

EMconnect web admin instructions for Branded Wholesalers

Log in to the EMconnect web admin interface using your EMconnect email/cell number and password

Web admin interface: <https://emconnectapp.com/login>

From the dashboard, select **User Management** and then **Users**

Use the **Search** feature to find a user by name, email, phone # or ID #

Toggle between Active Users, User Approvals or Deactivated Users

In the ID # column:

ID # refers to customer number (for BW Admin or BW Staff), or site number (for Site Manager or Sales Associate)

In the Status column:

A green checkmark denotes approval status

In the Settings column:

Select the icon (or the user's name) to access **User details**

Name	Email	Phone	ID#	Job Role	Brand	Status	Settings	Last Modified (UTC)
Walter Dumas	walter.dumas@exxonmobil.com	5551234567	000011	Exxon Admin	Mobil	Approved		05/16/2018 01:54 pm
James Campbell	jcampbell@exxon.com	5555551212	000011	Branded Wholesaler Admin	Mobil	Approved		05/17/2018 03:03 pm
James Campbell	jcampbell@exxon.com		000011	Field Marketing Advisor	Mobil	Approved		05/16/2018 01:27 pm
James Campbell	jcampbell@exxon.com	5551234567	000011	Field Marketing Advisor	Mobil	Approved		05/11/2018 04:40 pm
Jim Campbell	jcampbell@exxon.com		000001	Content Admin	Mobil	Approved		08/06/2018 10:50 pm
Jim White	jim.white@exxonmobil.com	1234567890		Field Marketing Advisor	Exxon	Approved		05/16/2018 01:30 pm
James Campbell	jcampbell@exxon.com	5555551212		ExxonMobil Employee	Exxon	Approved		05/16/2018 02:04 pm
James Campbell	jcampbell@exxon.com			ExxonMobil Employee	Exxon	Approved		05/16/2018 04:06 pm
James Campbell	jcampbell@exxon.com	5555551212	000011	Field Marketing Advisor	Exxon	Approved		05/16/2018 04:18 pm
James Campbell	jcampbell@exxon.com	5555551212	364412	Branded Wholesaler Admin	Exxon	Approved		05/16/2018 05:59 pm

User profile has been updated successfully.

User details

Name: James Campbell
Email: jcampbell@example.com
Phone: 5555551212
Job Role: Branded Wholesaler Admin
Customer #: []
Site #: 000011
Additional Site #s (comma separated): []
Brand: Mobil
Language: English
Status: Active

Registration Date: 04/23/2018 12:58 am
Approval Date: []
Activation Date: 2018-05-13 02:21:45
Updated / Modified: 08/15/2018 09:43 pm
By Manjeet Singh

Email / Phone verified? Yes
Invite or Self-Register? Self-Register
Invited By: N/A
Approval By: N/A

Update

Close

User details capabilities:

- Fields shown with a box can be updated
- Updates take effect immediately
- Best practice: users should update their own name, email and phone number in the EMconnect app

User details restrictions:

- Only Branded Wholesaler Admin profiles have web admin access
- User passwords cannot be changed or reset in the web admin interface
- Job roles must have a valid customer or site # depending on the type of role (e.g., BW roles require customer #, while site level roles require site #)
- Currently, English is the only language offered on EMconnect

Multi-site dealers:

- **Additional Site #s** are for Multi-Site Dealers only
- From the **Job Role** drop-down menu, **Multi-Site Dealer** can be selected to replace **Site Manager** job role
- Additional site #s are added by the Branded Wholesaler Admin
- Multiple site #s are entered in the field to the right of **Site #**, and **must be separated by a comma**

Successful update message:

- Once an update has been completed successfully, a green message box will appear at the top of the **User details** box
- If you do not see a message, the action has not been saved

Additional web admin features:

- **Invite** individual users (just like in EMconnect)
- Invite multiple users using the **Bulk Upload** function (instructions included in the web admin interface)
- Review status of users that have been invited by bulk upload with the **Bulk Upload Report**