


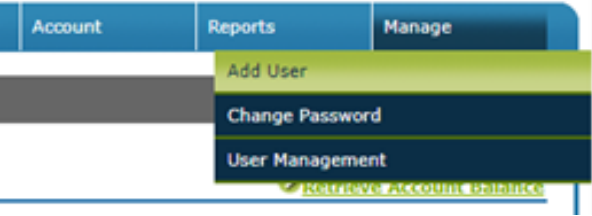


User Management



Note: The Primary Contact **must** be the person who will also access the financial payment system.

Add a User

Note: Primary Billing Address is used for Billing and Legal purposes. This is the only address that may be added.


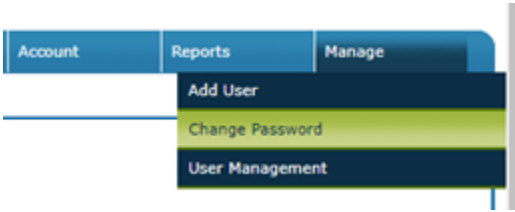
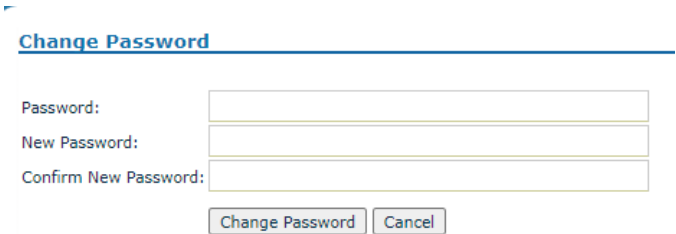
Steps	Examples
<p>Log into GateKeeper Vendor https://yvr.gtcvms.com/GSIVendor</p>	 A screenshot of the GateKeeper Vendor login page. The page features the 'GateKeeper Vendor' logo at the top. Below the logo, there are two input fields: 'User Name:' and 'Password:'. A 'Login' button is positioned below the password field, and a 'Forgot Password?' link is located below the login button. The background of the page shows a yellow taxi cab.
<p>Under "Manage" select <i>Add User</i></p>	 A screenshot of a navigation menu with three main items: 'Account', 'Reports', and 'Manage'. The 'Manage' item is highlighted in blue. A dropdown menu is open under 'Manage', showing three options: 'Add User' (highlighted in green), 'Change Password', and 'User Management'. At the bottom of the dropdown, there is a link for 'Retrieve Account Balance'.



<p>Enter in User Name and e-mail address.</p> <p>Note: User Name may not contain spaces. Suggested User Name would be Last name of contact with first initial – e.g. snowb</p> <p>Select <i>Add User</i>.</p>	<p>Add User</p> <p>User Name: <input type="text"/></p> <p>Email: <input type="text"/></p> <p><input type="button" value="Add User"/></p>
<p>A message will be sent to the user with login instructions.</p>	<p>User Created -</p> <p> systemalert@gksys.com To </p> <p>Caution: Email was sent from an external sender. Please use caution when opening attachments, clicking links, or responding.</p> <p>Your user account has been created.</p> <p>You must validate this email address and setup your password by browsing to the following URL (exactly as shown): https://urldefense.com/v3/ https://yvr.qa.gksys.com/GsiVendor/Public/User_Validate.aspx?tp=38b6be1d-7c8d-4424-8c0f-06e74f1e79cc ;!!Myl2Akb6iKUT!Ba1p3nGFYus7Dsl8aifa5dN9g7rV_1wrEdNcnBeQ4ue8PAVtf6ddTnnQ5avKYTid0ywc5FvcT38BRBleCYOXM5</p> <p>Your username is: ' <input type="text"/> '.</p>
<p>Click on the link provided in the email. Enter the same password in both New Password and Confirm New Password.</p> <p>Select <i>Change Password</i>.</p>	<p>Vancouver International Airport</p> <p>New User Validation</p> <p>Thank you for validating your email address. Please set your password. This is required to gain access to your information. Passwords must be at least three characters long.</p> <p>New Password: <input type="password"/></p> <p>Confirm New Password: <input type="password"/></p> <p><input type="button" value="Change Password"/></p>
<p>Select <i>Login</i></p>	<p>New User Validation</p> <p>Your password has been set. Please login to access your information.</p> <p><input type="button" value="Login"/></p>


