get the events assigned to this listing.

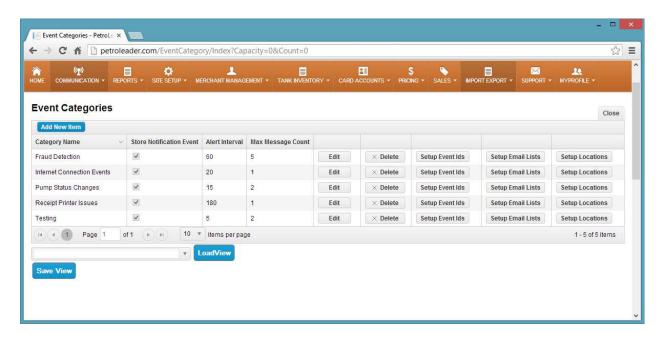


Edit button: allows you to edit the selected list, basically the same as the Add New Item window.

2.9 Event Categories – Alert Setup

Event Categories are the way a user sets up a monitored Event and defines the ALERT email to be used to notify that the monitored Site Controller Event has taken plate. Monitored Event Categories can be associated with a particular site or group of sites. The email addresses used on an Event Category can be maintained separately in the Email Lists menu area.

The possibility for monitored events is virtually limitless.



Category Name = Event category that contains the event triggering the message.

Store Notification Event = When checked will store the event on the portal for archival purposes.

Alert Interval (Minutes) = Number of times the event takes place in the specified time.

Max Message Count = When this number is reached as defined in the Alert Interval, an email notification is sent to the mail list defined for this event.

2.10 Notification Events

Notification Events are informational transactions that record each time an alert message in the form of an EVENT CATEGORY was initiated. For each portal alert there will be one entry in this table.

Section 3 Site Configuration

3.1 Site Configuration

Locations and their Site Controllers are initially defined and configured in the SITE SETUP main menu button and its sub items.





3.1.1 Locations

Locations are the first area that must be created. This defined the physical location of a fuel site that will be assigned the Site Controllers (Px, Hx, Fx, or Comsite).

You must supply a Location Name, ID, and Location Code along with the City, State and Zip.





The Locations screen allows you to configure a location i.e New Location.

Location Name = New Location

Location ID = 100

Location Code = West

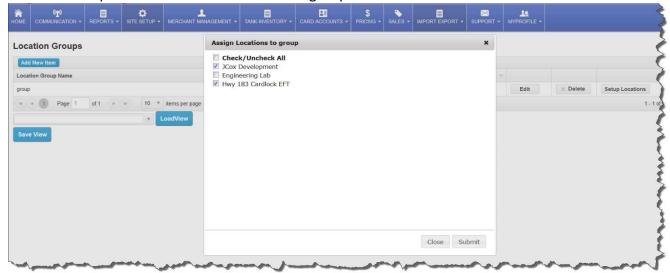
Address = street, city, county, state, zip and extended zip

3.1.2 Location Groups

Location Groups were added for user access reasons. A way was needed to group a subset of sites under a company in order to define a user's interaction of Locations and its Site Controllers to only those in his assigned Location Group. More than one site but less than all the sites in a company. That user would be a Site Group Admin.



Location Group Name: a free from name for a group of location sites.



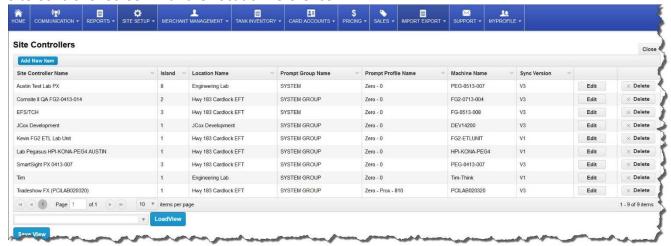
The Edit button will allow you to only edit the Location Group Name.

The Delete button will delete the Group only if no action has been taken on the group.

The Setup Locations button allows you to select the Locations to assign to the Group.

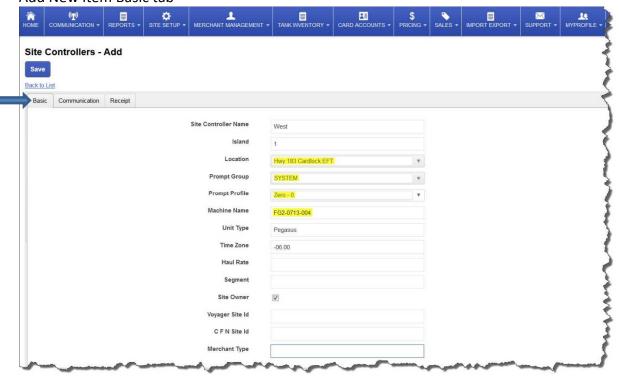
3.1.3 Site Controllers

Site Controller Screen with the Location reference.



There are 3 screens to input the data needed for a Site Controller, these are explained below, the data that is highlighted is very important for the successful setup of a site.

