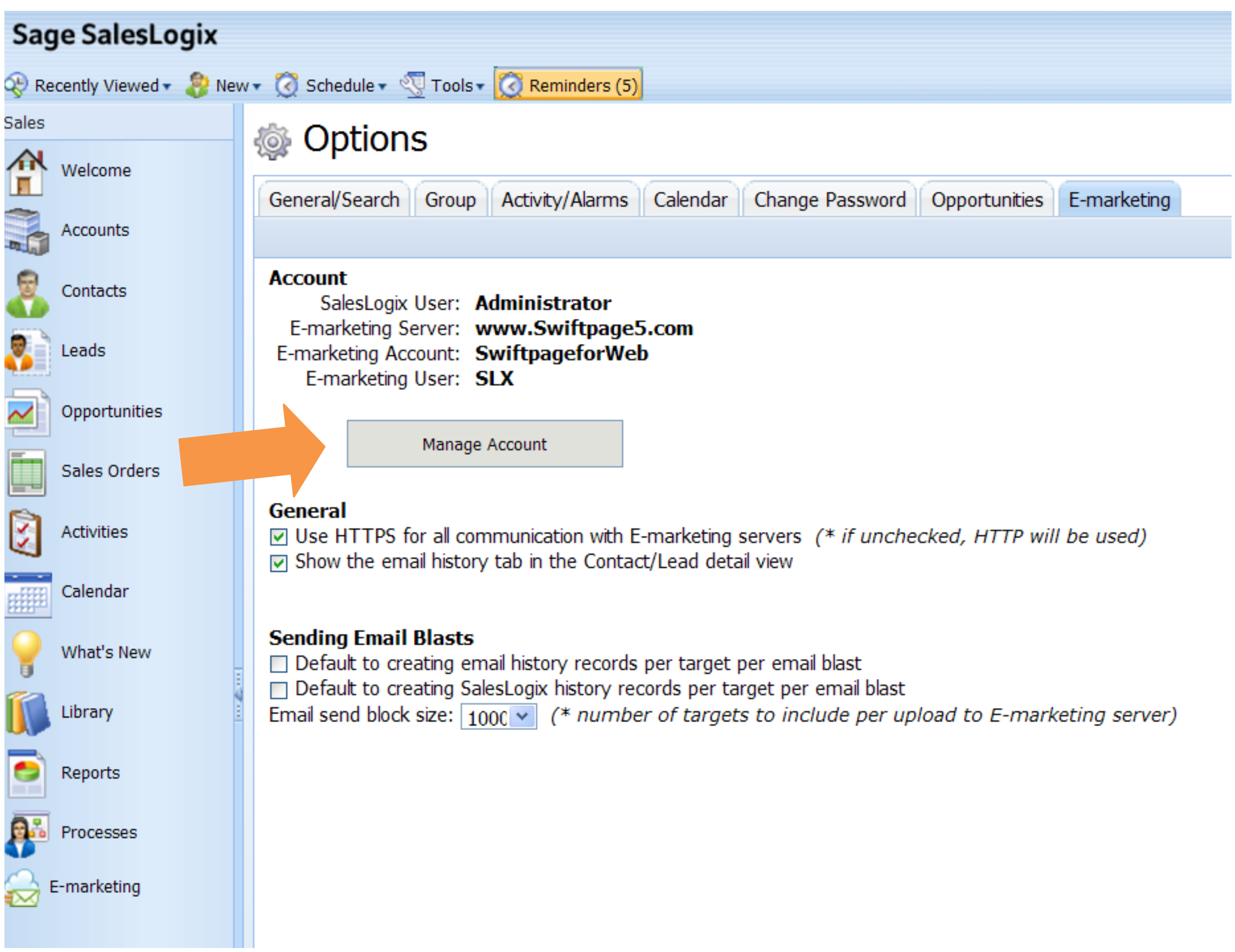
Sage SalesLogix E-marketing Quick Start Guide To:

Managing Swiftpage Users

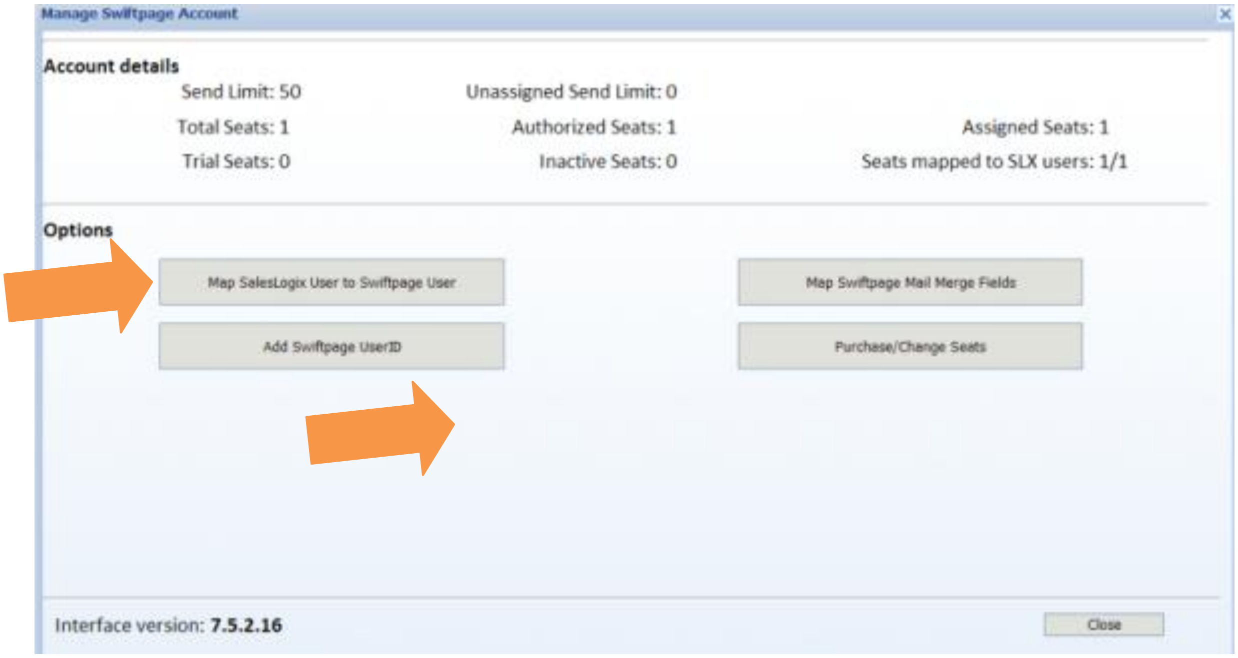
This Quick Start Guide explains how to use manage users in Sage SalesLogix Web Client.

