

How to Register and Manage Buyer Accounts for a Customer Organization on www.corcraft.org



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1 Introduction

This guide is for organizations who wish to do business with Corcraft via their website www.corcraft.org, and who wish to create user accounts for buyers within their organization.

When an organization registers on the website to purchase products from Corcraft, you are prompted to create your first user account as part of the organization registration. This first user is automatically created as the **administrator** of that account. That user account can **approve** additional users who want to purchase on behalf of that organization – this guide explains how that approval process works.

2 Registering an Organization and Creating the Administrator Account

Normally, an organization is creating by having an administrator from that company click on the "Register Organization" button on the logon page on the website. To do this, click the **Login** option on the top blue bar on the website – the following screen will appear. Click **Register Organization** to being the process of registering your organization and creating the administrative user account :

The screenshot shows the Corcraft website interface within a Windows Internet Explorer browser window. The address bar displays the URL: <https://webserv.corcraft.org/webapp/wcs/stores/servlet/>. The browser's title bar reads "Login - Windows Internet Explorer".

The website header features the "NEW YORK STATE" logo on the left, a navigation menu with "Home", "Ordering info", "Links", "Downloads", "Supplier Bidding", and "Login", and a "Product Search" box on the right. The "Corcraft PRODUCTS" logo is prominently displayed in the center.

The main content area is divided into three columns:

- Shop by Category:** A vertical list of product categories including Seating, Office Furniture, Tables, Office & School Accessories, Institutional / Housing Furniture, Cleaners And Soaps, Textiles And Apparel, and Outdoor Products.
- + Login:** A section for existing users with a "Login ID (e-mail address)" input field, a "Password" input field, a "Forgot Your Password?" link, and a "Login" button.
- + Register:** A section for new organizations with a "Register Organization" button. Below it, a "Register User" button is also visible.

A message box on the right side of the page states: "There are no items in your order." At the bottom of the page, there is a footer with "About Us : Contact Us" and a system tray showing "Internet" and "100%" zoom.

+Register

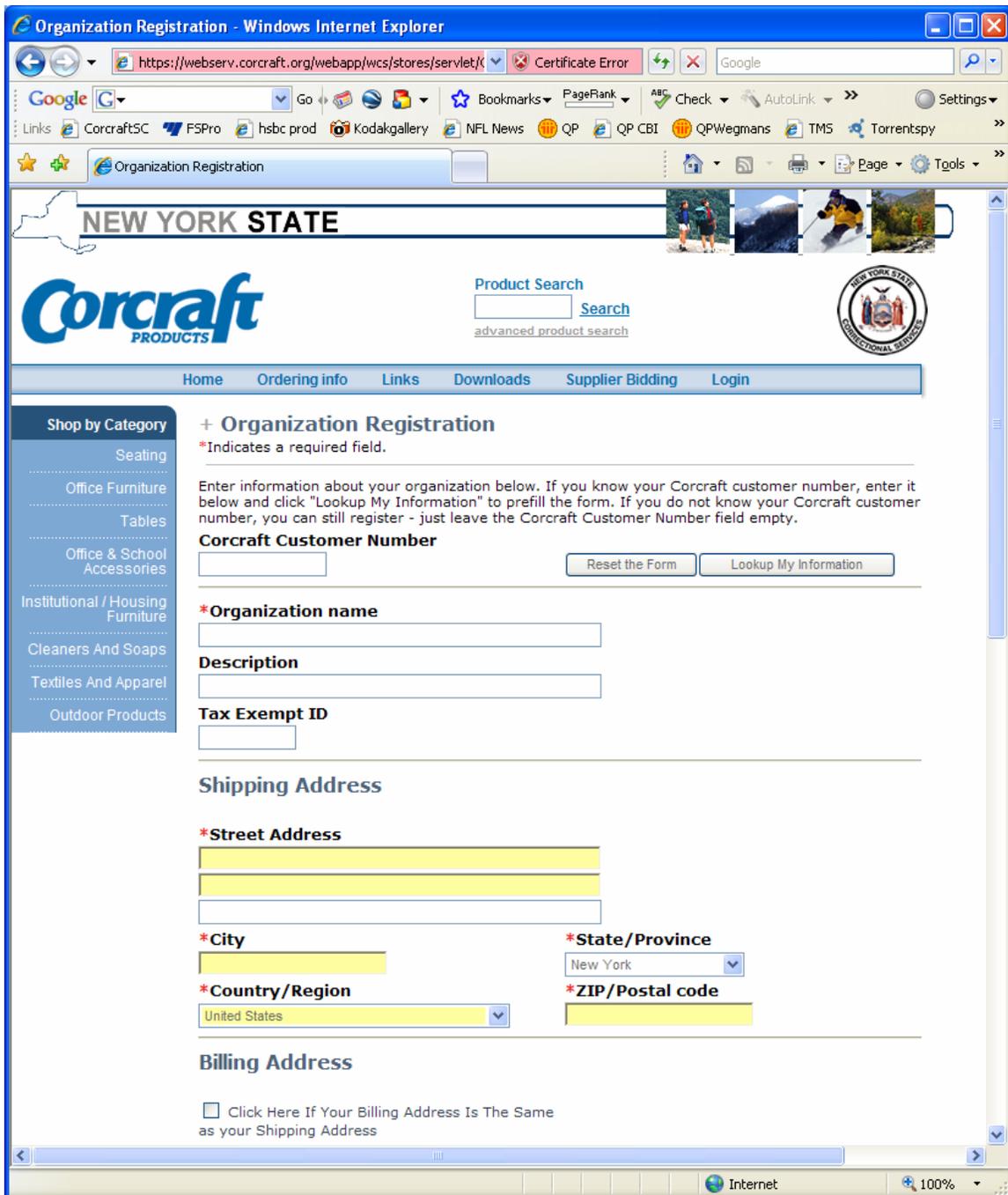
If you are a new customer, and your organization has not been registered on this website, click Register Organization below.