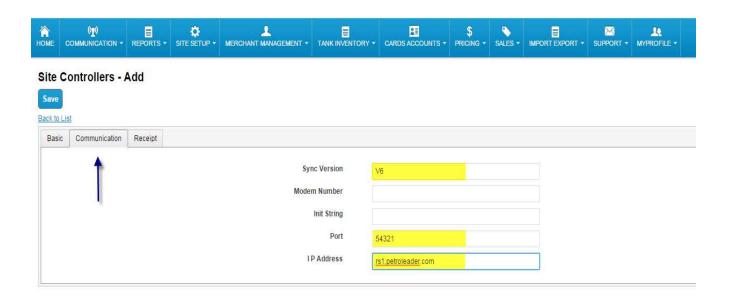
Add New Item Basic tab



Basic Tab:

- 1. Site Controller Name: A free text field to identify the site. Please keep short.
- 2. Island: Normally 1 but some controllers may have additional islands they control.
- 3. Prompt Group: Is SYSTEM GROUP. This may change as the program expands.
- 4. Prompt Profile: This is the basic prompt a company would like to have for their sites. This must be completed or a unit only prompt will be selected.
- 5. Machine Name: Is the Computer system name. For a Comsite II or SmartSite FX it is "FG2-MMDD-XXX" the MM represents month, DD is for day when the ICU was manufactured. The XXX is the sequence number for the month of manufacture. A SmartSite PG or FX would be OPT-MMDD-XXX and SmartSite HX would start with HE
- 6. Unit Type: Always Pegasus.
- 7. Time Zone: Not Required
- 8. Haul Rate: Not Required
- 9. Segment: Not Required
- 10. Site Owner: Not Required
- 11. Voyager Site ID: Not Required
- 12. CFN Site ID: Not Required
- 13. Merchant Type: Not Required

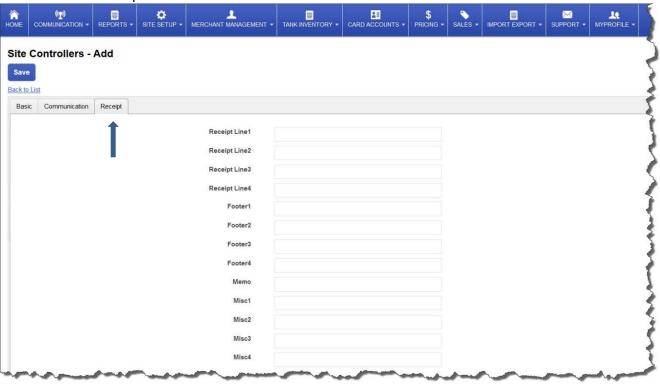
Add New Item Communications tab



Communication Tab:

- 1. Sync Version: Currently it is v6 or v9. This will change as new software for the ICU and the portal are updated. If it is filled do not change it.
- 2. Modem Number: Not Required
- 3. Port: This will be the port assigned by the Worm Hole service each ICU will have a different port number and will be supplied when unit is shipped.
- 4. IP Address: rs1.petroleader.com

Add New Item Receipt tab



Receipt Tab:

1. Receipt Lines: 1 thru 4 are the header lines on the receipt.

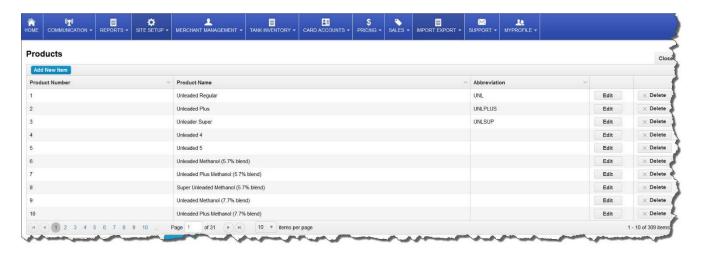
2. Footer Lines: - Not Required

3. Memo: - Not Required

4. Misc 1 thru 4: - Not Required

3.1.4 Products

These are all the products the system will process; they are the industry standard product number (NACS code) and not always the billing company code which are in a Merchant Translations section.

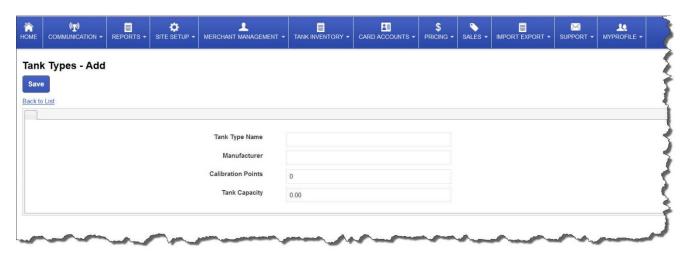


3.1.5 Tank Types



To add a tank to the location, click on Add New Item.

The Tank Type screen allows you to add and save tank information.



Tank Type Name (Dual Wall Fiber Glass)
Manufacture (Xerexes)
Calibration Points
Tank Capacity

3.1.6 Tanks

You will first choose the location for which the tank will be created.



The Site Setup Tanks screen allows you to create a new tank at a given location.



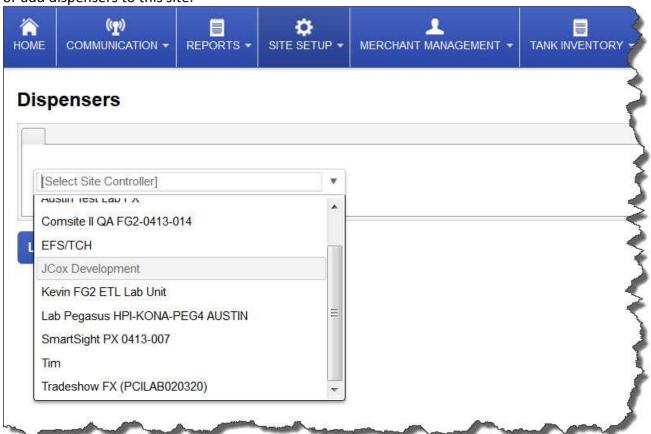
Choosing Add New Item the Tanks screen allows you to add a new tank to the location. The following screen is opened after click Add New Item.



