



Email – support@axxya.com or sales@axxya.com
Help - Center -- <https://nutritionistpro.freshdesk.com/support/home/>

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

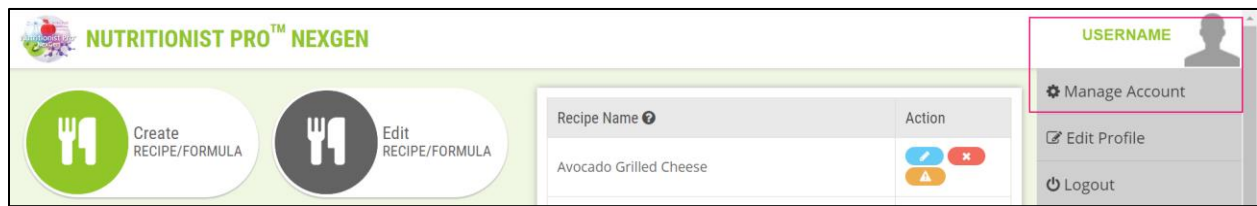
- In the online application we offer a great way to manage your account you can buy more products, add more users, check your subscription, update payments methods, and more...

Login to the Admin Panel.....	1
Sections of the Admin Dashboard	2
Section – Manage Accounts.....	2
To Purchase more Users	2
Create a User Once Purchased and Assign rights	3
Update contact info for an existing user	5
Section – Purchased Products.....	5
Section – Subscriptions	6
Section – API Settings.....	6
Section – Buy More Products.....	7
Section – Account Profile	7

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

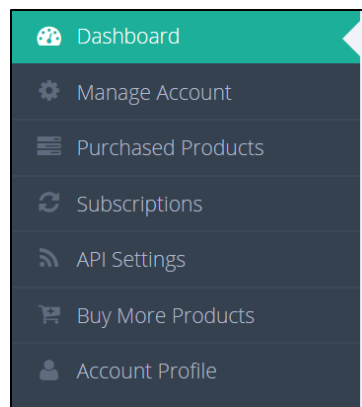


Sections of the Admin Dashboard

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 – if you need to add a new card to purchase additional products if needed.
 - 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

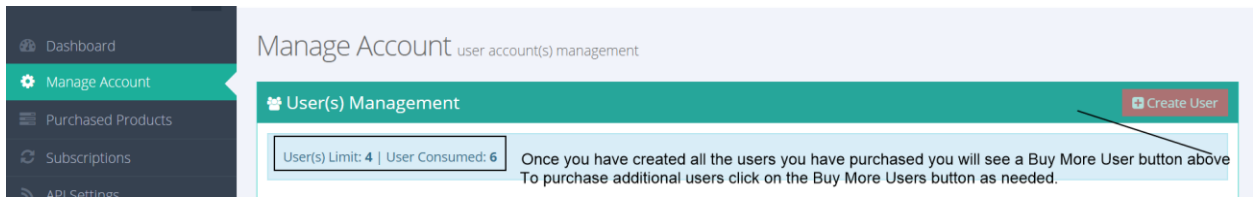


Section – Manage Accounts

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. Each user should have a plan assigned to them so they can see the application and work with recipes, labels etc.
 - 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

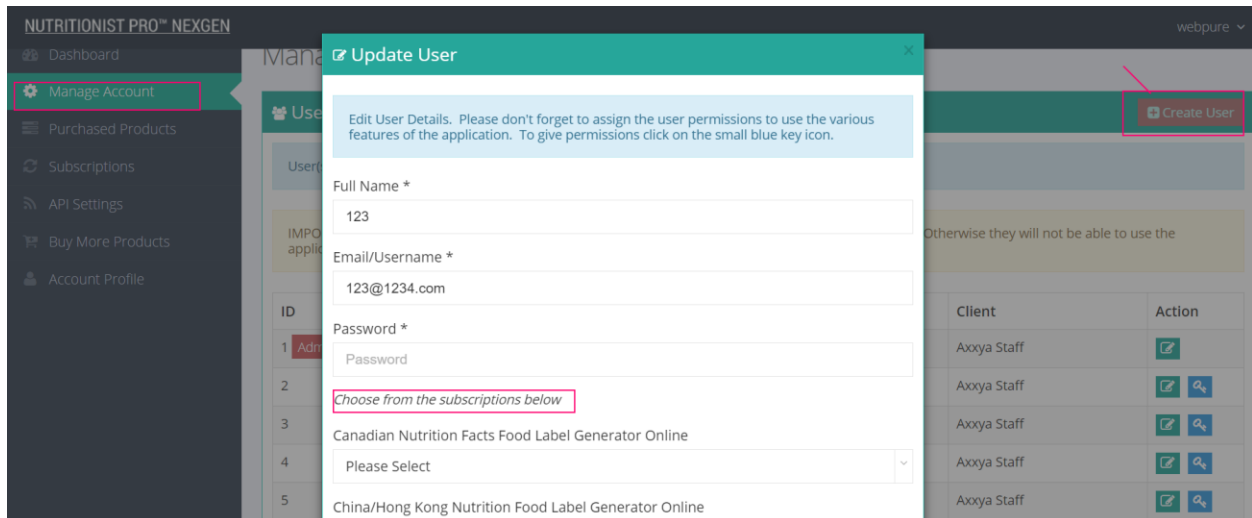


Figure 5 main screen to manage users

User(s) Management

Create User

User(s) Limit: 4 | User Consumed: 6

IMPORTANT -- Remember to assign your user with appropriate permission by clicking the blue key icon. Otherwise they will not be able to use the application correctly.