[Register Organization](#)

If you are a new customer and you have been instructed by your

The form below will appear for you to fill out:

- If you know your **Corcraft Customer Number** enter it in the box provided and click "Lookup My Information". If found your organization's information will be automatically filled into the form. **If the number is not found you can still register** – just fill in the form with your organizations details and your account will be created by Corcraft and issued a Corcraft Customer Number.



- Enter the email address and other details of the administrator for your organization. If your reading this manual, this would typically be you! This person should be the primary contact for purchasing items from Corcraft.org, and must know your organization's Corcraft Customer Number as provided to you by Corcraft.
- The email address will be your login to the site, and to the Organization Administration Console for managing other users.

Organization Registration - Windows Internet Explorer

https://webserv.corcraft.org/webapp/wcs/stores/servlet/K Certificate Error Google

Google

Links CorcraftSC FSPPro hsbc prod Kodakgallery NFL News QP QP CBI QPWegmans TMS Torrentspy

Organization Registration

Street Address

*City

*State/Province

New York

*Country/Region

United States

*ZIP/Postal code

Phone number (xxx-xxx-xxxx)

Enter information about the individual who will act as your organizations administrator for corcraft.org. This person will be able to maintain the organizations account details, and approve individual users who need to purchase corcraft.org products on behalf of the organization. If you are unsure, enter yourself as the administrator below.

*E-mail address

Password must be at least 6 characters in length with minimum of 1 digit.

