Mini Session - CitiManager Activate/Deactivate User

Product Development
A Winning Hand: Solutions, Savings and Sustainability with GSA SmartPay

The 13th Annual GSA SmartPay Training Conference, Las Vegas
To ensure the best possible learning experience for participants, please adhere to the following house rules:

- Turn cell phones and pagers to vibrate
- Hold questions to end of session (unless encouraged otherwise)
- Ensure your participant badge is scanned to receive CLP credits
  - For each course
  - Must leave room and re-enter
  - You will not receive CLP credits for Mini Sessions
- Take advantage of opportunities to provide feedback
  - Please select the Citi Q&A icon on any Citi PC at the conference
  - Answers to be emailed after the conference within 60 days
This course is designed to assist you in achieving the following objectives:

- This presentation will assist the user in Activating/Deactivating users within CitiManager
To Activate/Deactivate a CitiManager user, click the 'Manage User Access' option from the top menu or select the Quick Links option on the right side of the screen.
Click on Activate/Deactivate users from the Manage User Access screen.
Click on the Select User link to enter search criteria to access the user's information.

View the current status of a user and activate or deactivate accordingly. The fields marked with asterisk (*) are mandatory to proceed.
Enter search criteria: Last Name, First Name and Username can be used together or individually with the 'operator' parameter. You may also narrow the search with Select hierarchy (optional).
CitiManager – Activate/Deactivate User

Search User

- To refine the search by hierarchy, expand/click the desired level and select Save.
Once hierarchy is saved, the user is returned to the Parameters screen to finalize and select Search.
You may modify your search when no records are found.
CitiManager – Activate/Deactivate User

Search Results: Select a User to update

- From the search result screen, click on the radial button to the left of the desired user and select OK
Activate or Deactivate will be the option based upon the Current user status from this screen. A confirmation window appears – select OK to activate/deactivate the user.
Current Status and History Table

- Action is complete! This user ID was deactivated and now reflects an inactive status. From here, you may activate the user, conduct a new search or download the history table to a .csv file.

### Citi® Commercial Cards

**Welcome! GSA Conference 2011**

[Logout] 07/26/2011

Select User

<table>
<thead>
<tr>
<th>No.</th>
<th>Date and time</th>
<th>Action</th>
<th>Performed by</th>
<th>Activation/Deactivation reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07/13/2011 02:27:15 AM</td>
<td>Deactivated</td>
<td>user123</td>
<td>Reason 123</td>
</tr>
</tbody>
</table>

**Download in CSV format  |  Cancel**
CitiManager – Activate/Deactivate User

Current Status and History Table

- Confirmation of successful file download

Citi® Commercial Cards

Welcome! GSA Conference 2011  Logout  07/26/2011

CITI DEMO TRAVEL US C 3 - US

** File downloaded successfully. **

Company name
CITI DEMO TRAVEL US C 3

* Username
[Enter username]

* Reason for activation
[Enter reason]

Current status
Inactive

** Activate **

Activate/Deactivate history table

<table>
<thead>
<tr>
<th>No.</th>
<th>Date and time</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>07/13/2011 02:27:15 AM</td>
<td>Deactivated</td>
<td>sfro1265</td>
<td>Reason 123</td>
</tr>
</tbody>
</table>

** Download in CSV format  **

** Cancel **
CitiManager – Activate/Deactivate User
Thank you for attending!

Visit the Citibank Welcome Center
- Level 3 – Foyer West
- National Industries for the Blind will have a display of products
- Conference Slide Show – come see yourself shine!

Visit the Citibank One-on-One Lab – Lido 3101 A/B

Visit the Citibank Mini Sessions – Lido 3001 A/B

Citi Q&A Link – Tell us your thoughts
CitiManager – Activate/Deactivate User

Schedules available at the Welcome Center

2011 Track Schedule Brochures

Navy/Marine

Federal Agencies

Air Force CTC

Air Force CEA

Army

Navy Purchasing

Independent Agencies

GSA Smart Way Conference
CitiManager – Activate/Deactivate User

Interactive Training Events – DoD

Citi offers on-site training at no cost for agencies meeting the required minimum participant level of 20 or more as set forth in the GSA SmartPay2 Master Contract.

- Regional Citi Training Locations
  - Norfolk, VA
  - Washington, DC
  - Visit [www.defensetravel.dod.mil/passport](http://www.defensetravel.dod.mil/passport) to view and register for these sessions

- Upcoming Training
  - Visit [www.defensetravel.dod.mil/passport](http://www.defensetravel.dod.mil/passport) to view and register for these sessions

- On-site at your base or installation
  - 20-participant minimum
  - Visit [www.citimanager.com/dodhome](http://www.citimanager.com/dodhome) and under Resources to download the On-site Training Request Form

- Distance Learning – Video Conferences

Please e-mail us at [CommCard.Training@citi.com](mailto:CommCard.Training@citi.com) and a Citi training coordinator will work with you directly for on-site or Distance Learning sessions.
Interactive Training Events - GSA

Citi offers Computer Based Training (CBT) via the Citi Commercial Card Learning and System Support (CLASS) in CitiManager.

- Visit [home.cards.citidirect.com](http://home.cards.citidirect.com) and from the Web Tools Tab select the CLASS link

Please contact your Account or Client Manager if you are interested in setting up a training session. Training can be conducted at a Citi Training Location, On-site at your office or via the Web.

- Regional Citi Training Locations
  - Norfolk, VA
  - Washington, DC
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Citi works with its clients in greenhouse gas intensive industries to evaluate emerging risks from climate change and, where appropriate, to mitigate those risks.