

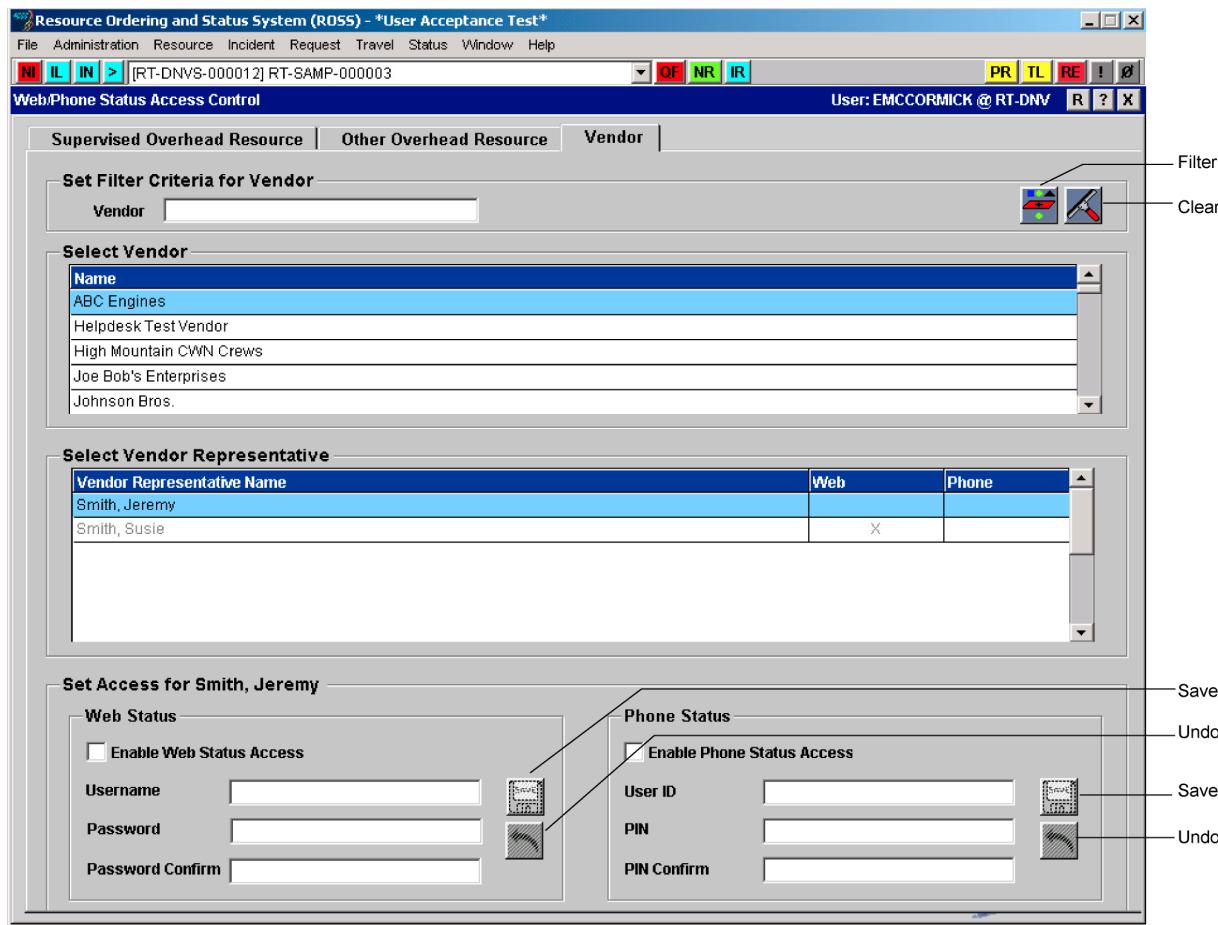
# Web/Phone Status Access - enabling web and phone access

This chapter explains how to enable web status for a Vendor Representative and define their Username and Password.

## To access the Web/Phone Status Access Control screen

- On the Administration menu, click Web and Phone Status Access, and then click the Vendor tab.

### Web/Phone Status Access Control screen - Vendor resource tab



## To select Vendor resources and enable the web and phone access

- On the Web/Phone Status Access Control screen, click the Filter button.

*Only Vendors defined under your Organization display on this screen.*

- Search for and then highlight to select the Vendor of your choice.

- 3 Under **Select Vendor Representative**, highlight to select the **Vendor Representative** of your choice.

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*The Vendor Representative must be defined in the ROSS database for it to appear in the Select Vendor Representative table. For more information, see the task, "To add a person's name to the ROSS database," in the chapter, "Person - defining information about people."*

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- 4 To enable web status for a **Vendor** resource, click to select the **Enable Web Status Access** check box, type the appropriate information in the **Username**, **Password**, and **Password Confirm** boxes, as appropriate, and then click the **Save** button.