*Password

*Verify password

Title

First name

*Last name

*Street Address

*City

*State/Province

New York

*Country/Region

United States

*ZIP/Postal code

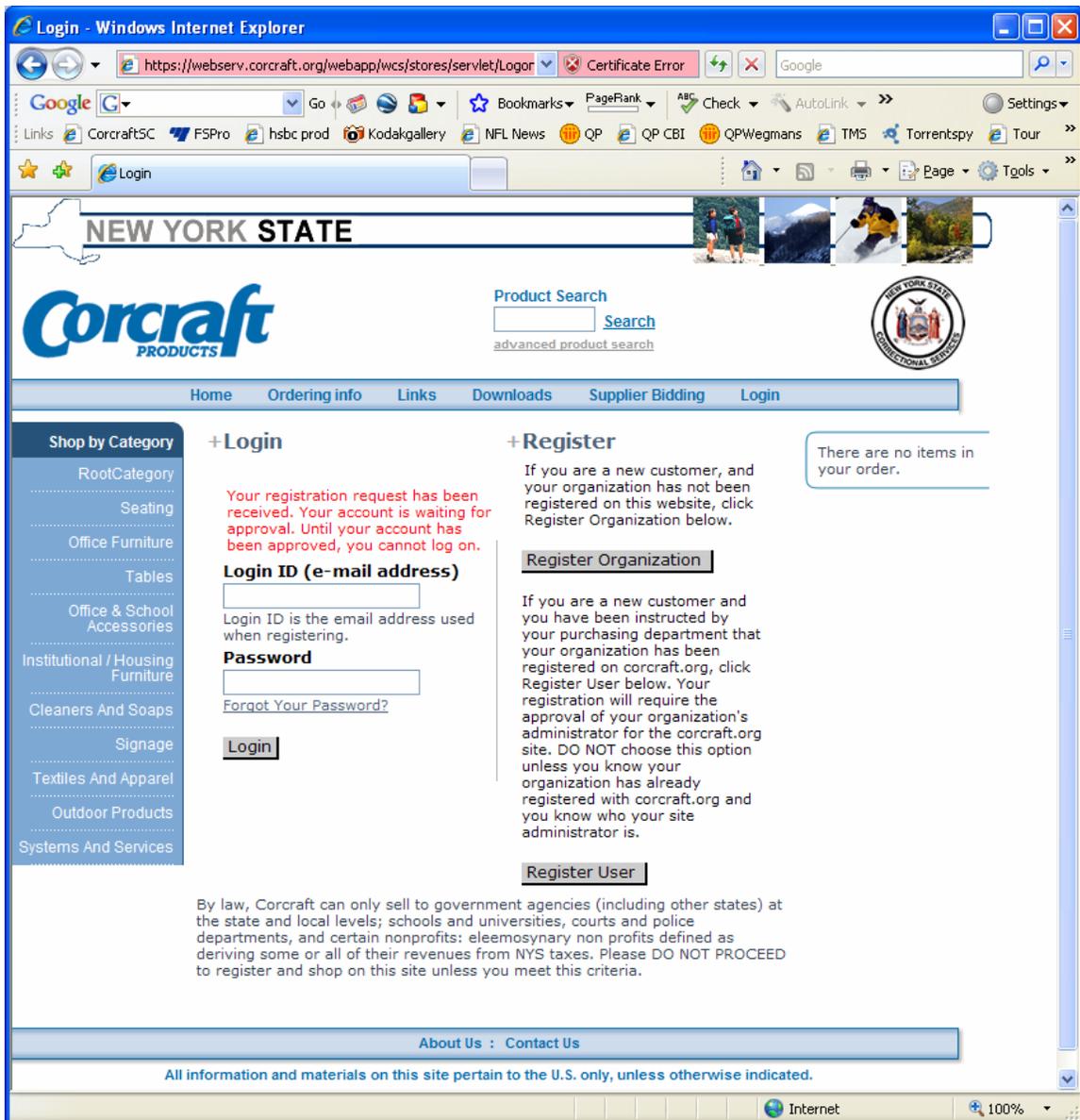
*Phone number (xxx-xxx-xxxx)

Please check this box if you want to receive email promotions from Corcraft.

Submit

Internet 100%

- Hit Submit at the bottom of the form to submit your registration. You will return to the login screen with red text indicating your registration needs approval before you can continue.

