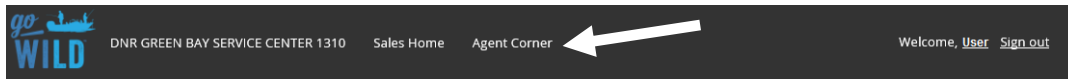


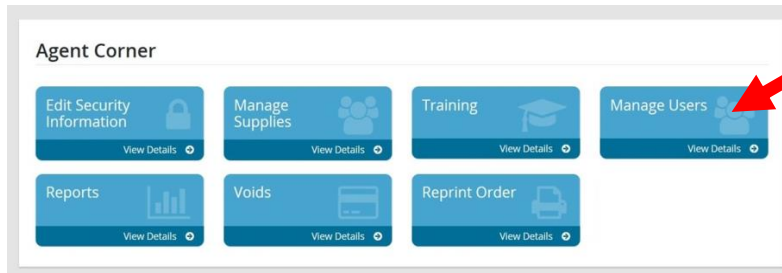
Creating a User ID

All users will have to log in to Go Wild with a username and password. Your first username has been created for you by the DNR, but your managers can create more users right on the terminal. It is recommended that users have their own ID to help with security and transaction management.

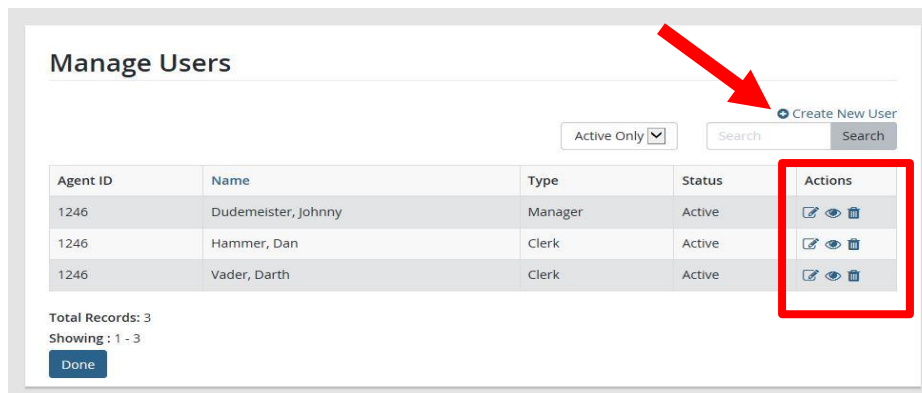
- **Sales Home.** Select the [Agent Corner](#) link near the top of the screen.



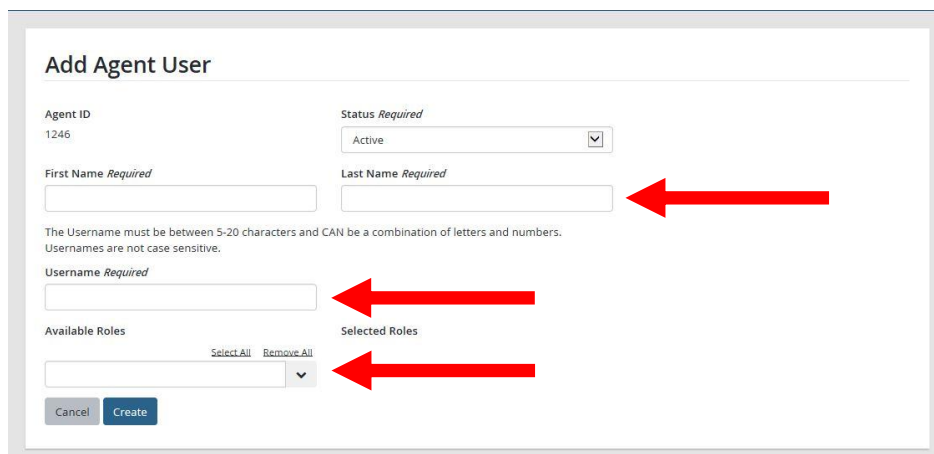
- **Agent Corner.** Choose the [Manage Users](#) button.



- **Manage Users.** This screen will list any users that have already been added to this agent account. Your first user will be set up as a manager in the system. Managers can view, edit or delete users under the [Actions](#) column. Clerks can view other users only. Touch [Create New User](#) to add a new user to the list.



- **Add Agent User.** You will need the employees [first and last name](#), and their desired [username](#). Follow the guidelines for choosing a username. Now choose the [Available Role](#) of the user. Choose NonDNR Manager or NonDNR Clerk. Managers will have more options available, such as signing off on voids, and special editing permissions. Select Create to finish.