- 1. Location: Pull down menu to select the location of the tank
- 2. Tank Number: Assign tank number
- 3. Product: Pull down menu to select the product assigned to tank
- 4. Tank Type: Pull down menu to select the tank type
- 5. Tank Capacity: Tank Capacity in gallons
- 6. Reorder Level: Level for system to notify that product must be ordered
- 7. Water Threshold: Notification parameter
- 8. Low Tank Threshold: Notification parameter
- 9. Low Tank Threshold %: Notification parameter
- 10. Variance Volume Threshold: Notification parameter
- 11. Variance Volume Threshold %: Notification parameter

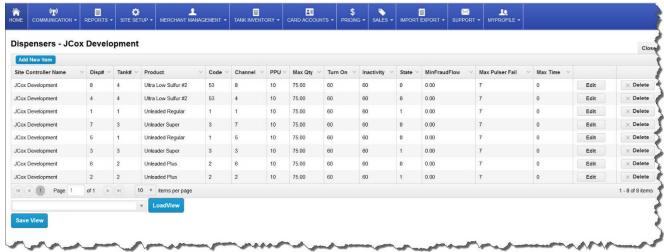
3.1.7 Dispensers

Click Site Setup, Dispensers and then select site controller to work with, hit the LOAD button to view or add dispensers to this site.



In this first screen you will select the site controller that is associated with the dispensers you wish to add to the system.

The Dispensers screen brings up dispenser specific information and allows you to Edit, Delete or Add New Items.

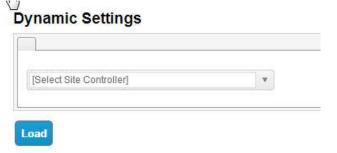


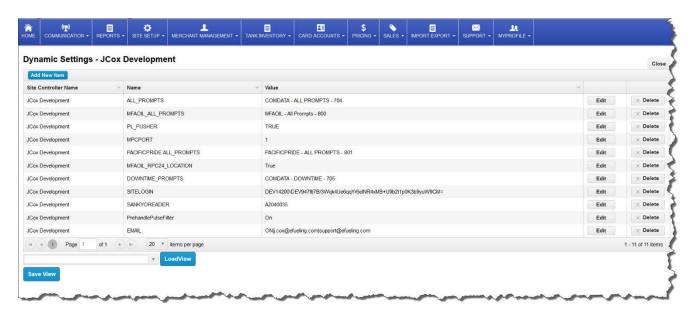
- Site Controller Name = The name of the Site Controller for the site.
- Dispenser Number = 1, 2, 3.....
- Tank = Tank and Product feeding the hose.
- Product = Automatically filled from tank information.
- Code = NACS product code assigned to product.
- Channel = Channel on the MPC the dispenser is connected to.
- PPU = Pulses Per Unit.
- Max Qty. = Maximum amount allowed to dispense during a transaction.
- Turn On = Duration of timeout before not detecting a handle signal.
- Inactivity Timer = Duration of time not detecting pulses or handle drop after beginning of flow.
- State = Online, Offline, or override
- Min Fraud Flow = Calculated GPM rate indicating possible fraud. For example less than 3
 GPM
- Max Pulser Fail = Number of times a pulser fail will be detected before disabling the hose.
- Max Time = Max time the dispenser will stay active.

3.1.8 Dynamic Settings

Dynamic Settings are miscellaneous site specific variables used in the SmartSite programming to determine certain features behavior. These are very critical.

Select the Name of the Site controller and click load.

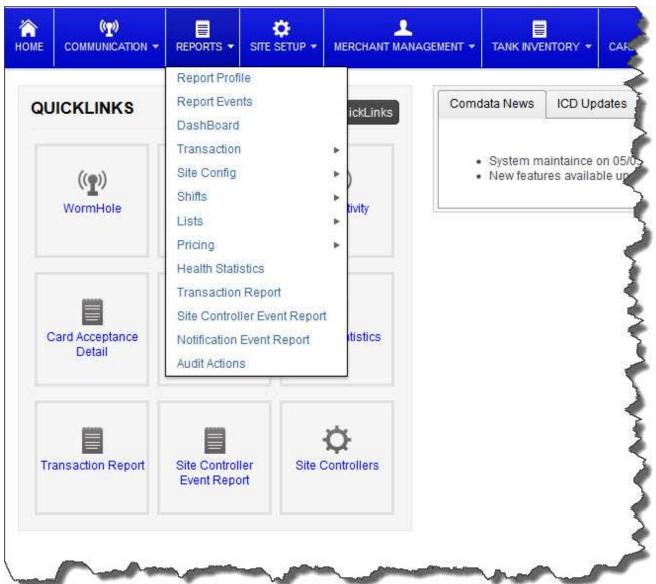




Dynamic Settings are used to tell Pegasus how it should behave. Some settings such as "SANKYOREADER" and "SITELOGIN" are VERY important!

Other settings are customer or hardware specific depending on the sites fuel interface.

Section 4 Reports



Report Profiles: PetroLeader, following the theme of profiles, allows the customer to set up profiles for your reports. Report Profiles allows you to name the profile, report type, output type (excel, PDF,) email recipients, and schedule type (daily, weekly, etc.) Interaction includes edit, delete, setup schedules, setup parameters, and email lists.

Report Events: A log of events that have occurred dealing with report profiles.

Dashboard: A screen designed to keep the user informed of the status of their sales information and the sites activities. Graphs for sales are displayed to give information as to what products have been sold and the amounts of those sales. The page displays the latest events that have occurred at the

SmartSite Web Portal

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sites as well as the last transactions that have been pushed up to the database. A screen showing any pulser failures at the sites that indicate actions should be taken to remedy.

Transactions: Initiates a pop up menu giving user a number of options for reports on the transactions.

Site Config: A pop up menu giving user selections of different site reports.

Shifts: Shift report.

Lists: List of drivers

Pricing: Reports of pricing by profile and by card type.

Health Statistics: Screen/Report that show the status of any selected site giving the user a picture of the site for the period selected.