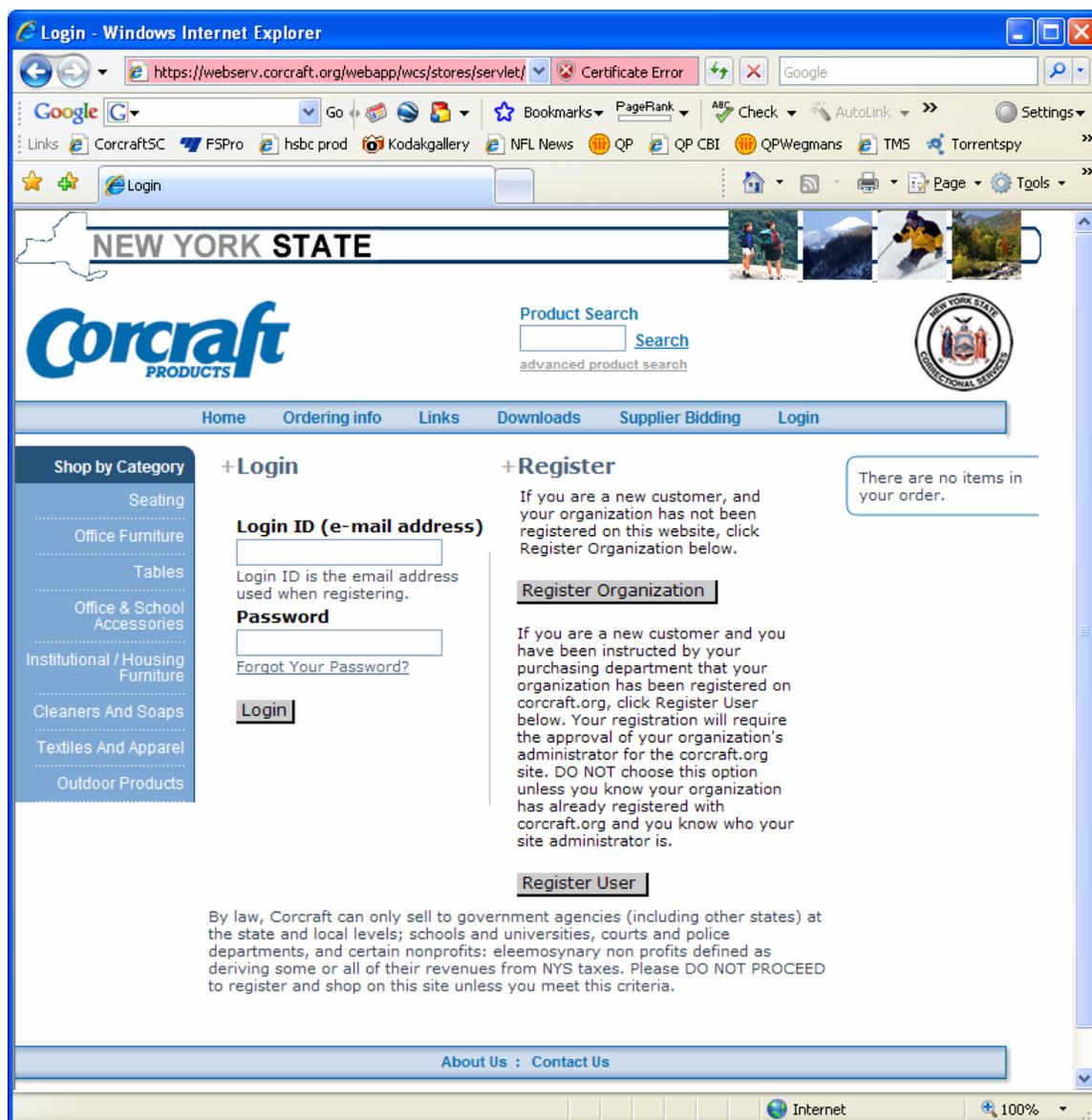


- Your registration will be approved by Corcraft, and you will receive an email notification when your account is ready for use. If you don't receive an email with 24 hrs, please contact Corcraft to ensure your registration was received and is being processed.

3 Creating a Buyer (User) Account

A buyer (user) account is created by having an buyer from your organization click on the "Register User" button on the logon page on the website. In order to complete the registration, the buyer will need to know the Corcraft Customer Number assigned to your organization. You should be able to provide that information to the buyer prior to their registration. You can also perform this registration on behalf of the user, and simply provide them with the login ID (their email address) and password you entered for them.

Click **Register User** on the Login screen:

