



How To Edit A User

Log into Letsget Web Portal

<https://admin.letsget.net/Private/Welcome.aspx>

If you need your login information again, please call 800-750-3947 or log a support ticket at <http://www.granburyrs.com/support/login.php>

1. Select **Users & Passwords**

The screenshot shows the LetsGet net web portal interface. The top navigation bar is yellow and contains the LetsGet net logo and the text "Ted's Awesome Restaurant (#1503)". Below the navigation bar is a sidebar menu with the following items: Accounts, Home, Franchises, Activation, Account, Locations & Menus, Menus, Users & Passwords, Price Sheets, Preview Menu, and Out Of Stock. The "Users & Passwords" item is highlighted with a green arrow. The main content area displays a table of users with the following columns: Name, Email, Type, and Password. The table contains one user: Ted Raymundo, with email tr_letsget@yahoo.com and type Account. The Password column contains links for Edit, Delete, and Reset. An "Add New User" button is located in the bottom right corner of the main content area.

| Name | Email | Type | Password |
|--------------|----------------------|---------|---|
| Ted Raymundo | tr_letsget@yahoo.com | Account | Edit Delete Reset |

[Add New User](#)

2. Change information
3. Click **Save** button

Ted's Awesome Restaurant (#1503)

Login:

Type ▶ Account Primary Contact

First Name ▶ Jack

Last Name ▶ Kerouac

Phone Number ▶ 111-111-1111

Phone Ext. ▶

E-Mail ▶ jack@tedsawesome.net

Password ▶ ●●●●●●

Confirm Password ▶ ●●●●●●

Password Hint ▶ favorite dessert + lucky number

▶ indicates required field

Cancel Save



NOTE: Do not change the primary user. That account is linked the LetsGetMonitor and changing it will cause orders to fail.