ID	Name	Email	Client	Action
1	Admin		Axxya Staff	
2			Axxya Staff	 
3			Axxya Staff	 

Figure 6 select the roles you want to assign the user

Assign rights for the user. Pick the features you want them to see and have access to. If you want them to have access to all areas of the application then select the Task Group column of each section of the application.

select the Task Group for each section if you want the user to have access to all sections of the application

Task Group	Actions
<input type="checkbox"/> Recipe/Formula	<input type="checkbox"/> View Recipe/Formula <input type="checkbox"/> Update Recipe/Formula <input type="checkbox"/> Create Recipe/Formula <input type="checkbox"/> Delete Recipe/Formula
<input type="checkbox"/> Ingredient	<input type="checkbox"/> View Ingredient <input type="checkbox"/> Update Ingredient <input type="checkbox"/> Create Ingredient <input type="checkbox"/> Delete Ingredient
<input type="checkbox"/> Label	<input type="checkbox"/> View Label <input type="checkbox"/> Update Label <input type="checkbox"/> Create Label <input type="checkbox"/> Delete Label
<input type="checkbox"/> Food Costing	<input type="checkbox"/> Manage Food Costing
<input type="checkbox"/> Recipe Book	<input type="checkbox"/> View Recipe Book <input type="checkbox"/> Update Recipe Book <input type="checkbox"/> Create Recipe Book
<input type="checkbox"/> Reports	<input type="checkbox"/> Recipe Reports <input type="checkbox"/> Ingredient Reports <input type="checkbox"/> Recipe Book Report

Languages

☐ English-USA

Regions

☐ USA

Figure 7 what the final permissions doc should look like

Assign Permissions

Assign rights for the user. Pick the features you want them to see and have access to. If you want them to have access to all areas of the application then select the Task Group column of each section of the application.

Task Group	Actions
<input checked="" type="checkbox"/> Recipe/Formula	<input checked="" type="checkbox"/> View Recipe/Formula <input checked="" type="checkbox"/> Update Recipe/Formula <input checked="" type="checkbox"/> Create Recipe/Formula <input checked="" type="checkbox"/> Delete Recipe/Formula
<input checked="" type="checkbox"/> Ingredient	<input checked="" type="checkbox"/> View Ingredient <input checked="" type="checkbox"/> Update Ingredient <input checked="" type="checkbox"/> Create Ingredient <input checked="" type="checkbox"/> Delete Ingredient
<input checked="" type="checkbox"/> Label	<input checked="" type="checkbox"/> View Label <input checked="" type="checkbox"/> Update Label <input checked="" type="checkbox"/> Create Label <input checked="" type="checkbox"/> Delete Label
<input checked="" type="checkbox"/> Food Costing	<input checked="" type="checkbox"/> Manage Food Costing
<input checked="" type="checkbox"/> Recipe Book	<input checked="" type="checkbox"/> View Recipe Book <input checked="" type="checkbox"/> Update Recipe Book <input checked="" type="checkbox"/> Create Recipe Book
<input checked="" type="checkbox"/> Reports	<input checked="" type="checkbox"/> Recipe Reports <input checked="" type="checkbox"/> Ingredient Reports <input checked="" type="checkbox"/> Recipe Book Report

Languages

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Cancel

Save

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
- You can also update the Admin user email as well just click on the green icon next to the Admin Users name




Figure 8 -- edit an existing user.

User(s) Management

Create User

User(s) Limit: 4 | User Consumed: 6

IMPORTANT -- Remember to assign your user with appropriate permission by clicking the blue key icon. Otherwise they will not be able to use the application correctly.

