

Vendor Portal Home Page for the Superuser

Maintain My Users

The Superuser has a special menu that allows him/her to add and maintain other users for his/her Portal. Click on My Users to begin.

SANDIS San Diego Regional Center

Panel VPORTAL

Home My Reports Payment History Forms Download Vendor Billing **My Users**

Welcome QSQ0876 to the Service Provider Portal Signoff

Action San Diego Regional Center

Sign Off

San Diego Regional Center

How To Use This Portal

Navigation - Links

Click on any of the "Links" just below the "SANDIS" logo. Just click on your choice and you're there. Just click on the word "Home" and you will come here.

What's New

New Email capability for your forms

You can now email via the "Forms DownLoad" link.

Print Reports

You can print this data by clicking on the "Exit (and Print)" [Action] button (to the left).

Print this page

Superuser's Maintain My Users

When the Superuser has gone into the Maintain My Users menu item, the desired Service Provider needs to be selected from the list, which is the Service Provider number that is used for your logon ID. Then click on Select User to work with.

SP PORTAL - Build V3.10.002-C: 012110 : 1100 pst

File Edit Options My Reports My Payment History Functions

SANDIS

San Diego Regional Center

Panel VPU5RMNT

Home My Reports Payment History Forms Download SP Billing **My Users**

Maintenance Selection Panel Signoff

User ID	User Name
P04456	STAR PROGRAM, INC
S00876	STAR PROGRAM INC #1 ISB
S00877	STAR PROGRAM INC #1
S00878	STAR PROGRAM INC #2 ISB
S00879	STAR PROGRAM INC #2
S00880	STAR PROGRAM INC #3 ISB
S00881	STAR PROGRAM INC #3
S00882	STAR PROGRAM INC #4 ISB
S00883	STAR PROGRAM INC #4
S00884	STAR PROGRAM INC #5 ISB

Select User to work with

Action

Enter Exit F3

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Superuser's Maintain My Users

This screen show a list of the users for the particular Service Provider. The functions are located below the list, and they are Select User to work with, Copy, and Disable.

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San Diego Regional Center Panel V PUSRMNT

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Maintenance Selection Panel Signoff

User ID	User Name		
QS00875	JANE SMITH, SUPERUSER	*ENABLED	MNVPT1
QS00876A	PAUL WILLIAMS, SUPERUSER	*ENABLED	MNVPT1
QS00876B	JAMES JONES, SUPERUSER	*ENABLED	MNVPT1
QS00876C	JOHN SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876D	ALAN JOHNSON, REGULAR USER	*ENABLED	MNVPT2
QS00876E	JANIE SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876F	JOE SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876G	JAMES TAYLOR, REGULAR USER	*ENABLED	MNVPT2
QS00876H	JULIE RODRIGUEZ, REGULAR USER	*ENABLED	MNVPT2
QS00876I	ALAN JOHNSON, JR, REGULAR USER	*ENABLED	MNVPT2

Select User to work with Copy Disable

Action

Enter Exit F3

Superuser's Maintain My Users – Select User to Work With

This option allows you to update the user's information and the user's status. To update the user, select the user and click the Select User to Work With link. On the box that pops up, the fields are editable. For example, to update the status, change the Status from *DISABLED to *ENABLED and then click or press enter. The user's Name, Password, and Email may be updated in the same manner.

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File Edit Options My Reports My Payment History Functions

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Maintenance Selection Panel Signoff

User ID	User Name	Status	Role
QS00876	JANE SMITH, SUPERUSER	*ENABLED	MNVPR1
QS00876A	PAUL WILLIAMS, SUPERUSER	*ENABLED	MNVPR1
QS00876B	JAMES JONES, SUPERUSER	*ENABLED	MNVPR1
QS00876C	JOHN SMITH, REGULAR USER	*ENABLED	MNVPR2
QS00876D	ALAN JOHNSON, REGULAR USER	*DISABLED	MNVPR2
QS00876E	JANIE SMITH, REGULAR USER	*ENABLED	MNVPR2
QS00876F	JOE SMITH, REGULAR USER	*ENABLED	MNVPR2
QS00876G	JAMES TAYLOR, REGULAR USER	*ENABLED	MNVPR2
QS00876H	JULIE RODRIGUEZ, REGULAR USER	*ENABLED	MNVPR2
QS00876I	ALAN JOHNSON, JR, REGULAR USER	*ENABLED	MNVPR2