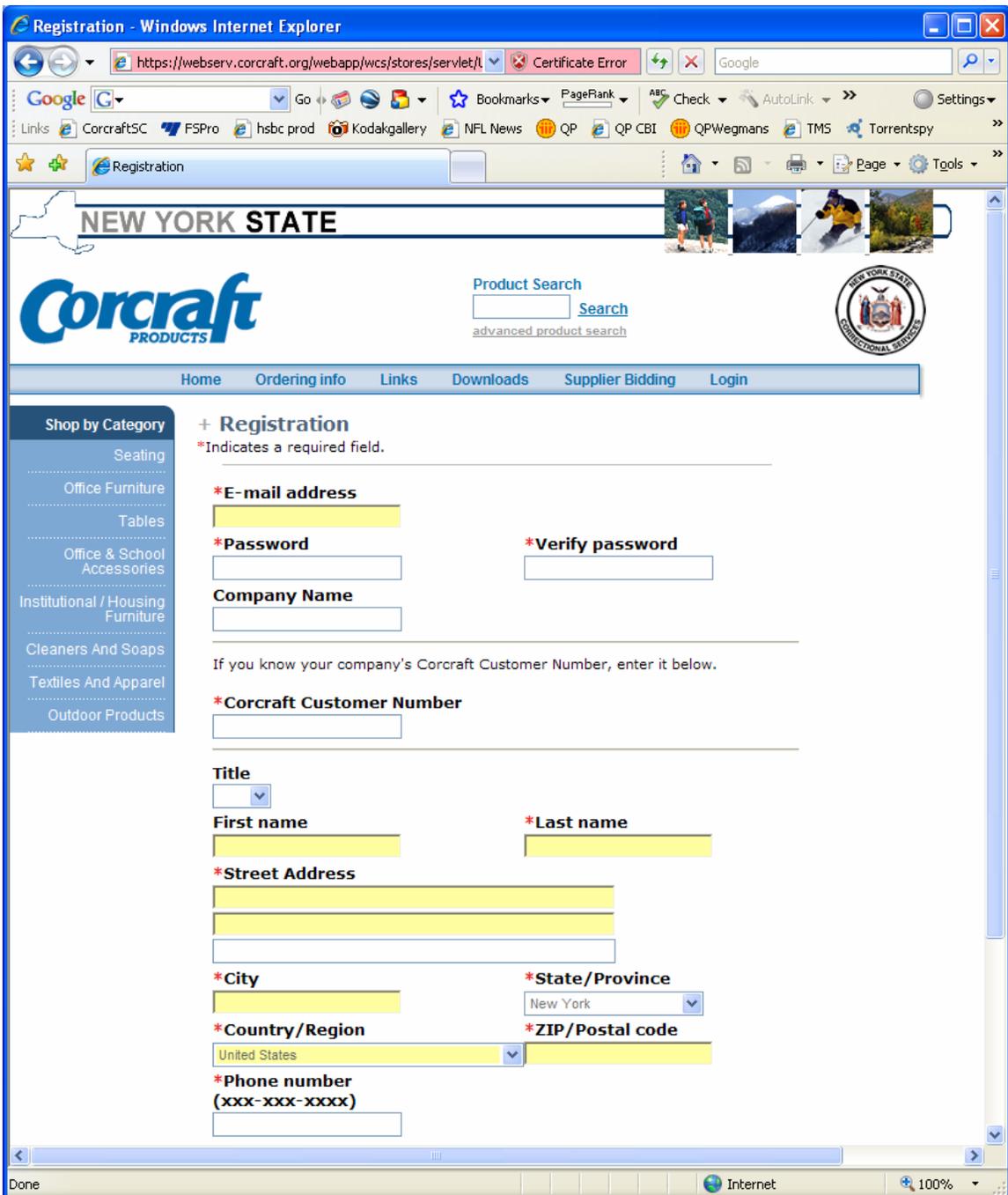


If you are a new customer and you have been instructed by your purchasing department that your organization has been registered on corcraft.org, click Register User below. Your registration will require the approval of your organization's administrator for the corcraft.org site. DO NOT choose this option unless you know your organization has already registered with corcraft.org and you know who your site administrator is.

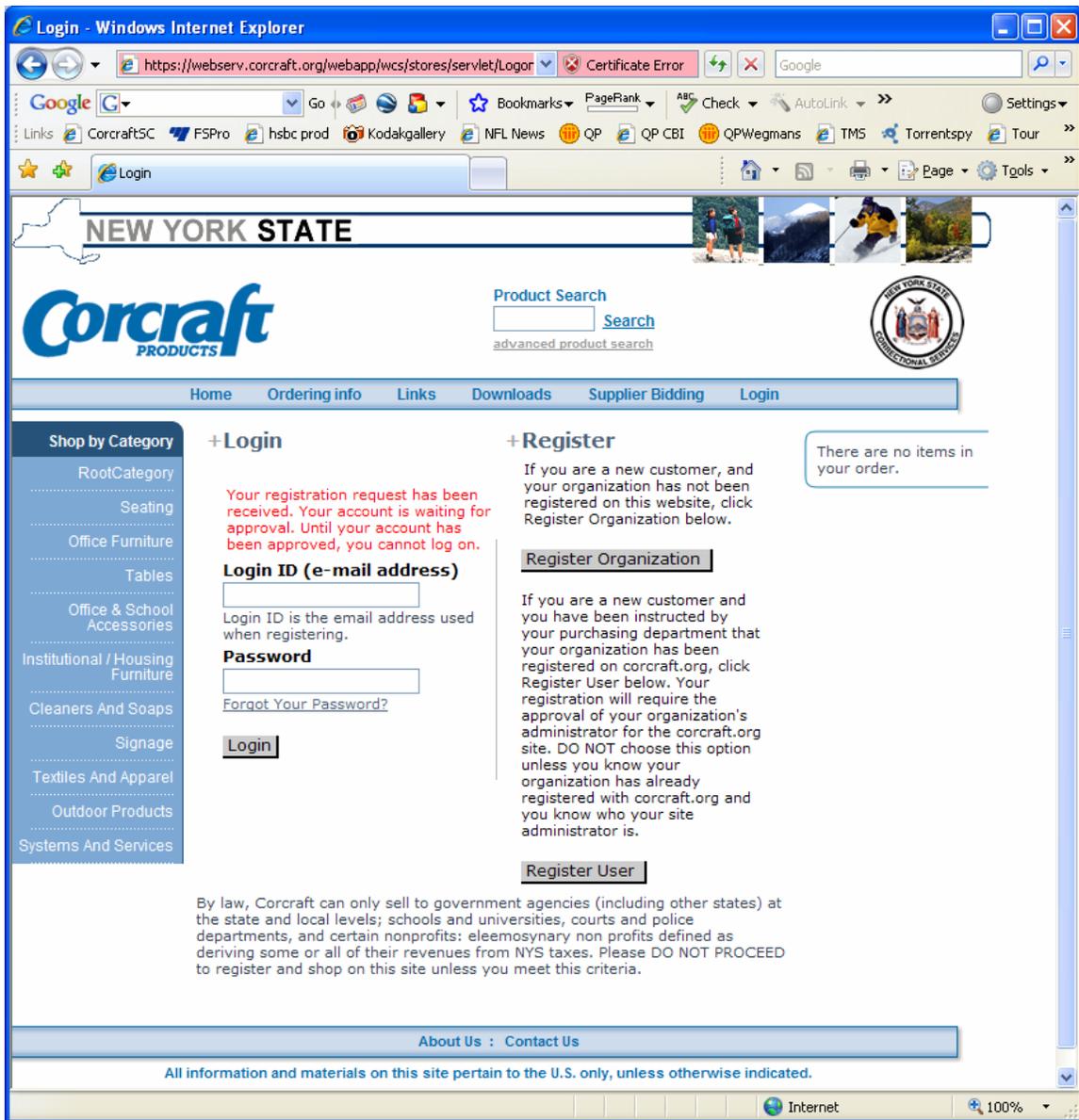
[Register User](#)