ID	Name	Email	Client	Action
1	Admin		Axxya Staff	
2			Axxya Staff	 

Section – Purchased Products

- Here you can see a list of all your products you have purchased.
 - **IMPORTANT TO NOTE --- You can click on Buy More Products if you wish to add more regions or other products from our offerings.**
 - **HOWEVER, if you are trying to add a USER to the current account then please use the steps above for steps on how to add a USER, purchasing here will not create a new user for you the purpose for buying more products is adding more features to your current account like for ex you might want to add the Canadian module to your existing US.**

Figure 9 -- Purchased Products list

Purchased Product(s)				Buy More Products
Sr. #	Product Name	Unit(s) Purchased	Unit Price	
1	Canadian Nutrition Facts Food Label Generator Online [12 months]	4	\$295.00	
2	China/Hong Kong Nutrition Food Label Generator Online [12 months]	4	\$349.00	
3	UK/Europe Nutrition Food Label Generator Online [12 months]	4	\$349.00	
4	USA Nutrition Food Label Generator Online - English Only [6 months]	4	\$199.00	

Section – Subscriptions

- This is where you manage your subscriptions. You can cancel a plan you no longer need and see when the next payment will hit your account as well
- You will see a cancel button on your screen
- If you don't see the cancel button this means you pay via a different method (perhaps Bank Wire, Check or PayPal) please contact us and we can cancel it for you.

Figure 10 --- List of Subscriptions

Subscriptions <small>subscription(s) management</small>				
Subscriptions				
Canadian Nutrition Facts Food Label Generator Online				
Product Validity	Quantity	Cost	Expiry Date	Reference ID
12 months	4	\$ 295.00	January 12, 2019	
China/Hong Kong Nutrition Food Label Generator Online				
Product Validity	Quantity	Cost	Expiry Date	Reference ID
12 months	4	\$ 349.00	January 12, 2019	

Section – API Settings

- We offer an API service option to extract and send your recipe/formula to other applications such as ERPs, POS, Consumer Apps, Websites and more. If you wish to use this feature, you can review the document provided on the screen and please let us know if you need any assistance.

Figure 11 -- API Settings

API Settings web services interface management

API Settings

Buy Web Service (API)

Use the API Web Services feature to extract and send your Recipe/Formula data to other applications like POS, ERPs, Consumer Apps, Websites and more. Price is \$599 annually. See documentation link below for additional details on how to use and implement this feature.

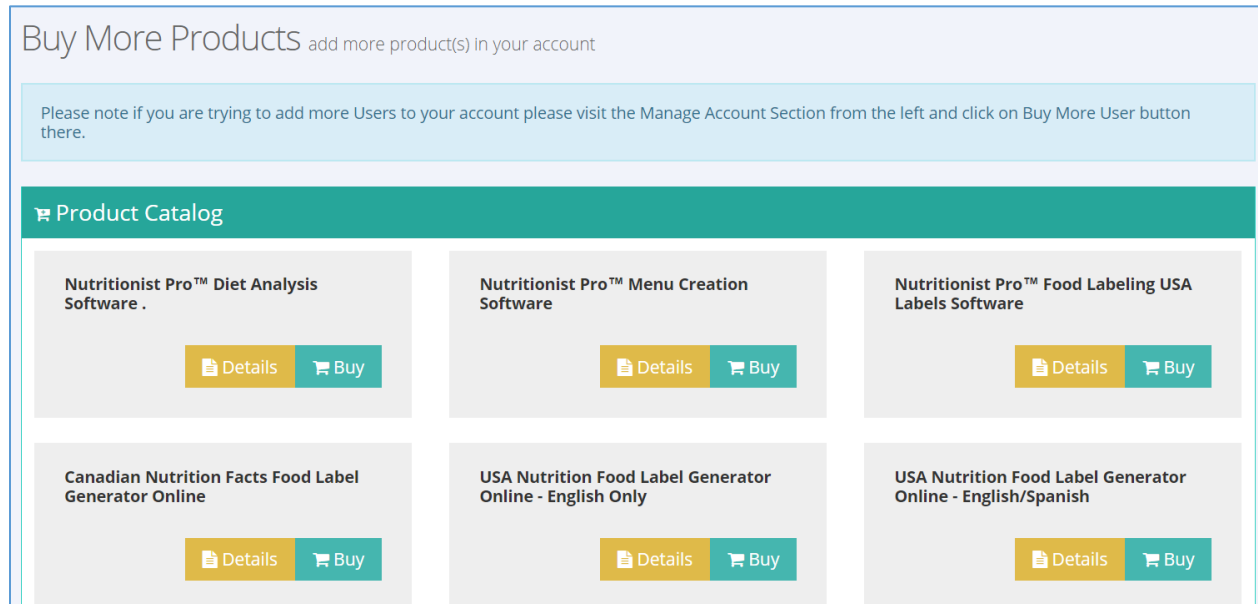
Purchase the Web Service (API) now and make your food data available to your POS, ERPs, Consumer Apps, Websites and more...Price is \$599 annually.

Read API Document

Section – Buy More Products

- We offer many different products for different goals for our clients. If you wish to add a module or another software please look through our purchase page and purchase as needed

Figure 12 -- Buy More Products



Section – Account Profile

- Here you can add a new card if you wish, this might be done if you want to purchase new products on a different card.
- **BUT if you want to update an existing card for a plan already purchased we ask that you do that via our Credit Card Processor Blue Snap Login page**
https://cp.bluesnap.com/jsp/account_login.jsp
- if you have questions contact us we will be happy to help.