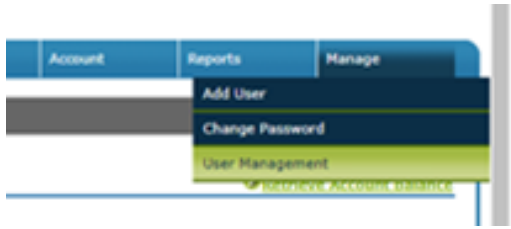
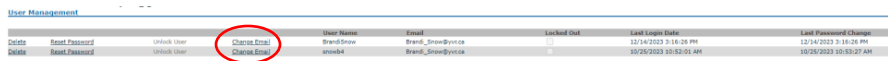
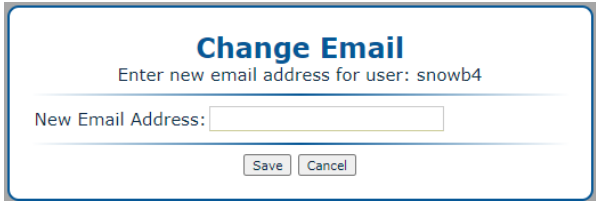


Change Password

Steps	Examples
<p>Log into GateKeeper Vendor https://yvr.qtcvms.com/GSIVendor</p>	 A screenshot of the GateKeeper Vendor login page. The page features the 'GateKeeper Vendor' logo at the top. Below the logo, there are two input fields: 'User Name:' and 'Password:'. A 'Login' button is positioned below the password field, and a 'Forgot Password?' link is located below the login button. The background of the page shows a yellow taxi cab.
<p>Under "Manage" select <i>Change Password</i></p>	 A screenshot of a navigation menu with three main items: 'Account', 'Reports', and 'Manage'. The 'Manage' item is expanded, showing a dropdown menu with three options: 'Add User', 'Change Password', and 'User Management'. The 'Change Password' option is highlighted with a green background.
<p>Enter in existing password and new password twice. Select <i>Change Password</i>.</p>	 A screenshot of the 'Change Password' form. The form has a title 'Change Password' followed by a horizontal line. Below the title, there are three input fields: 'Password:', 'New Password:', and 'Confirm New Password:'. At the bottom of the form, there are two buttons: 'Change Password' and 'Cancel'.


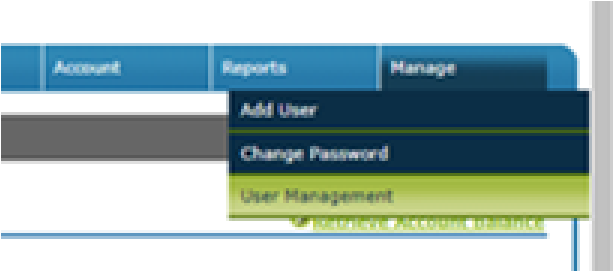

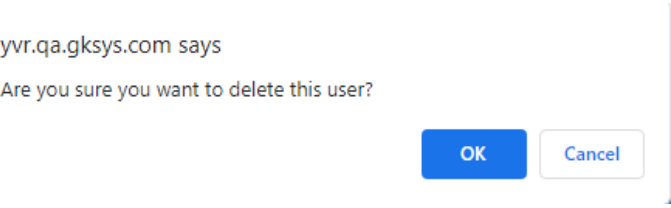


Change E-mail Address

Steps	Examples																		
<p>Log into GateKeeper Vendor https://yvr.qtcvms.com/GSIVendor</p>	 <p>The image shows the GateKeeper Vendor login interface. It features the logo at the top, followed by input fields for 'User Name:' and 'Password:'. Below these fields are 'Login' and 'Forgot Password?' buttons. The background shows a yellow taxi cab.</p>																		
<p>Under "Manage" select <i>User Management</i></p>	 <p>The image shows a navigation menu with options: Account, Reports, and Manage. A dropdown menu is open under 'Manage', listing 'Add User', 'Change Password', and 'User Management'. 'User Management' is highlighted in green.</p>																		
<p>Select <i>Change Email</i> for user to edit.</p>	 <p>The image shows a table titled 'User Management'. The 'Change Email' column is circled in red. The table has columns for 'User Name', 'Email', 'Locked Out', 'Last Login Date', and 'Last Password Change'.</p> <table border="1"> <thead> <tr> <th></th> <th>User Name</th> <th>Email</th> <th>Locked Out</th> <th>Last Login Date</th> <th>Last Password Change</th> </tr> </thead> <tbody> <tr> <td>Change Email</td> <td>Brand_Snow</td> <td>Brand_Snow@yvr.ca</td> <td></td> <td>12/14/2023 3:16:16 PM</td> <td>12/14/2023 3:16:16 PM</td> </tr> <tr> <td>Change Email</td> <td>snowb4</td> <td>Brand_Snow@yvr.ca</td> <td></td> <td>10/25/2023 10:52:01 AM</td> <td>10/25/2023 10:52:01 AM</td> </tr> </tbody> </table>		User Name	Email	Locked Out	Last Login Date	Last Password Change	Change Email	Brand_Snow	Brand_Snow@yvr.ca		12/14/2023 3:16:16 PM	12/14/2023 3:16:16 PM	Change Email	snowb4	Brand_Snow@yvr.ca		10/25/2023 10:52:01 AM	10/25/2023 10:52:01 AM
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<p>Enter the new information and select <i>Save</i>.</p>	 <p>The image shows a 'Change Email' form. It prompts the user to 'Enter new email address for user: snowb4'. There is a text input field for 'New Email Address:' and 'Save' and 'Cancel' buttons at the bottom.</p>																		




