

Creating a New User / CustomLinc

This procedure details the steps required to add a new user to the CustomLinc system. This will typically occur when a new employee commences with the organisation. Before account set up can take place an approved new user request must be submitted via the IT helpdesk.

The CustomLinc user set up process is divided into two parts, adding an individual to the service provider and converting the individual to a user.

1. Adding the Individual to the Service Provider

1. From within the CustomLinc client click the Contact Search button



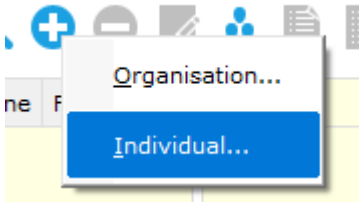
2. Change the dropdown to **Service Provider** and click magnifier button

Service Provider 

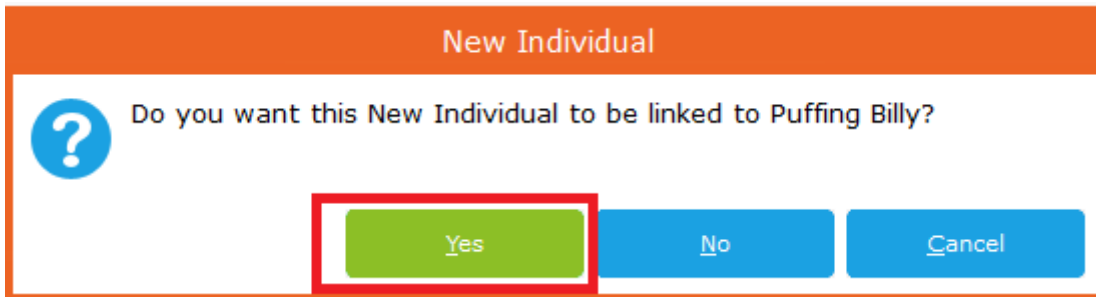
3. From the returned list, highlight **Puffing Billy**

Contact Name	Account Manager	Suburb	City	State
The Grand on Cathies Lane		WANTIRNA SOUTH		VIC
Ranges Hotel Gembrook		GEMBROOK		VIC
Puffing Billy		BELGRAVE		VIC
Mary Eats Cake		MONTROSE		VIC
Lakeside Visitor Centre		EMERALD		VIC
Gembrook Bakery				
Elevation at Emerald		EMERALD		VIC
Burrinja Cafe		UPWEY		VIC

4. Click the + button and select **Individual**



5. When prompted to confirm whether you'd like to add a new individual to Puffing Billy, click Yes



6. Enter the information for the individual and click **Ok**

Individual

Options

Details
Positions

Title Archive

Surname

First Name

Preferred Name

Gender

Preferred Contact

Contact Methods	Method	Number / Address

Physical Address

Postal Address

Notes

7. When asked if you would like the individual to be added as a concierge click **No**

The record for the individual has now been added against the Service Provider.

2. Convert the Individual to a User

1. From the contacts windows, right click the new individual record, move the pointer to **Configure As** and select **User**

Service Provider

Contact Name	Account Manager	Suburb	City	State	Phone	Fax	Contact
Puffing Billy		BELGRAVE		VIC			Contact Id
Testman Mark							

- Configure As
 - Account Manager
 - Client
 - Concierge
 - Crew Member...
 - User...
 - Mechanic
- Assign To
- Select
- Agents
- User
- Supplier

2. From the User Details window enter the details of the user account.

To set the password click the blue **Change Password** text. A password field will be displayed that the user's password can be entered into. If the user is not with you at the time of setting a password, use a generic password for now, the user can change their password once logged in.

User Id is the first letter of the first name and the full surname

Details

User Id: MTEST [Change Password](#)

PIN:

Expiry: 10/01/24

Archive

Sightseeing
 Express
 Accommodation
 Charter
 Rostering
 Maintenance
 Smart Phone/Offline User
 Is a Shared User
 Allow Auto Logon
 Filter Products

Position: User's Position Title

Default OCB: Puffing Billy

Send Emails: from Organisation (default / recommended)

Auto Open: None

Send bookings CSV backup file

Tick the applicable role for the user and select the applicable Op Centre Brand (OCB). In

most cases the OCB will be **Puffing Billy**

Roles	
Assigned	Role
<input type="checkbox"/>	Accounts
<input type="checkbox"/>	Administrator
<input type="checkbox"/>	Customer Service Centre
<input type="checkbox"/>	Dispatch/ Supervisor
<input type="checkbox"/>	Management
<input type="checkbox"/>	Marketing Assistant
<input type="checkbox"/>	Marketing Volunteer
<input checked="" type="checkbox"/>	Reservations
<input type="checkbox"/>	Station Master
<input type="checkbox"/>	System Support
<input type="checkbox"/>	Train Supervisor
<input type="checkbox"/>	Web User

Op Centre Brands	
Assigned	Op Centre Brand
<input checked="" type="checkbox"/>	Puffing Billy
<input type="checkbox"/>	Puffing Billy - Excursion Train
<input type="checkbox"/>	Puffing Billy Railway Social Club

3. Click the **Ok** button

The user account has now been created and the user will be able to log in

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