Select User to work with Copy Disable

Reset/Update User Profiles

Action	Service Provider ID	Service Provider Name
Enter	QS00876D	ALAN JOHNSON, REGULAR USER
Previous		

Password [*SAME] Email [ALSEMAIL@HOTMAIL.COM] Status ***DISABLED**

Reset/Update User Profiles

Action	User Code	User Name
Enter	QS00876D	ALAN JOHNSON, REGULAR USER
Previous		

Password [*SAME] Email [ALSEMAIL@HOTMAIL.COM] Status ***ENABLED**

Superuser's Maintain My Users – Create New Users

To add a new user, select an existing user and click Copy. The box below will pop up. Enter the new user information and press enter. The new UserID will be created and will appear in the list. Note, regardless of which user is copied, all new users will have a menu of 'MNVPT2', that is they will be regular users.

The screenshot shows the SANDIS application interface. The main window title is "SP PORTAL - Build V3.10.002-C: 012110 : 1100 pst". The application header includes "SANDIS San Diego Regional Center" and "Panel VPU5RMNT". The navigation menu shows "Home", "My Reports", "Payment History", "Forms Download", "SP Billing", and "My Users". Below the menu is a "Maintenance Selection Panel" with a "Signoff" button.

The main content area displays a table of users:

User ID	User Name	Status	Menu
QS00876	JANE SMITH, SUPERUSER	*ENABLED	MNVPT1
QS00876A	PAUL WILLIAMS, SUPERUSER	*ENABLED	MNVPT1
QS00876B	JAMES JONES, SUPERUSER	*ENABLED	MNVPT1
QS00876C	JOHN SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876D	ALAN JOHNSON, REGULAR USER	*ENABLED	MNVPT2
QS00876E	JANIE SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876F	JOE SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876G	JAMES TAYLOR, REGULAR USER	*ENABLED	MNVPT2
QS00876H	JULIE RODRIGUEZ, REGULAR USER	*ENABLED	MNVPT2
QS00876I	ALAN JOHNSON, JR, REGULAR USER	*ENABLED	MNVPT2

Below the table is a "Select User to work with" section with a "Copy" button highlighted by a red box. A red arrow points to the "Copy" button.

The "Action" section shows "Enter" and "Exit" buttons. The "Exit" button is highlighted by a red box.

A "Reset/Update User Profiles" dialog box is open, showing the following information:

Action	Service Provider ID	Service Provider Name
Enter	QS00876V	JANE DOE, REGULAR USER
Previous	Password FAKEPASSWD	Email Jane@Doe.com

The "Service Provider Name" field and the "Password" and "Email" fields are highlighted by red boxes. A red bracket is on the left side of the dialog box.

Superuser's Maintain My Users – Disable Users

To disable a user, select the user in the list and then click the Disable link below the list. The Status will automatically be changed to Disabled

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File Edit Options My Reports My Payment History Functions

SANDIS

San Diego Regional Center Panel\VPUSRMT

Home My Reports Payment History Forms Download SP Billing **My Users**

Maintenance Selection Panel Signoff

User ID	User Name	Status	Role
QS00876	JANE SMITH, SUPERUSER	*ENABLED	MNVPT1
QS00876A	PAUL WILLIAMS, SUPERUSER	*ENABLED	MNVPT1
QS00876B	JAMES JONES, SUPERUSER	*ENABLED	MNVPT1
QS00876C	JOHN SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876D	ALAN JOHNSON, REGULAR USER	*DISABLED	MNVPT2
QS00876E	JANIE SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876F	JOE SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876G	JAMES TAYLOR, REGULAR USER	*ENABLED	MNVPT2
QS00876H	JULIE RODRIGUEZ, REGULAR USER	*ENABLED	MNVPT2
QS00876I	ALAN JOHNSON, JR, REGULAR USER	*ENABLED	MNVPT2

Select User to work w Copy **Disable**

Action

Enter	Exit	F3
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