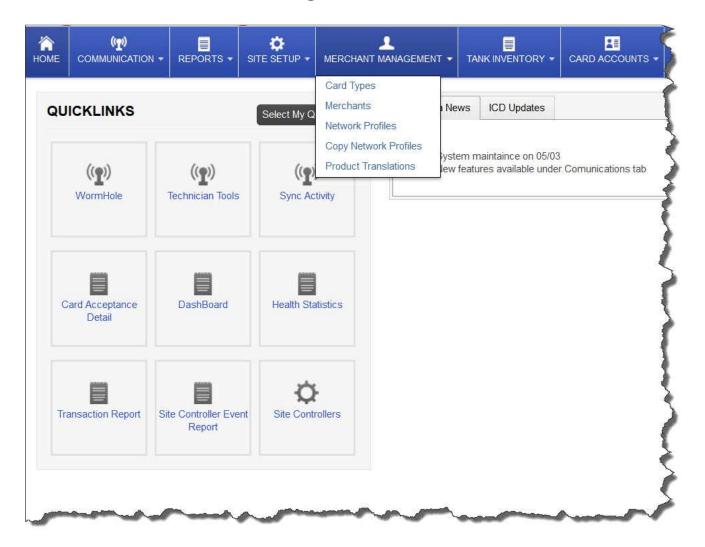
Transactions: A very powerful ad hoc report that allows the user to filter the transactions by, site, merchant, card type, transaction type, a date range, or by selecting a start and end date and time, and by shutdown reason. Gives the user the option to review or export the results to excel or a file.

Site Controller Events Report: An ad hoc report for site controller events.

Notification Events Report: An ad hoc report for controller events.

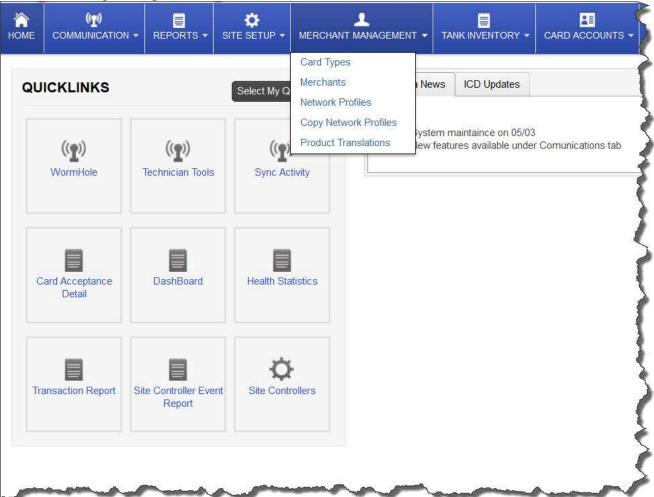
Audit Report: A report showing diagnostic events of the systems operations.

Section 5 Merchant Management



Merchant management includes such functions as setting up Card Types (bin ranges,) Merchants, Network Profiles and Product Translations.

Merchant Management pull down menu:

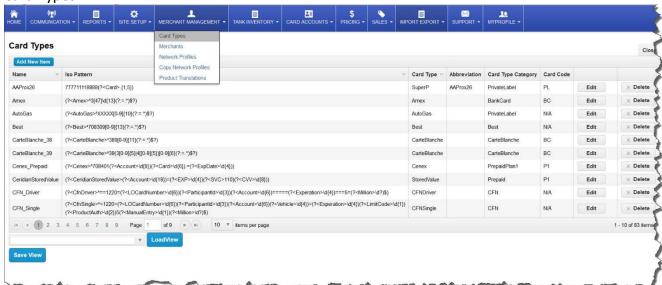


Merchant Management: From the drop down menu select the operation you need to perform:

Card Types: Regex pattern for track data on magnetic cards, defines information read off of ID Merchants: Define the merchants that are accepted at this company

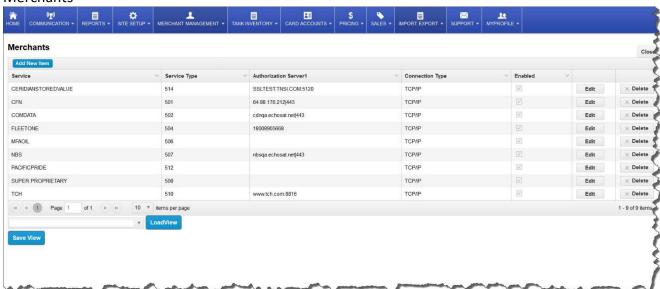
Network Profiles: Contains the address and other pertinent information to connect to networks Product Translation: Converts NACS product codes to ones used on different networks

Card Types



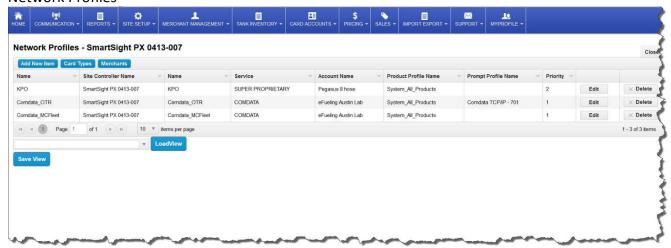
Card Types: Contains the RegEx bin patterns for the different card types that will be accepted by this system, most bin ranges are prepared for the system, if a different type of card is to be used and is not set up in the Card Types, it can be submitted and will be added.

Merchants



Merchants: This defines the clearing houses that processes the different card types and interfaces to various networks for approvals.

Network Profiles



Network Profiles: A set of networks that are accepted at this site controller such as Comdata, CFN, FuelMan, SuperProp, etc.