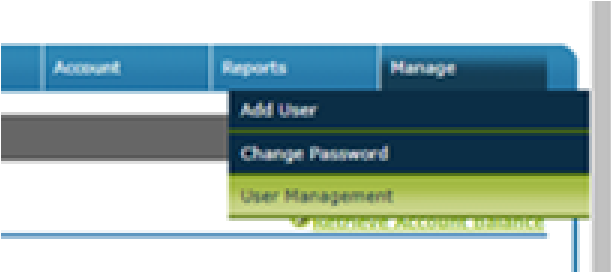
Remove User

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<p>Under "Manage" select <i>User Management</i></p>																																									
<p>Select <i>Delete</i> for user to remove</p>	 <table border="1"> <thead> <tr> <th colspan="10">User Management</th> </tr> <tr> <th></th> <th></th> <th></th> <th></th> <th></th> <th>User Name</th> <th>Email</th> <th>Locked Out</th> <th>Last Login Date</th> <th>Last Password Change</th> </tr> </thead> <tbody> <tr> <td>Delete</td> <td>Reset Password</td> <td>Unlock User</td> <td>Change Email</td> <td></td> <td>BrandSnow</td> <td>Brand_Snow@yvr.ca</td> <td><input type="checkbox"/></td> <td>12/14/2023 3:16:28 PM</td> <td>12/14/2023 3:16:28 PM</td> </tr> <tr> <td>Delete</td> <td>Reset Password</td> <td>Unlock User</td> <td>Change Email</td> <td></td> <td>smc064</td> <td>Brand_Snow@yvr.ca</td> <td><input type="checkbox"/></td> <td>10/25/2023 10:52:01 AM</td> <td>10/25/2023 10:52:01 AM</td> </tr> </tbody> </table>	User Management															User Name	Email	Locked Out	Last Login Date	Last Password Change	Delete	Reset Password	Unlock User	Change Email		BrandSnow	Brand_Snow@yvr.ca	<input type="checkbox"/>	12/14/2023 3:16:28 PM	12/14/2023 3:16:28 PM	Delete	Reset Password	Unlock User	Change Email		smc064	Brand_Snow@yvr.ca	<input type="checkbox"/>	10/25/2023 10:52:01 AM	10/25/2023 10:52:01 AM
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<p>Click <i>OK</i></p>																																									



Unlock User

If a user has been unsuccessful logging in multiple times, the user will be locked out. “Unlock User” is used to reset the user. The unlocked user can then use “Forgot Password” to get a temporary link that will allow them to create a new password.

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<p>Log into GateKeeper Vendor https://yvr.gtcvms.com/GSIVendor</p>																			
<p>Under “Manage” select <i>User Management</i></p>																			
<p>If there is a check mark in the “Locked Out” column, select <i>Unlock User</i>.</p>	<p>User Management</p> <table border="1"> <thead> <tr> <th></th> <th>User Name</th> <th>Email</th> <th>Locked Out</th> <th>Last Login Date</th> <th>Last Password Change</th> </tr> </thead> <tbody> <tr> <td>Delete Reset Password Unlock User Change Email</td> <td>ANOTHER</td> <td>Testgsystem@gmail.com</td> <td><input checked="" type="checkbox"/></td> <td>11/5/2023 7:48:08 AM</td> <td>11/5/2023 7:48:08 AM</td> </tr> <tr> <td>Reset Password Unlock User Change Email</td> <td>HobbesWolfe</td> <td>HobbesWolfe@gmail.com</td> <td><input type="checkbox"/></td> <td>11/5/2023 10:39:45 AM</td> <td>11/5/2023 7:25:41 AM</td> </tr> </tbody> </table> <p>© 2023 GateKeeper Systems, Inc. All Rights Reserved.</p>		User Name	Email	Locked Out	Last Login Date	Last Password Change	Delete Reset Password Unlock User Change Email	ANOTHER	Testgsystem@gmail.com	<input checked="" type="checkbox"/>	11/5/2023 7:48:08 AM	11/5/2023 7:48:08 AM	Reset Password Unlock User Change Email	HobbesWolfe	HobbesWolfe@gmail.com	<input type="checkbox"/>	11/5/2023 10:39:45 AM	11/5/2023 7:25:41 AM
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