Email – support@axxya.com
Help - Center -- https://nutritionistpro.freshdesk.com/support/home/
For faster service please either update your current ticket or submit a new one. You can do that 2 ways -- through the webpage above or by emailing us.

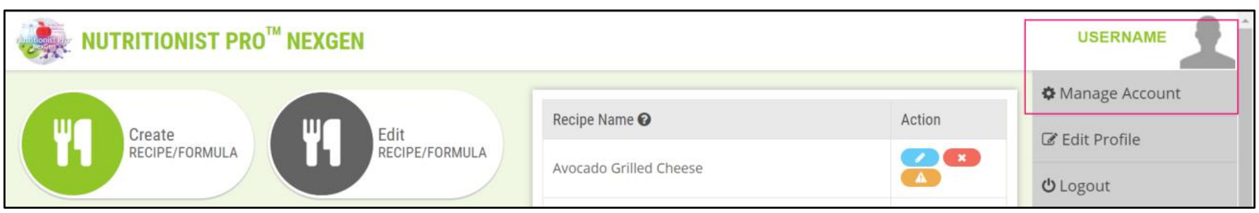
Users Guide for the Manage Account Portion of Nutritionist Pro™ NexGen Online Application

In the online application we offer a great way to manage your account you can buy more products, add more users, check your subscription, update payments methods, and more…

Login to the Admin Panel

- To login use this link here https://nexgen1.nutritionistpro.com/auth/login
- If you are the Admin of the online account, you will see an option to Manage Accounts under your username see Figure 1
  - If you don't see Manage Accounts as an option here this means you are not the admin or the main user of the account, please speak to your team to see who is if you are not sure contact us and we can check your account.

Figure 1 Main Dashboard Select Manage Accounts



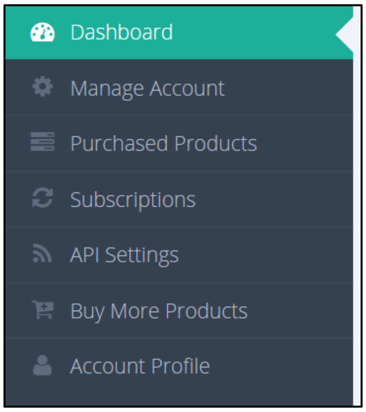
Sections of the Admin Dashboard

We offer a few options in the main Dashboard

1. Manage Accounts --- Here you can add or update users.
2. Purchased Products -- List of products you have purchased
3. Subscriptions – list of active and cancelled plans – you can reactivate, or cancel plans here.
4. API Settings – If you need to extract data from your online account we offer option for this as well. If you have questions we will be happy to help.
5. Buy More Products – if you wish to add more products they can be purchased here – PLEASE NOTE if you are trying to add another user to the same plan you have you need to do that from step 1 Manage Accounts.
6. Account Profile – update your account information as needed, payments, address, etc

a. Some clients pay via other forms of payments like Bank Wire or PayPal etc. If this section of the application is empty then that indicates your account is setup to handle payments a different way. Connect with us and we can help you as needed.

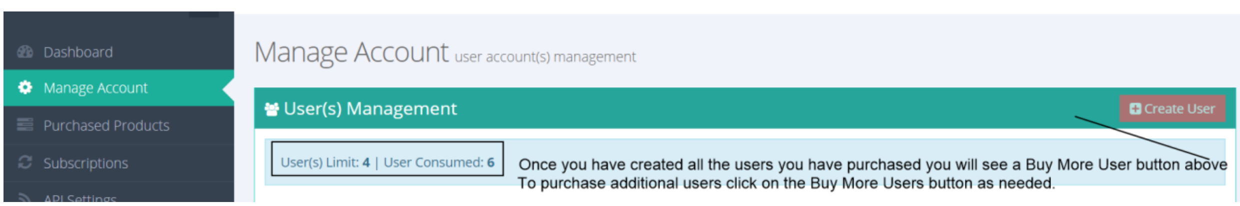
Figure 2 -- sections of the dashboard



To Purchase more Users

1. To purchase additional users click on Manage Account from the left hand side. Here you will see the User Limit (# of users currently on the account) and User Consumed (the # of users you have created profiles for). Once you have consumed the users you have purchased you will see a Buy More User Button Next To Create User Button. Click on the buy more user and purchase as needed.