Copy Network Profile: A simple way to duplicate the networks at an existing site controller to another one that is being set up.

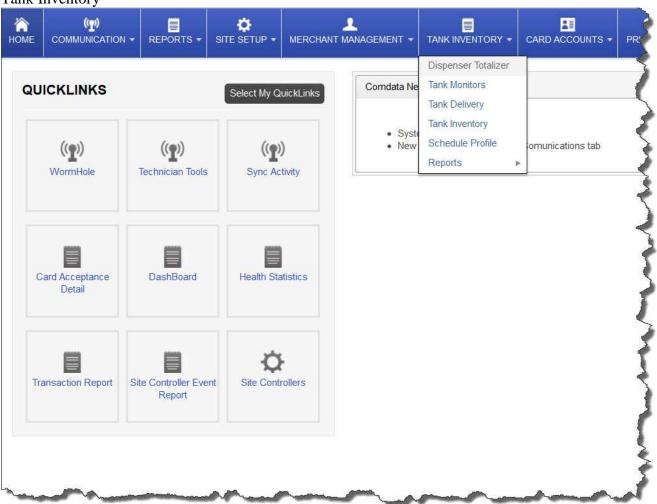
Product Translation



Product Translation: PetroLeader uses the NACS standard codes for all products, some networks and/or clients have different codes for their products and programs have been set up to use these. Product Translation will allow this information to be used instead of the NACS standard codes.

Section 6 Tank Inventory

Tank Inventory



This section gives the client the ability to setup tank monitors at the locations and monitor the dispenser totalizers as well as the transactions at the tank, including deliveries and inventories, it also allows the user to set up scheduled operations and view reports.

Dispenser Totalizer

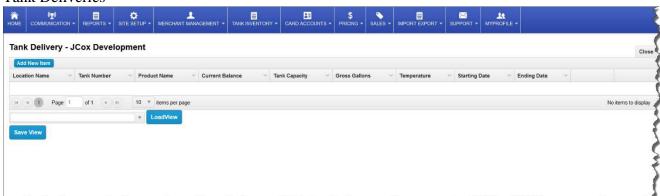
Select the location that you wish to view and load it, this will display the dispensers at that location and their associated totalizers

Tank Monitors



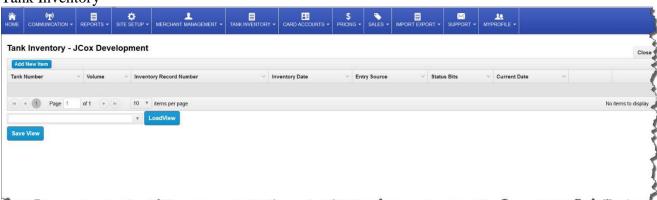
Select the location and load the tank monitor screen would allow the user to edit, delete or add tank monitors to a location.

Tank Deliveries



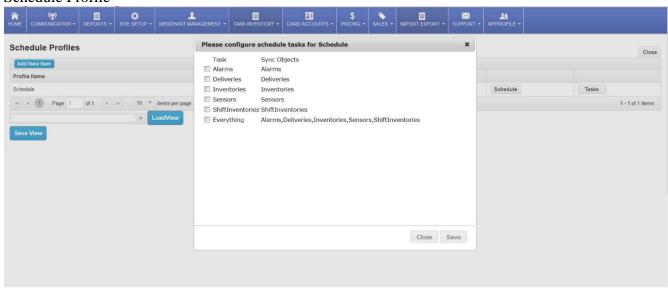
This screen will display all of the deliveries to the different tanks at a location within a user defined period.

Tank Inventory



From this screen the user can display the tanks at the site and their current contents.

Schedule Profile



From this screen the user can create different schedules for different locations to interrogate the tank monitor for alarms, deliveries, inventories, sensors, shift inventories, or would interrogate the monitor for all of the functions if the everything box was checked.

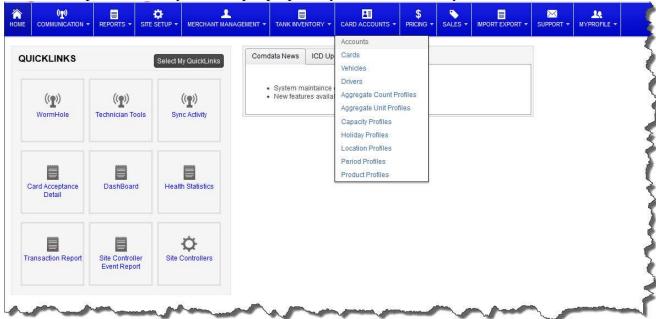
Reports (Tanks)



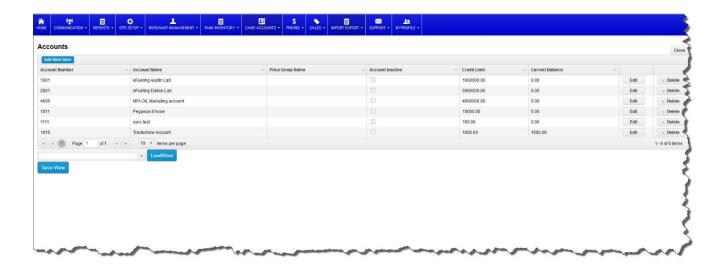
Selecting Reports will drop down a list of available reports that can be printed or exported, this list contains Raw Dispenser Totalizer Balance, Raw Dispenser Totalizer Balance Detailed, Raw Tank Balance by Site Calculated and Raw Tank Recon Daily by Product.