Note: The first thing to understand regarding users in Sage SalesLogix E-marketing for Web 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:

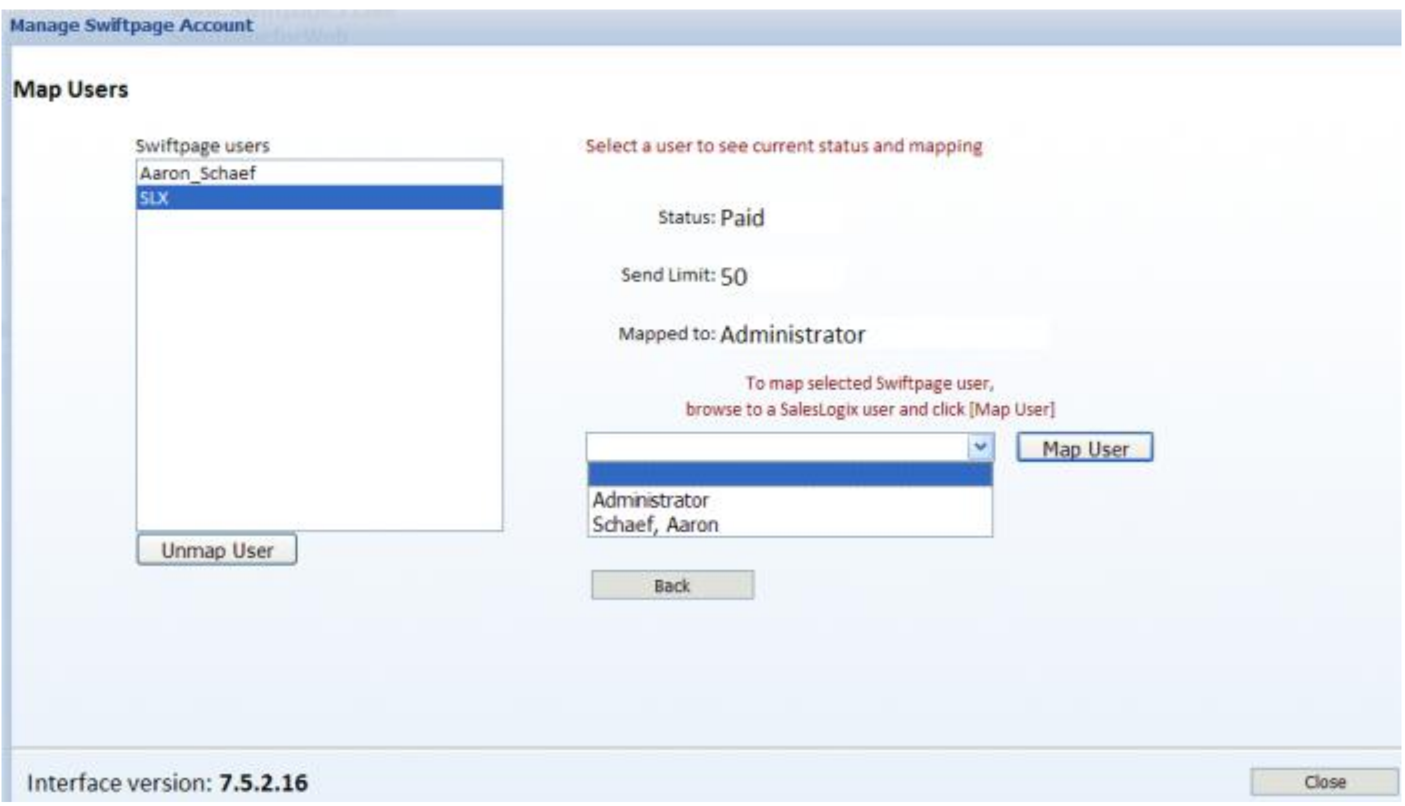
1. In SalesLogix for Web, click on Options in the upper right hand corner and then select the E-Marketing Tab . The following screen will appear:



2. Click on the “Manage Account” button. You will be prompted to enter your account password. Enter it, click Login and the next screen will appear:



3. Click on the Map SalesLogix User to Swiftpage User button. A window will open, showing a list of Swiftpage users on the left box. If you highlight a user, the Status, Send Limit and Mapped to allocation are shown. You can highlight a Swiftpage User and click Unmap User to disconnect the mapping, or highlight a Swiftpage user on the left and a SalesLogix user in the right-hand drop-down menu and click Map User to map those users to each other.



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