

Managing Users

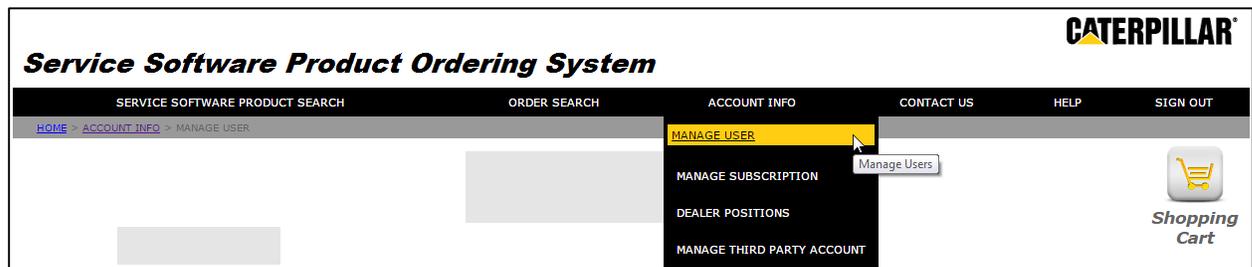
Objectives

- This guide will explain how to add and remove a dealer user.
- This guide will explain how to export a user list.

Instructions

Step 1: Navigate to the “Manage User” Page

1. Hover your cursor over “Account Info”
2. Select the “Manage User” option



Step 2: Add a User

1. In the “Add CWS ID” field, type in the CWS ID of the user you want to give access to.
2. **Note:** A CWS ID and prior registration on the MOOS website (<https://oos.midlandcorp.com/cat>) are required by the user you want to add to this site.

Manage User

Fields marked with an asterisk (*) are required.

* Add CWS ID to allow into Service Software Product Ordering System

Step 3: Remove a User

1. Find the user you want to remove.
 - a. Headings are sortable

2. Select the "Remove" link on the right side of the page.
3. Select "OK" in the pop-up confirmation window.

Manage User

Fields marked with an asterisk (*) are required.

*Add CWS ID to allow into Service Software Product Ordering System

Column/Data can be sorted by clicking the column headings.

| CWS ID | First Name | Last Name | Email | Main Dealer Code | |
|---------------|-------------------|------------------|----------------------|------------------|--------|
| User's CWS ID | User's First Name | User's Last Name | User's Email Address | Dealer Code | Remove |

The page at <https://oos.midlandcorp.com> says: ✕

Are you sure you want to remove user?

Step 4: Export the User List

1. Select the "Export to Excel" button.
2. Once the file is created, click to open the file in MS Excel.

Manage User

Fields marked with an asterisk (*) are required.

*Add CWS ID to allow into Service Software Product Ordering System

 SISUsers.xls

Contact Us

If you need assistance or have any questions, please contact the TIAS Inbox:

Technical_Information_Access_Solutions@cat.com