Section 7 Card Setup

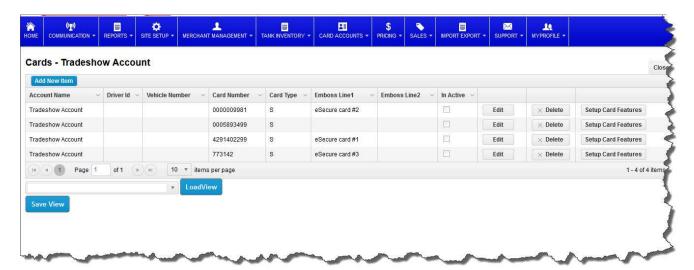
This section pertains mostly to the super proprietary functions of the system.



The Card Accounts section primarily is used for Super Proprietary operations. A proprietary card may be setup with the same restrictions as the networks offer such as location, aggregate count, holiday, period and product restrictions. The following screens and instructions will explain how to setup and manage these cards.



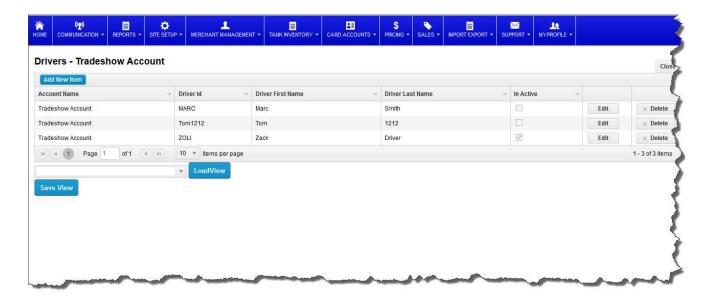
The top level of hierarchy would be the account, when the Accounts selection is chosen from the drop down menu the user will see the screen above which allow new items to be added to the Account list or the existing accounts can be deleted or edited.



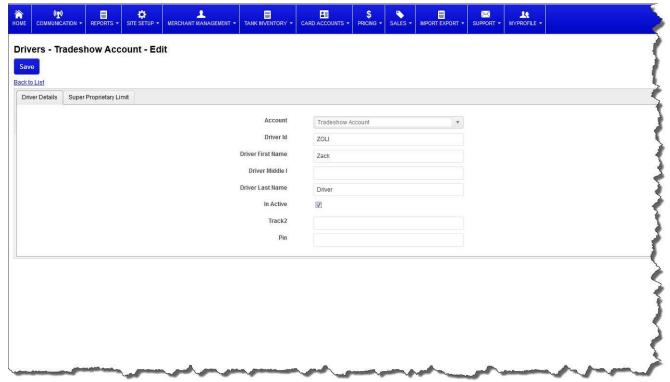
Next step would be to set up cards, drivers and vehicles under the accounts. Select Cards from the initial drop down menu and you can work with the cards for the selected account. From this screen you can add, edit, delete and set up card features. Setting up cards in an account will allow the system to report on the activities of the account and create helpful reports to manage the fleet.

Networks: For setting up a card for card features such as price changes at the ICU, Pulser reset, and other maintenance items follow the below instructions:

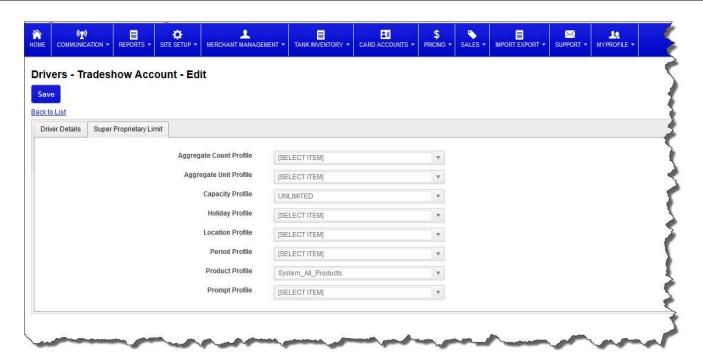
- 1. Make sure you have a card type for the network that contains <CardNumber> with the correct setting for the number of digits you want to use for the card number that will be allowed to be used as a supervisor card. Example: The following would use 12 digits after 708426 as the card number. (?<PacificPride>^708426(?<CardNumber>\d{12}).=\d{4}=1\d{11})
 Card data: 7084260997080000002=1230=1000000000000737 Number used: 099708000000.
- 2. Add the card to that location as a super proprietary card and then setup card features for that particular card.
- 3. Make sure you go into communications and synchronize the data to the site so that your changes will take effect.



Drivers are entered the same way, the user would choose an account to work with after selecting Drivers from the drop down menu and could then add, edit or delete driver information. If a driver ID has been used in the system for fueling, it cannot be deleted because there is a transaction associated with the ID.