Figure 3 -- purchase more users



Create a User Once Purchased and Assign rights

1. See image 4-7 below -- Click on Create User
    a. it's important to assign a subscription plan to them. From the drop-down pick, which one you would like them to access.
    b. Assign a password, name and email address for the user.

2. Next assign rights to this user.
    a. To assign rights click on the blue key icon you see under the Action Column See image 5 below.
    b. Then select rights you want to assign please select languages and region of the labels see image 6 and 7 below.

Figure 4 Create Users

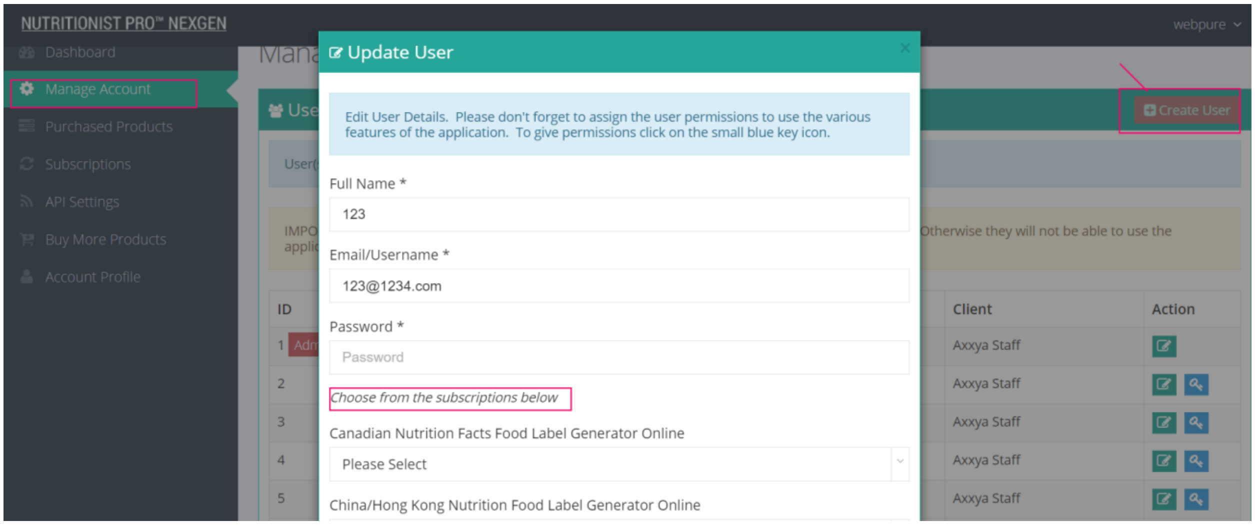


Figure 5 main screen to manage users

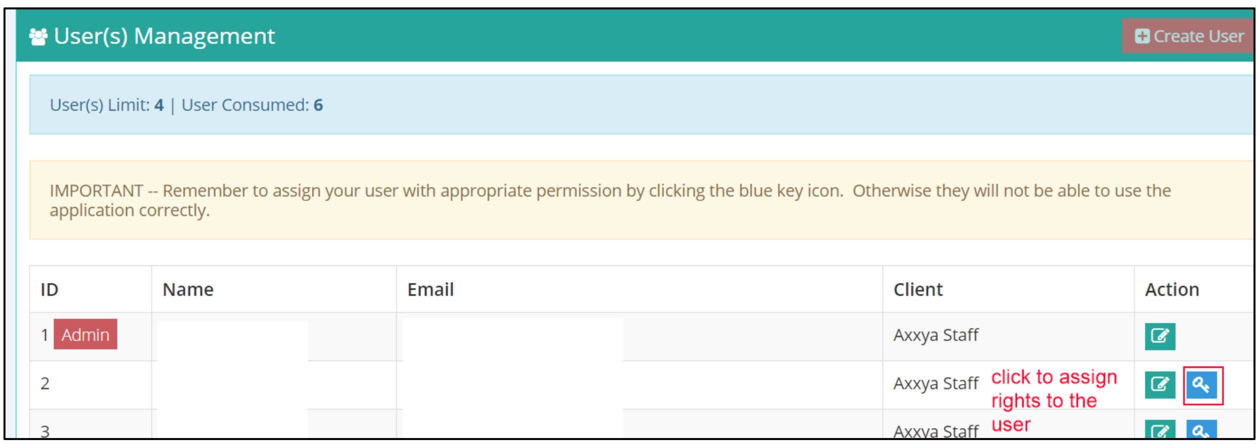


Figure 6 select the roles you want to assign the user

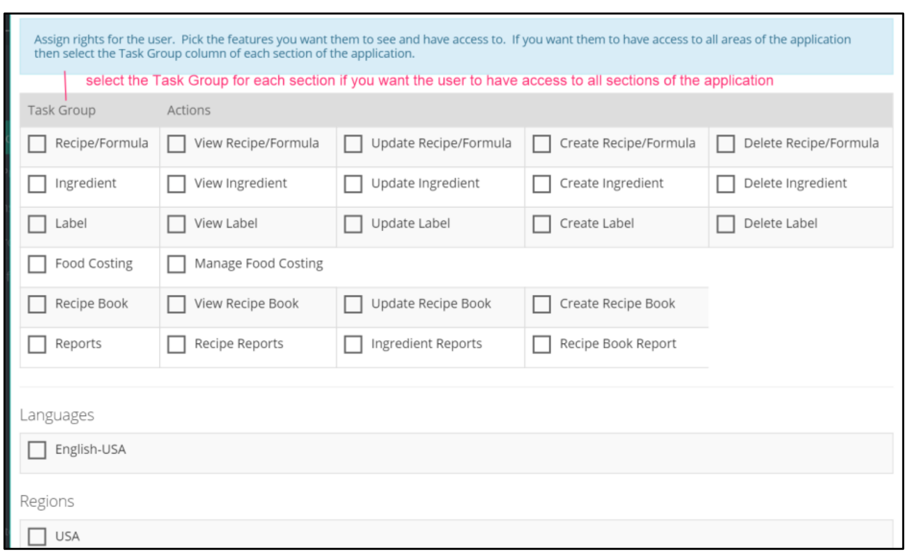
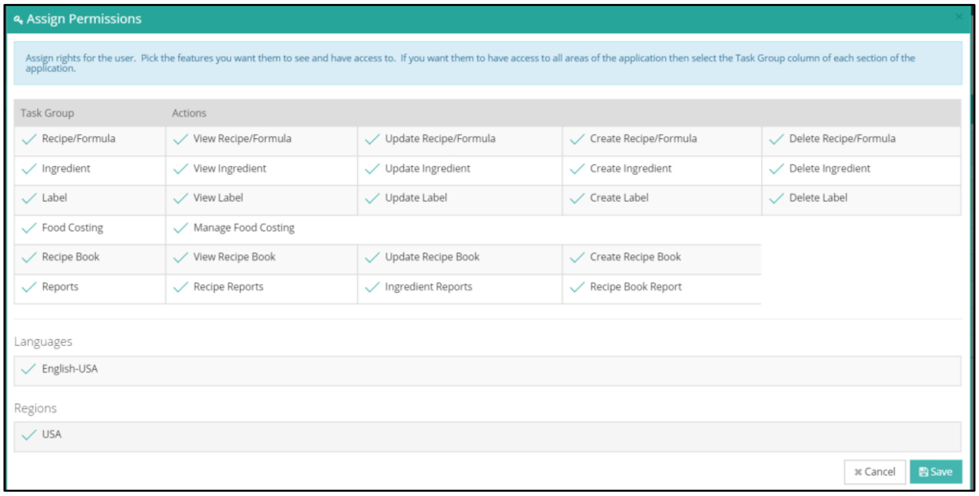


Figure 7 what the final permissions doc should look like



Update contact info for an existing user

To update contact details of the user you click on the green edit button under action column you can edit their email address, password or name as needed see image below

Figure 8 -- edit an existing user.