The form below will appear for you to fill out:

- The buyer should enter their details in the fields provided
- Corcraft Customer Number is a required field and must be entered to proceed.



- Hit Submit at the bottom of the form to submit your registration. You will return to the login screen with red text indicating your registration needs approval before you can continue.



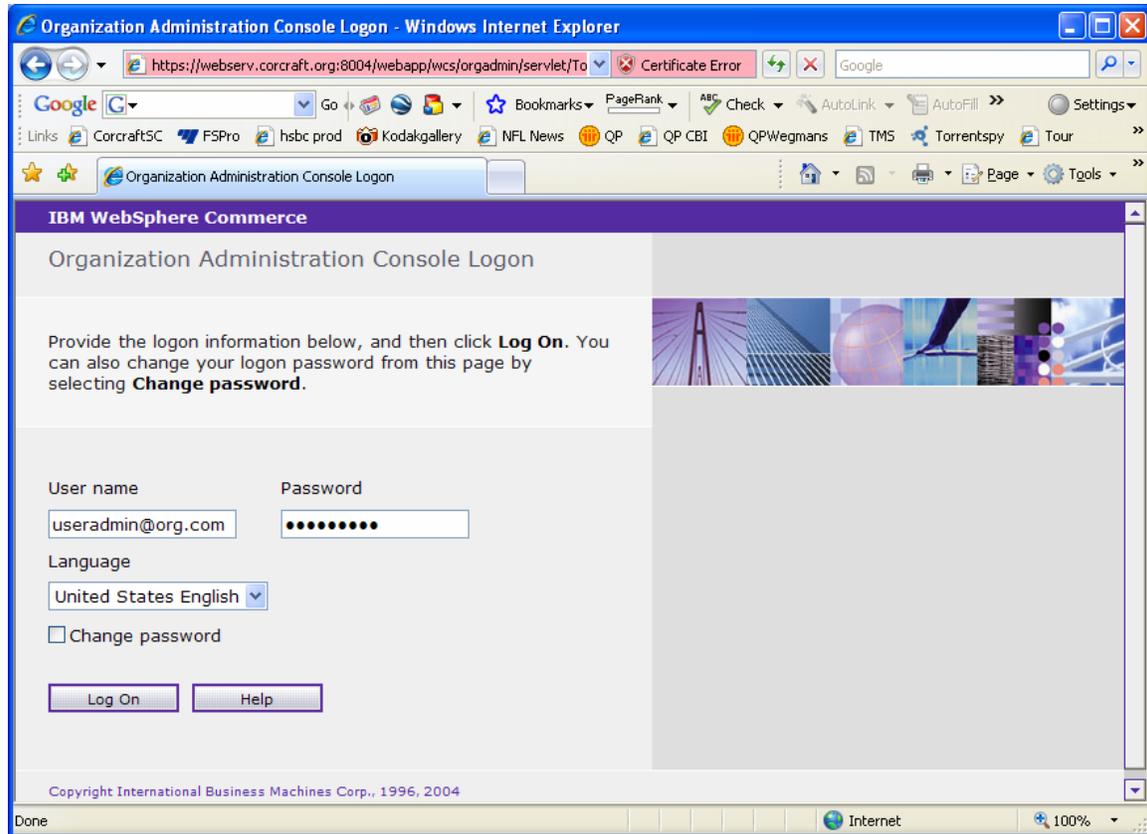
- You will now approve the buyers request, so they can shop on the website.