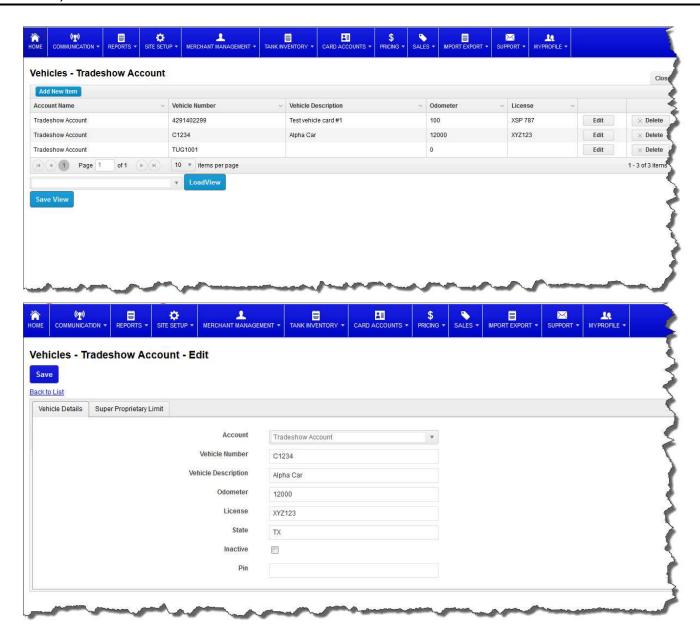


SmartSite Web Portal

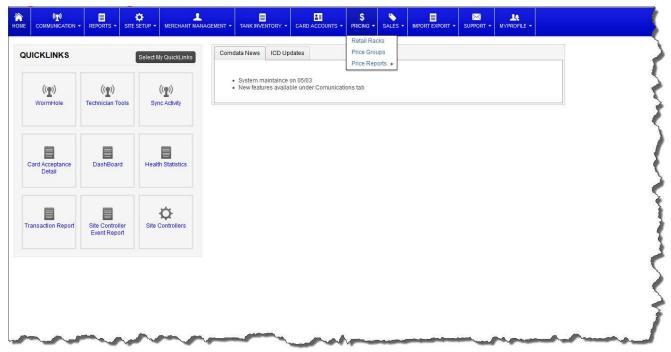




SmartSite Web Portal



Section 8 Pricing

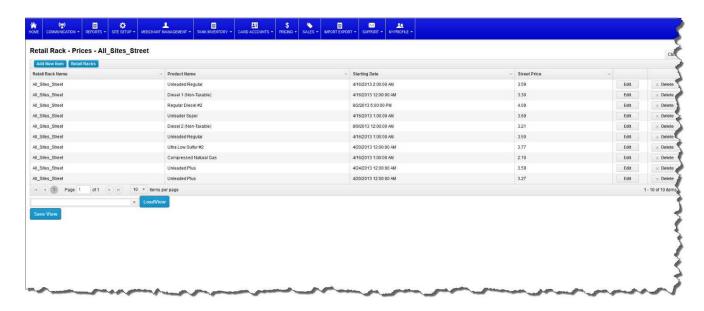


In the pricing section the user will be able to set and maintain pricing at all of the sites. There are three selections from the drop down menu and will be explained below.

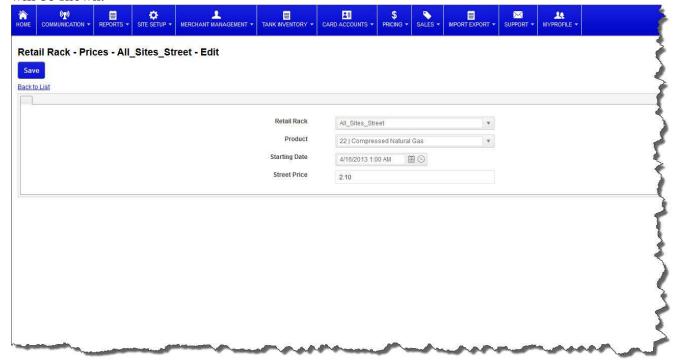


Select Retail Racks and the above screen will be generated, it will allow the user to view, edit, delete or add retail rack names to the system. Once a name is created, the pricing will be added by clicking on the Setup Retail Rack Price button to the right the following screen shot will be shown when selected. Pricing can also be done on a card level as well as a site level; this would allow different pricing for different networks and/or customers. The retail rack sites and retail rack cards must be set for the corresponding cards and site for price to be applied.

Retail Racks: Displays the retail rack names for the price profiles that have been created.



The above screen shot will show all of the retail rack pricing of the products included in the selected retail rack name (All_Sites_Street.) To edit any of the entries, click on the edit key and the next screen will be shown.

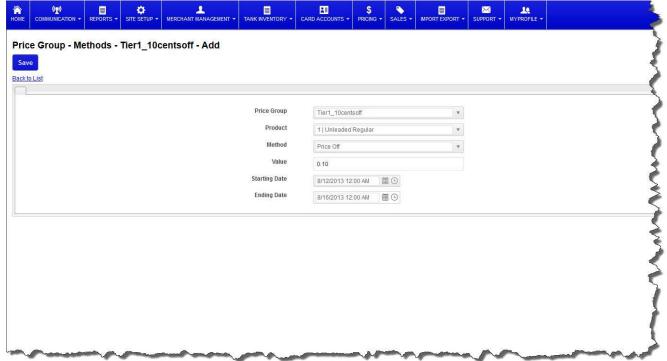


On the edit screen you will be allowed to change the product, starting date and street price of the selected product in the Retail Rack. Once done, always remember that it is necessary to synchronize the system so that the pricing will be sent out to the sites and become effective on the starting date that you have set.

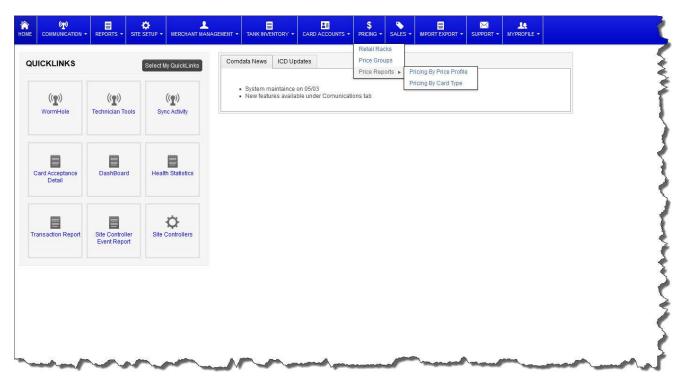
Price Groups:



Petroleader also gives you the flexibility to create price groups for discounts for your customers.



