

Changing CSPS Password Instructions for changing CSPS Password

Software Development RIMSS Business Systems Technology

Company Confidential
Copyright ©1983-2017 RIMSS Business Systems Technology

You are required by CSPS to change the CSPS password every 60 days. This is the password that is used to upload orders and Show CSPS Info from the Inventory Master List. This same rule also applied to the previously used CCN software.

With the changes to CSPS it is now easier to change passwords since you no longer have to change the password on the Dealer Portal, then change in WinNetStar. Using the instructions on the following pages will allow you to change the CSPS password in WinNetStar. This process will also reset the password on the CSPS Dealer Portal.

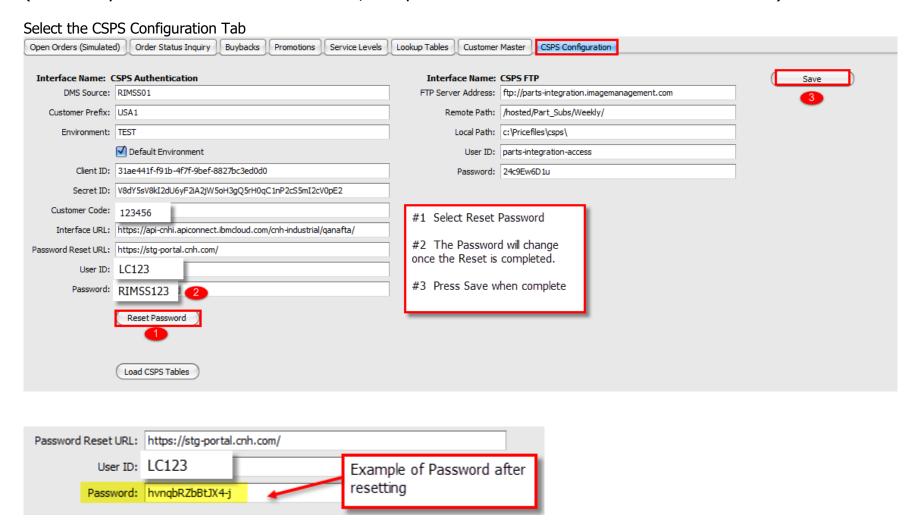
If you receive the following message, this message indicates your CSPS password must be changed. See instructions on next page.



Navigate to the following:

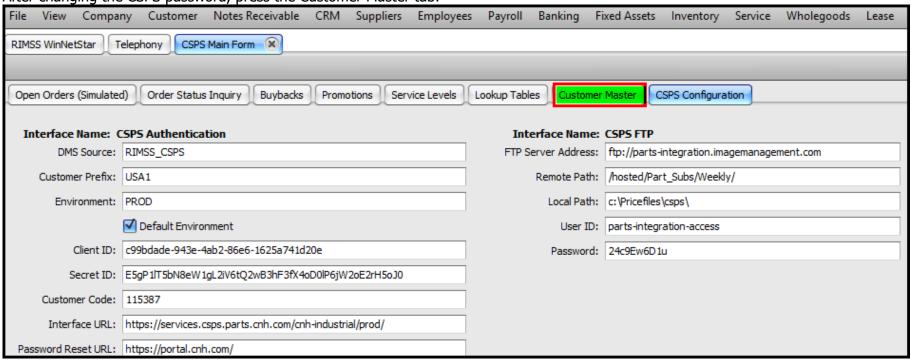
Inventory \rightarrow Utilities \rightarrow CNH \rightarrow CSPS

(Note – if you are a multi-location dealer, this process will need to be done in each location)



NOTE: It is no longer required to have Users logoff / login after changing the CSPS password.

After changing the CSPS password, press the Customer Master tab.



The Customer Master screen will open blank as shown below. Press the **Get Customer Details** button to populate the Customer Details

File View Company	Customer	Notes Receivable	CRM Suppliers	Employees	Payroll	Banking	Fixed Assets	Inventory	Service	Wholegoods	Lease	Rental	Reports	Web Link	
RIMSS WinNetStar Telephony CSPS Main Form															
Open Orders (Simulated) Order Status Inquiry Buybacks Promotions Service Levels Lookup Tables Customer Master CSPS Configuration															
Customer Details Ret	Customer Details Retail Ship To														
Addresses															
Get Customer Details															
										_					
Ship To Name:				Bill To Name	:				S	old To Name:					
Ship To Description:			Bi	ll To Description	:				Sold To	Description:					
Ship To Description2:			Bill 1	To Description2:					Sold To	Description2:					
Ship To City, State, Zip:			Bill To	City, State, Zip	:				Sold To Cit	y, State, Zip:					
Ship To Free Text:				Bill To Phone	:				Sc	old To Phone:					

Your dealership Name and Address sections should be filled in according to your CSPS settings