4 Approving New Buyers for your Organization

In your web browser, type or paste the following URL:

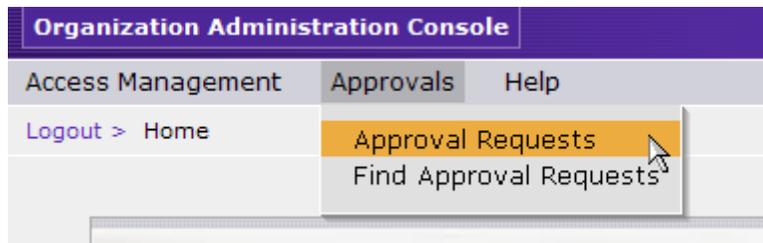
<https://www.corcraft.org:8004/orgadminconsole>

Enter your Username (your email address) and Password then click the “Log On” button.

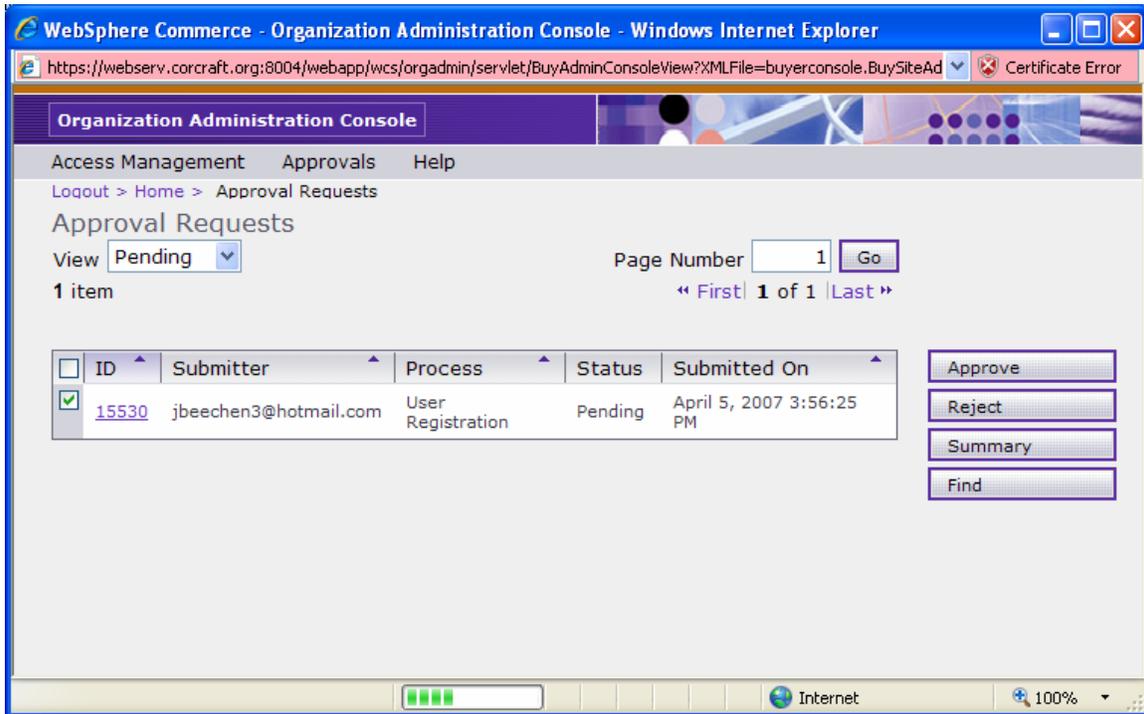


The Organization Console will open in a separate browser window.

To approve a buyer created from the website, select “Approvals” then “Approval Requests” from the menu



You will see a list of buyers that require approval. Select the user from the list by placing a checkmark in the box to the left of the entry, and click the "Approve" button.



- Enter any approval comments you wish.

Approval Remarks

Enter an optional remark and click the OK button to proceed with the approval.

Remarks

Click the "OK" button. The buyer is now approved and will receive an email from the site indicating this, and can now shop on the site.



5 Resetting a Buyers Password

You can reset a buyers password by going to **Access Management** on the menu, and selecting **Users** from the drop down list.