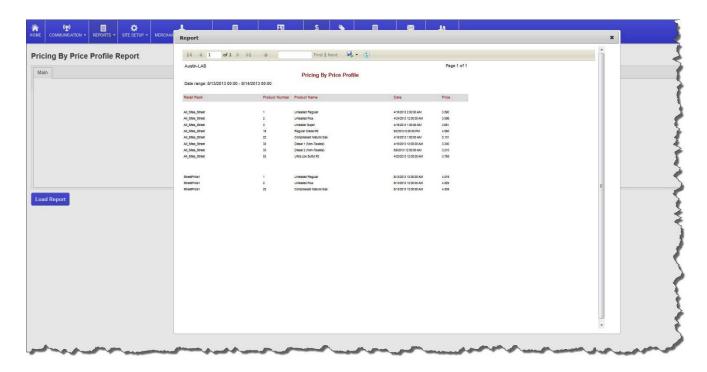
Discounts can be set up by price off retail rack or by percentage off retail rack.

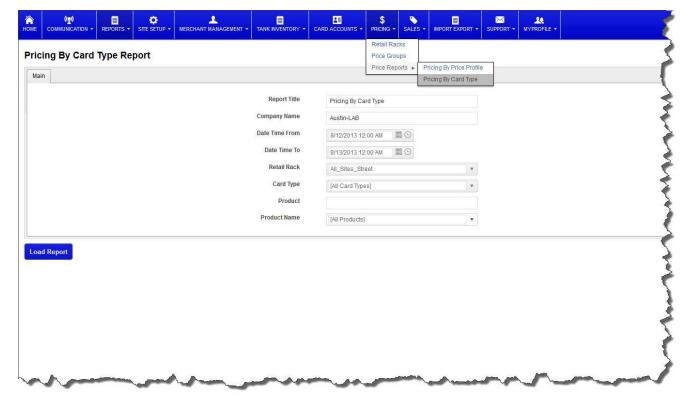


PetroLeader will also generate reports on pricing by Price Profile or by Pricing by Card type, these reports will be produced according to the parameters you would like to see, such as a range of dates and times, one site, one card type, multiple sites or card types or all sites and/or card types. It will also allow you to select which product(s) you would like to have on the report. The selection window is shown below.



Sample report by Price Profile:





Pricing report by card type is also available by filling out the parameters of the report desired.

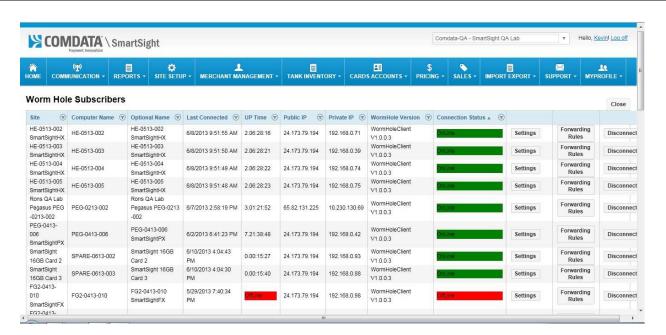
Section 9 Sales Viewing

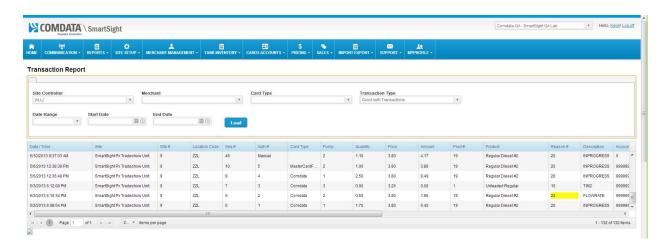
Allows the user to view Shift information by clicking Shifts on the drop down menu. When Transaction tab is selected, an ad hoc report menu will allow the user to define criteria for creating a custom report on the transaction data in the database.

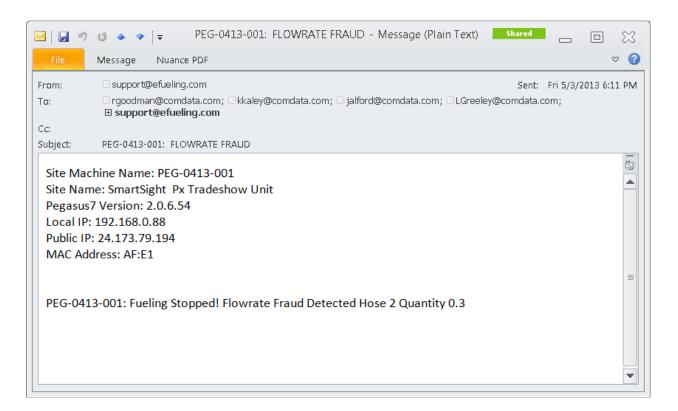
Section 10 My Profile

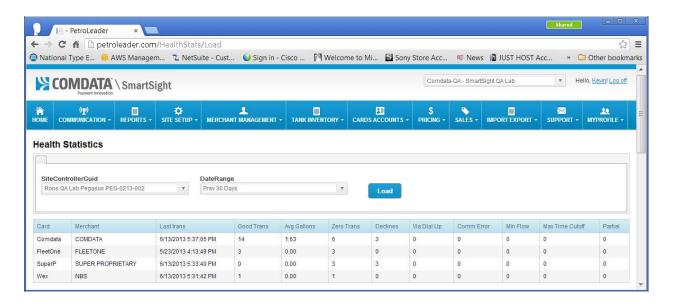
My Profile allows the user to customize their web portal, choosing colors, banners, and logos by selecting the Theme tab from the drop down menu. By selecting the Entities tab, the user can add entities to their list. Selecting Organizations or Companies, allows the user to add or edit these names in the database. Select Users Roles to set up permissions to different level of control. Create the users by selecting Users tab and enter the information on each user and assign users roles to each user.

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COMDATA WEB PORTAL - REAL-TIME ACTIVITY



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