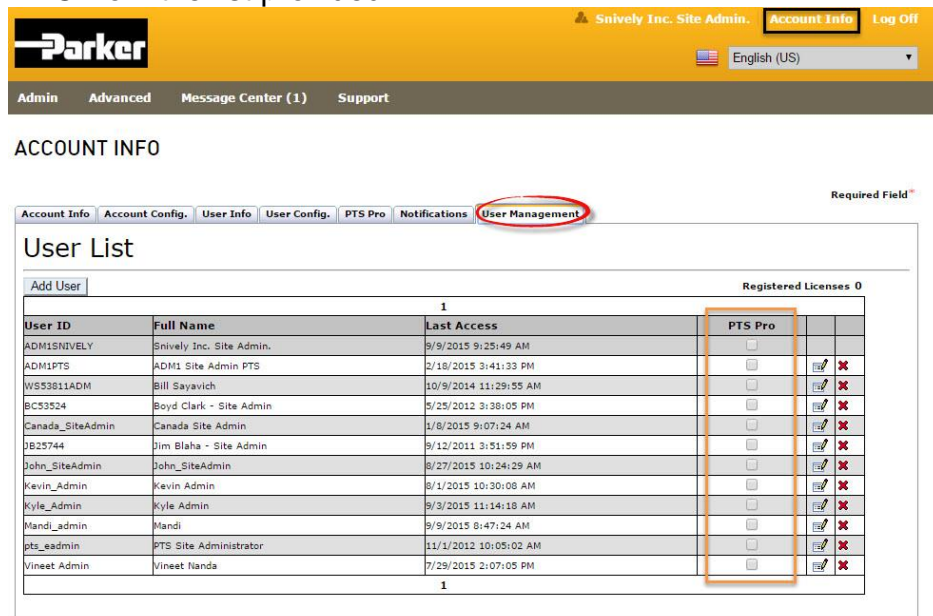


# Pro User Management

## Navigation

1. Using the navigation toolbar *select* 'Account Info'
2. *Navigate* to the 'User Management' tab
  1. Using the check boxes in the 'PTS Pro' column *select* the users to enable PRO from the list provided



ACCOUNT INFO

Account Info Account Config. User Info User Config. PTS Pro Notifications **User Management** Required Field

User ID	Full Name	Last Access	PTS Pro		
ADM1SNIVELY	Snively Inc. Site Admin.	9/9/2015 9:25:49 AM	<input type="checkbox"/>		
ADM1PTS	ADM1 Site Admin PTS	2/18/2015 3:41:33 PM	<input type="checkbox"/>		
W553811ADM	Bill Sayavich	10/9/2014 11:29:55 AM	<input type="checkbox"/>		
BC53524	Boyd Clark - Site Admin.	5/25/2012 3:38:05 PM	<input type="checkbox"/>		
Canada_SiteAdmin	Canada Site Admin	1/6/2015 9:07:24 AM	<input type="checkbox"/>		
JB25744	Jim Blaha - Site Admin	9/12/2011 3:51:59 PM	<input type="checkbox"/>		
John_SiteAdmin	John_SiteAdmin	8/27/2015 10:24:29 AM	<input type="checkbox"/>		
Kevin_Admin	Kevin Admin	8/1/2015 10:30:08 AM	<input type="checkbox"/>		
Kyle_Admin	Kyle Admin	9/3/2015 11:14:18 AM	<input type="checkbox"/>		
Mandi_admin	Mandi	9/9/2015 8:47:24 AM	<input type="checkbox"/>		
pts_admin	PTS Site Administrator	11/1/2012 10:05:02 AM	<input type="checkbox"/>		
Vineet Admin	Vineet Nanda	7/29/2015 2:07:05 PM	<input type="checkbox"/>		

3. Log Off

PTS Administrators have the ability to select users to enable for Pro management within their accounts.