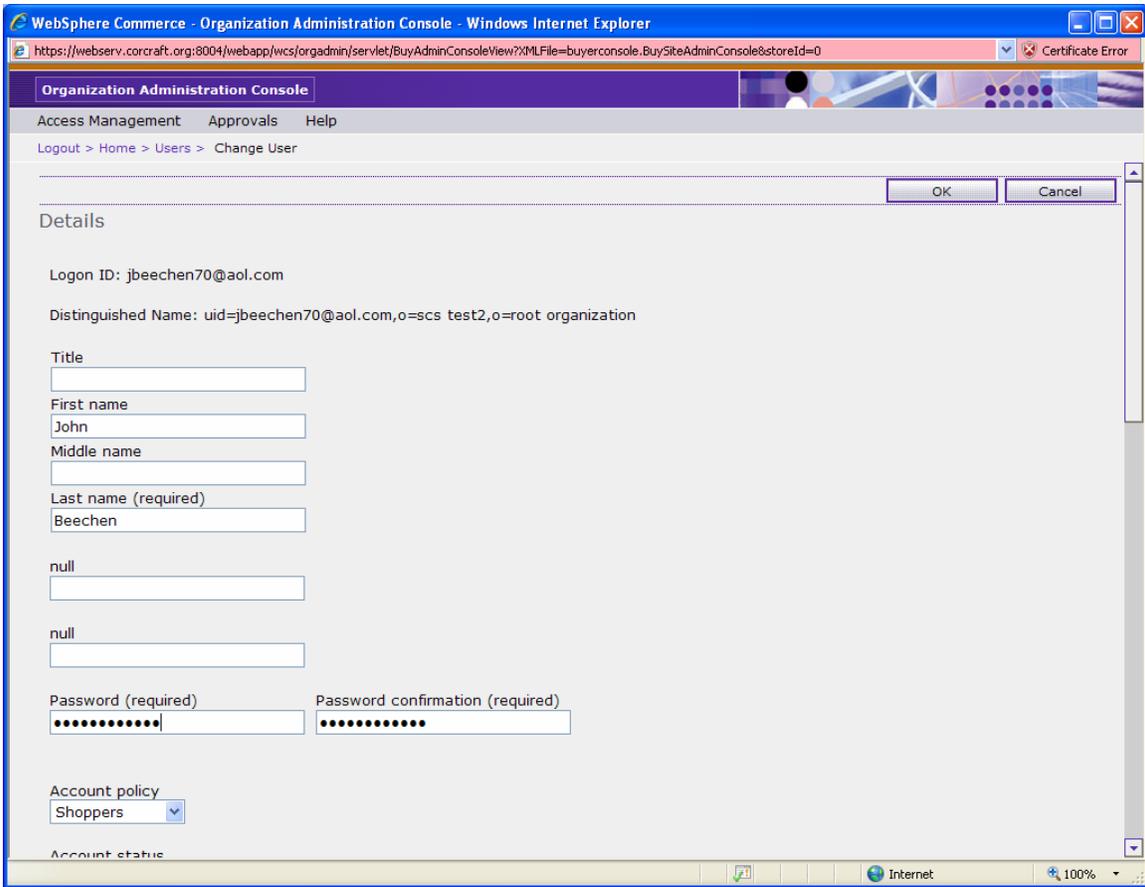
Select the buyer that you want to change by selecting the checkbox to the left of the user name. Click the "Change" button

A screenshot of the 'Users' management page. It shows a table with 24 items. The table has columns for Logon ID, Last Name, First Name, Organization, and Role. The user 'jbeechen@hotmail.com' is selected with a checked checkbox. To the right of the table are buttons for 'Find', 'New', 'Change', 'Roles', 'Member Groups', and 'Partner Sites'. The 'Change' button is highlighted with a mouse cursor. The page number is 1 of 2.

<input type="checkbox"/>	Logon ID	Last Name	First Name	Organization	Role
<input type="checkbox"/>	marketing_user	User	Marketing	Root Organization	Product Manager
<input type="checkbox"/>	customer_service	Service	Customer	Root Organization	Seller Administrator, Customer Service Representative
<input type="checkbox"/>	regphadmin	admin		Registration Placeholder	Registered Customer, Buyer (buy-side), Buyer Approver, Buyer Administrator
<input checked="" type="checkbox"/>	jbeechen@hotmail.com	Beechen	John	Test ABC	Registered Customer, Buyer (buy-side), Buyer Approver, Buyer Administrator

Optionally, you can click on the name of the user to change/edit it.

You can simply enter a new password into the two password fields, click OK and their password is now changed.



Click the "OK" button to save the user record, and advise the buyer their password has been reset.

