

EASILY SEND TRADE ACCOUNT REQUESTS

Infomedia Customer Service will setup and administer your trade account information for Microcat Market. All you need to do is submit your requests with the trade account and user details, and Customer Service will process your requests within one business day.

To access the Trade Account Setup screen, log in to the Infomedia Landing Page with your Microcat user name and password. Then start the Order Manager application. Click the  icon to go to the Settings screen.


ORDER MANAGER						
Order Manager						
Select Order						
Search for Customers						
Order Code	Dealer Code & City	PO Number	Customer	Date	Status	Total
151002-070908586	30/9DLR001 - New City	SP5112	ST IMT PROD 2_2	10/02/15 17:09	Saved	0.63
151002-055842843	30/9DLR001 - New City	SP3321	ST IMT PROD	10/02/15 15:58	Saved	249.91
160318-013221491	30/9DLR001 - New City	3982231	ST IMT PROD 2_1	03/18/16 12:32	Completed	116.89
160318-013109870	30/9DLR001 - New City	556223	ST IMT PROD 2_1	03/18/16 12:31	New	4.14
160318-013014437	30/9DLR001 - New City	908112	ST IMT PROD 2_1	03/18/16 12:30	New	134.49
160315-205241461	30/9DLR001 - New City	123223	ST IMT PROD 2_1	03/16/16 07:52	New	172.88
160312-004422663	30/9DLR001 - New City	123112	ST IMT PROD	03/12/16 11:44	Completed	91.46
160115-033409625	30/9DLR001 - New City	123321	ST IMT PROD 2_1	01/15/16 14:34	New	2,021.47
150930-072915464	30/9DLR001 - New City	908112	ST IMT PROD 2_1	09/30/15 17:29	Completed	248.30
160314-18431332	30/9DLR001 - New City	556223	ST IMT PROD 2	03/15/16 05:43	In Progress	177.97
Show More Orders						
Order Details						
Audit Trail						



NEW TRADE ACCOUNT OR USER REQUEST

Request to add a new account for a Trade Repairer or add a new user to an existing trade account.

The screenshot shows the 'ORDER MANAGER' interface. On the left is a sidebar with 'Settings', 'Trade Account Setup' (highlighted), and 'About'. The main area is titled 'Trade Account Setup' and contains a 'Request Type' dropdown set to 'Create Trade Account and Add Users', a 'Clear All' button, and two sections: 'Trade Account Details' and 'Trade Account User Details'. The 'Trade Account Details' section includes an 'Existing trade account' switch (set to 'No'), 'Account Name', 'Address', 'Language' (English), 'Country' (Australia), and 'Notes'. The 'Trade Account User Details' section includes 'Email Address', 'First Name', 'Last Name', 'Position' (Panel shop manager), 'Language' (English), and 'Time Zone' ((GMT+10:00) Canberra, Melbourne, Sydney). Numbered callouts 1 through 6 are placed around the interface to guide the user through the steps.

1	Click the  icon to go to the Settings screen.
2	Select the Trade Account Setup tab.
3	Select Create Trade Account and Add Users from the drop-down.
4	To add a new user to an existing account, select the Existing trade account switch. Then enter the Account Name.
5	Enter all the required details for the new trade account or new user.
6	Click Submit . To clear the form and submit another request, click Clear All .

Our awesome Customer Service Team will process your request within one business day.

EDIT TRADE ACCOUNT OR USER REQUEST

Request to edit the details of an existing trade account or edit the details of an existing user.

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ORDER MANAGER

Settings

Trade Account Setup

About

Order Manager

Trade Account Setup

Submit

Trade Account Setup

Request Type

Edit Trade Account and Users

Clear All

Trade Account Details

Existing Account Name

New Account Name

Address

Language

English

Country

Australia

Notes

Edit user details

Yes

To create trade accounts for another country, please contact Infomedia. [Contact Customer Service](#)

Trade Account User Details

Existing Email Address

New Email Address

First Name

Last Name

Position

Panel shop manager

Language

English

Time Zone

(GMT+10:00) Canberra, Melbourne, Sydney

Remove access to Microcat Market

No

1

6

1


2

3

4

5

6

Click the  icon to go to the Settings screen.

Select the **Trade Account Setup** tab.

Select **Edit Trade Account and Users** from the drop-down.

Enter the name of the existing trade account.

Edit the details for the existing trade account or user.

Click **Submit**. To clear the form and submit another request, click **Clear All**.

Our awesome Customer Service Team will process your request within one business day.