


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 2 business days.

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						

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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 with the 'Trade Account Setup' tab selected. The form is divided into two main sections: 'Trade Account Details' and 'Trade Account User Details'. Callouts 1 through 6 are placed around the interface to guide the user through the process.

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**.

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- 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 two business days.

www.infomedia.com.au/contact/customer-support

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EDIT TRADE ACCOUNT OR USER REQUEST

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

ORDER MANAGER

Settings | Order Manager

Trade Account Setup | Trade Account Setup | Submit

Trade Account Setup

Request Type: Edit Trade Account and Users | Clear All

Trade Account Details

Existing Account Name: | Language: English

New Account Name: | Country: Australia

Address: | 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: | Position: Panel shop manager

New Email Address: | Language: English

First Name: | Time Zone: (GMT+10:00) Canberra, Melbourne, Sydney

Last Name: | Remove access to Microcat Market: No ☐

- 1 Click the  icon to go to the Settings screen.
- 2 Select the **Trade Account Setup** tab.
- 3 Select **Edit Trade Account** and **Users** from the drop-down.
- 4 Enter the name of the existing trade account.
- 5 Edit the details for the existing trade account or 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 two business days.

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