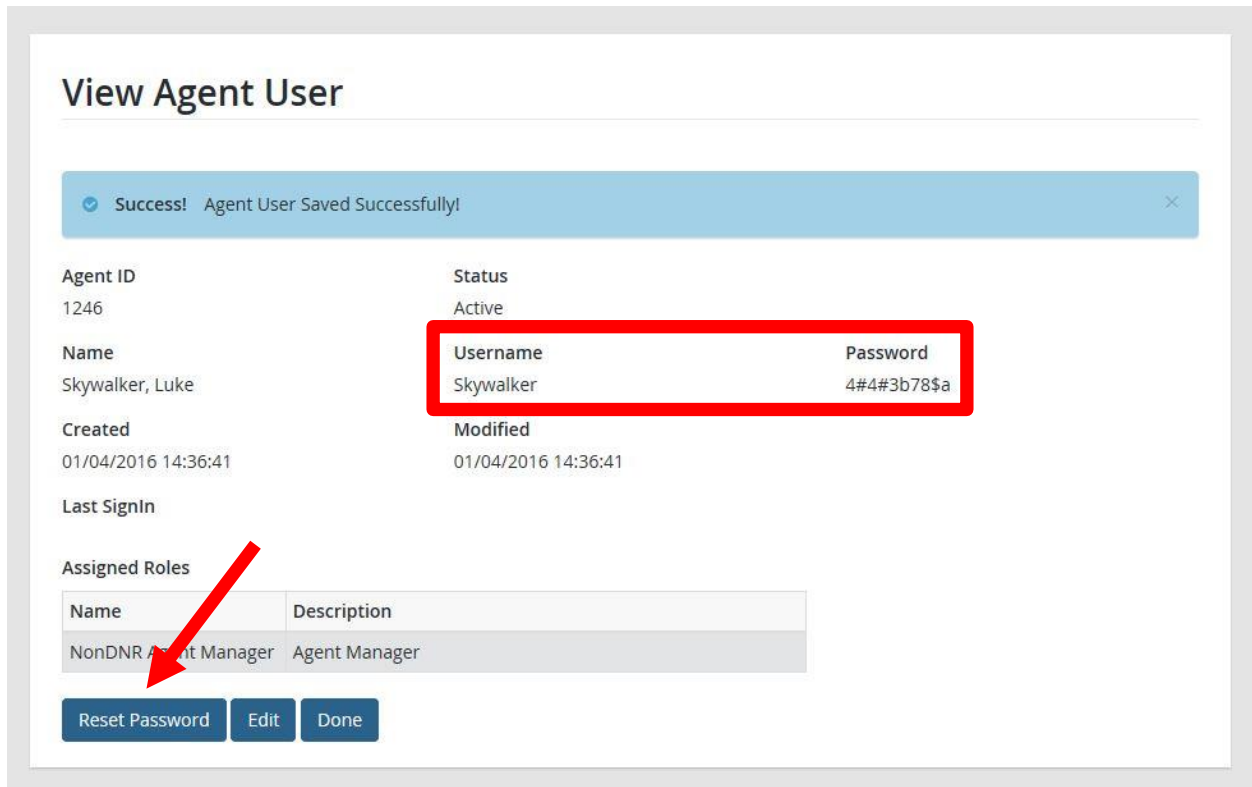


The screenshot shows the 'Add Agent User' form. It has the following fields and controls:

- Agent ID: 1246
- Status Required: Active (dropdown menu)
- First Name Required: [Text Input]
- Last Name Required: [Text Input] (highlighted with a red arrow)
- Username Required: [Text Input] (highlighted with a red arrow)
- Available Roles: [Dropdown Menu] (highlighted with a red arrow)
- Selected Roles: [Dropdown Menu]
- Buttons: Cancel, Create

Below the form, there is a note: 'The Username must be between 5-20 characters and CAN be a combination of letters and numbers. Usernames are not case sensitive.'

- **View Agent User.** You have just created a new Go Wild user! *VERY IMPORTANT* – note the username and password. This password is only temporary and will need to be changed after the first login. If you would like the system to generate a new temp password, touch the Reset Password button, or touch Edit if any other user information needs to be changed. Touch Done to return to the Manage Users page.



User roles: Managers vs. Clerks

NonDNR Agent Manager

- Access to the sales dashboard
- Reprint authority
- Void authority
- View/edit/create supply orders
- Delete supply orders
- Access to the agent corner
- View training materials
- View messages
- View reports
- View Agent Clerk
- Create Agent Clerk
- Edit Agent Clerk
- Change user roles (Clerk/Manager)
- Reset Passwords

NonDNR Agent Clerk

- Access to the sales dashboard
- Reprint authority
- Void authority
- View supply orders
- Edit supply orders
- Create supply orders
- Access to the agent corner
- View training materials
- View messages
- View reports