



# DIME Information Sheet

Data Interchange for Material Engineering



## Task: Edit, Delete and View User Account Information

### Description:

Follow these instructions to edit or view user account information for other users in your test facility. These instructions also describe how to delete other user accounts in your test facility.

### Who can perform this task?

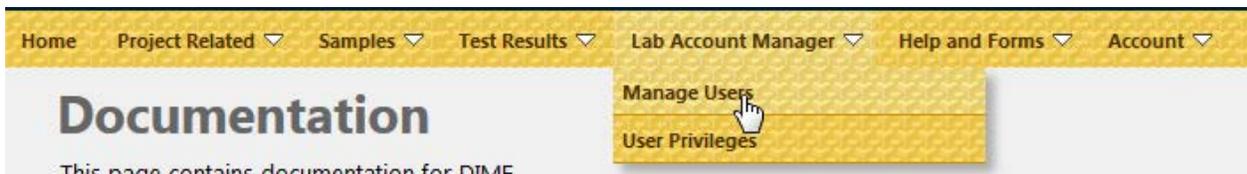
Lab account managers can edit or view user account information for all users in their test facility. Lab account managers can delete other user accounts in their test facility.

### Steps:

1. Log into DIME by entering your Email and Password at the following login page:

<http://www.dot.ca.gov/hq/esc/Translab/DIME/login.php>

2. Point to the 'Lab Account Manager' menu item, then click on 'Manage Users'.



- 3A. To Edit an Account: Click the 'Edit' link for the account you want to edit.

Username/Email Address	Status	Publisher	Lab Account Manager	Actions
ftasbihgoo@altavistasolutions.com	Active	Yes	No	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Detail</a>
yang.zhu@dot.ca.gov	Active	Yes	Yes	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Detail</a>
farzad.tasbihgoo@dot.ca.gov	Active	Yes	No	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Detail</a>
nathan.odell@dot.ca.gov	Active	Yes	No	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Detail</a>
dcorvera_i@altavistasolutions.com	Active	Yes	No	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Detail</a>
cgardner_i@altavistasolutions.com	Active	Yes	No	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Detail</a>
milagan7@gmail.com	Active	Yes	No	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Detail</a>

- 4A. Make your edits, then click the 'Save' button at the bottom of the page.

**User Information**

John  First Name

Heather  Last Name

SMR  Title

jheather@altavistasolutions.com  Email Address

Professional Engineer License Number

To change password, [click here](#)

3B. To View Account Information: Click the 'Detail' link for the account you want to view.

<a href="#">Username/Email Address</a>	<a href="#">Status</a>	<a href="#">Publisher</a>	<a href="#">Lab Account Manager</a>	Actions		
ftasbihgoo@altavistasolutions.com	Active	Yes	No	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Detail</a>
yang.zhu@dot.ca.gov	Active	Yes	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Detail</a>
farzad.tasbihgoo@dot.ca.gov	Active	Yes	No	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Detail</a>
nathan.odell@dot.ca.gov	Active	Yes	No	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Detail</a>
dcorvera_j@altavistasolutions.com	Active	Yes	No	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Detail</a>
cgardner_j@altavistasolutions.com	Active	Yes	No	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Detail</a>
milagan7@gmail.com	Active	Yes	No	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Detail</a>

3C. To Delete an Account: Click the 'Delete' link beside the account.

<a href="#">Username/Email Address</a>	<a href="#">Status</a>	<a href="#">Publisher</a>	<a href="#">Lab Account Manager</a>	Actions		
ftasbihgoo@altavistasolutions.com	Active	Yes	No	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Detail</a>
yang.zhu@dot.ca.gov	Active	Yes	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Detail</a>
farzad.tasbihgoo@dot.ca.gov	Active	Yes	No	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Detail</a>
nathan.odell@dot.ca.gov	Active	Yes	No	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Detail</a>
dcorvera_j@altavistasolutions.com	Active	Yes	No	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Detail</a>
cgardner_j@altavistasolutions.com	Active	Yes	No	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Detail</a>
milagan7@gmail.com	Active	Yes	No	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Detail</a>

4C. Click the 'OK' button to confirm deleting the account.

