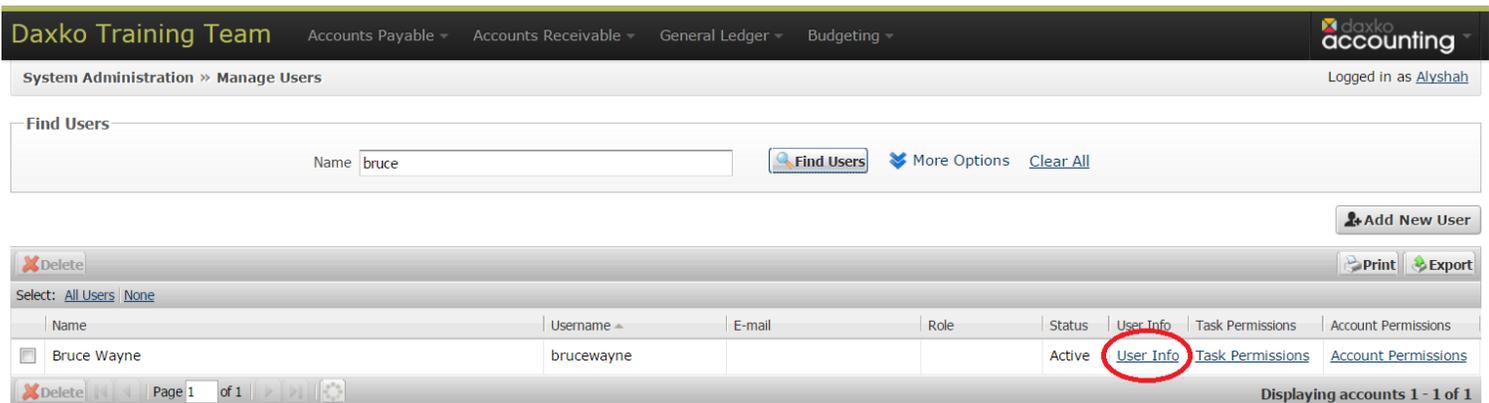


Integrating Your Daxko Operations and Daxko Accounting Login Information

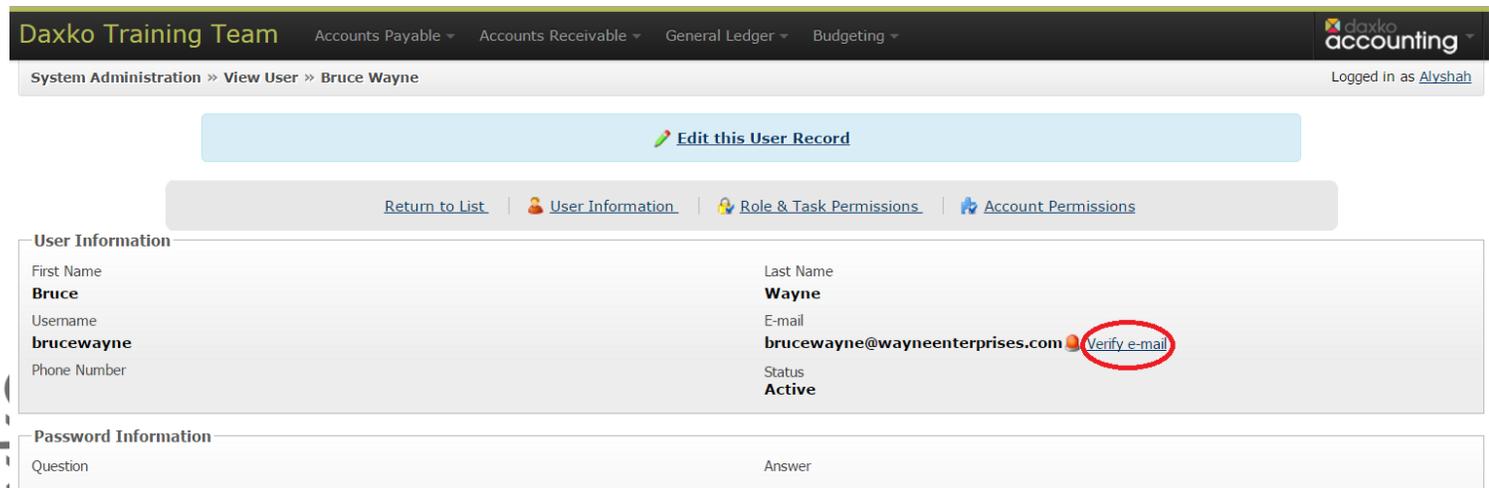
If you use both Daxko Operations and Daxko Accounting, you can integrate your login information. This will allow you to log in to one system and easily switch to the other instead of logging in to both separately. Follow these steps to easily switch back and forth from Daxko Accounting to Daxko Operations:

1. Log in to Daxko Accounting, and navigate to **System Menu > Manage Users**.
2. Search for the user's account you would like to integrate, and click **User Info**.



The screenshot shows the 'Manage Users' interface in Daxko Accounting. At the top, there's a navigation bar with 'Daxko Training Team' and various menu items like 'Accounts Payable', 'Accounts Receivable', 'General Ledger', and 'Budgeting'. The 'daxko accounting' logo is in the top right. Below the navigation, the breadcrumb trail reads 'System Administration >> Manage Users' and it shows 'Logged in as Alyshah'. A search box labeled 'Find Users' contains the text 'Name: bruce'. To the right of the search box are buttons for 'Find Users', 'More Options', and 'Clear All'. Below the search box is an 'Add New User' button. A table of users is displayed below, with columns for Name, Username, E-mail, Role, Status, User Info, Task Permissions, and Account Permissions. The first row shows 'Bruce Wayne' with username 'brucewayne' and status 'Active'. The 'User Info' link for this user is circled in red. At the bottom right, it says 'Displaying accounts 1 - 1 of 1'.

3. On the user's information page, check to see that the email address matches their address in Daxko Operations. If they match, click the **Verify Email** link beside their email address.



The screenshot shows the 'View User' page for 'Bruce Wayne' in Daxko Accounting. The breadcrumb trail is 'System Administration >> View User >> Bruce Wayne' and it shows 'Logged in as Alyshah'. A blue button labeled 'Edit this User Record' is at the top. Below it are navigation links: 'Return to List', 'User Information', 'Role & Task Permissions', and 'Account Permissions'. The 'User Information' section is expanded, showing fields for First Name (Bruce), Last Name (Wayne), Username (brucewayne), E-mail (brucewayne@wayneenterprises.com), and Status (Active). The 'Verify e-mail' link next to the email address is circled in red. Below this is the 'Password Information' section, which is currently empty.

4. An email will be sent to that user asking them to verify the login integration and email address. They will need to click the icon in the email and follow the instructions listed in the email.

Daxko Operations **Login Information**

5. After clicking the link in the email, log in to Daxko Operations to ensure that your username's email address is the same one that received the confirmation email from Daxko Accounting.
6. To switch easily from one system to the other, click the **System Menu** then choose the other system.



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