

Quick Start Guide To:

Managing Swiftpage Users in Swiftpage for SalesLogix

This Quick Start Guide explains how to use manage users in Swiftpage for SalesLogix.

Note: The first thing to understand regarding users in Swiftpage for SalesLogix is that only one SalesLogix user can be mapped to any one Swiftpage User ID. In other words, two SalesLogix users cannot access the same Swiftpage user ID. To manage users, follow these steps:

1. In SalesLogix, go to Tools > Manage > Swiftpage Account. The following screen will appear:

Create new Swiftpage Account	Choose this option to sign up for Swiftpag Setup Account and map primary user.
Manage existing Swiftpage Account	Choose this option to change profiles, add users, purchase seats or assign users in a existing account
Use existing Swiftpage Account	Choose this option if you already have a Swiftpage account and want to send emails through SalesLogix

2. Click on the "Manage existing Swiftpage Account" button. You will be prompted to enter your account password. Enter it, click Submit and the next screen will appear:

Account: Sag	geSummitDemo
Authorized Seats: 14	Send Limit: 1400
Assigned Seats: 12	Unassigned: 760
Trials: 0	
Inactive: 0	
Mapped: 10/12	
Add Sv	wiftpage UserID
Map SalesLogi	User to Swiftpage Use
Map M	1ailMerge fields
Change Su	iftpage Email Eggter

3. Click on the Map SalesLogix User to Swiftpage User button. A window will open, showing which Swiftpage users are currently mapped to which SalesLogix users. You can highlight a connection and click Remove mapping to undo the mapping, or highlight a Swiftpage user on the left and a SalesLogix user in the right-hand window and click Map User at the bottom to map those users to each other.

Swiftpage User	Status	Send Limit	Mapped To		SalesLogix Users
awebb	Active	50	Webb, Amv		Administrator
ctavlor	Active	2000	Taylor, Chris		Bakel, Lindsev
cvostreis	Active	50	Vostreis, Christa		Barret, Dan
dleach	Active	1000	Leach, David		Brink, Samantha
dogdon	Active	1000	Ogdon, Dan		Burgess, Jill
dspevak	Active	50	Spevak, Drew		Cruz, Gene
Google	Active	50		1.5	Doescher, Ian
idoescher	Active	50	Doescher, Ian		Dryden, Ken
jburgess	Active	50	Burgess, Jill		Ekels, Georgine
Ibakel	Active	100	Bakel, Lindsey	_	Fuentes, Manuel
Count: SageSumm Company Name:	Google		Remove mapping	 Password:	w
Count: SageSumm Company Name: Address1:	Google 383 Inverness	Parkway Suite	Remove mapping F e 340	 Password: Title:	w CEO
ccount: Sagesumm Company Name: Address1: Address2 (optional):	Google 383 Inverness	Parkway Suiti	e 340] Password: Title: Phone:	w CEO (398) 393-3333
ccount: Sagesumm Company Name: Address1: Address2 (optional): City:	Google 383 Inverness Englewood	Parkway Suite	e 340 E mail From,	Password: Title: Phone: Address:	w CEO (398) 393-3333 taylorcsu@gmail.com
Coount: SageSumm Company Name: Address1: Address2 (optional): City: State:	Google 383 Inverness Englewood CO	Parkway Suitr	Remove mapping e 340 Email From, Email From,	assword: Title: Phone: Address: m, Name:	w CEO (398) 393-3333 taylorcsu@gmail.com Michele Google
Coount: SageSumm Company Name: Address1: Address2 (optional): City: State: Zip / Postal:	Google 383 Inverness Englewood CO 80016	Parkway Suite	Email From, Email From, Time Zone: [UTC -07:0	Password: Title: Phone: Address: m, Name: 00) Mounta	w CEO (398) 393-3333 taylorcsu@gmail.com Michele Google ain Time (US & Canada)

4. Click Close when you are finished mapping and you are done!