User Guide for the **Xerox Standard Accounting Utility Extension**
for Xerox VersaLink MFP’s

Introduction

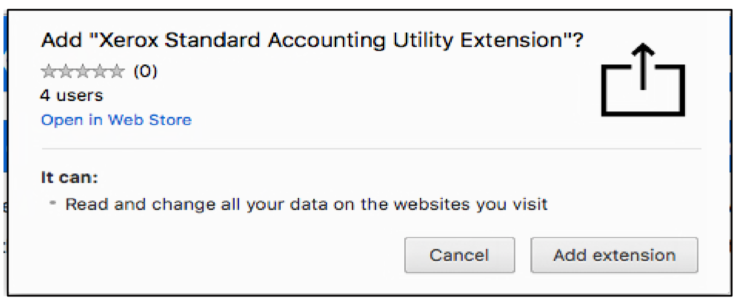
The document describes the setup of the Xerox Standard Accounting Utility Extension. Once set up, the extension allows a user to quickly create numerous user and general accounts simultaneously for their MFP's CWIS portal.

Install the Xerox Standard Accounting Utility Extension on Chrome

1) Open Chrome.

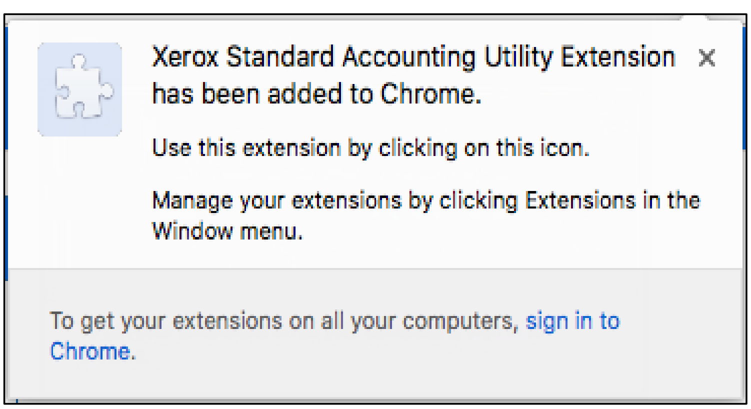
2) Go to connectkey.visione.com/extension_install

3) Click **Add to Chrome.**



4) Click **Add extension** in the Chrome pop-up.

5) Verify the extension is now in the top right corner of your screen. You should see the pop-up as shown below.



User Experience

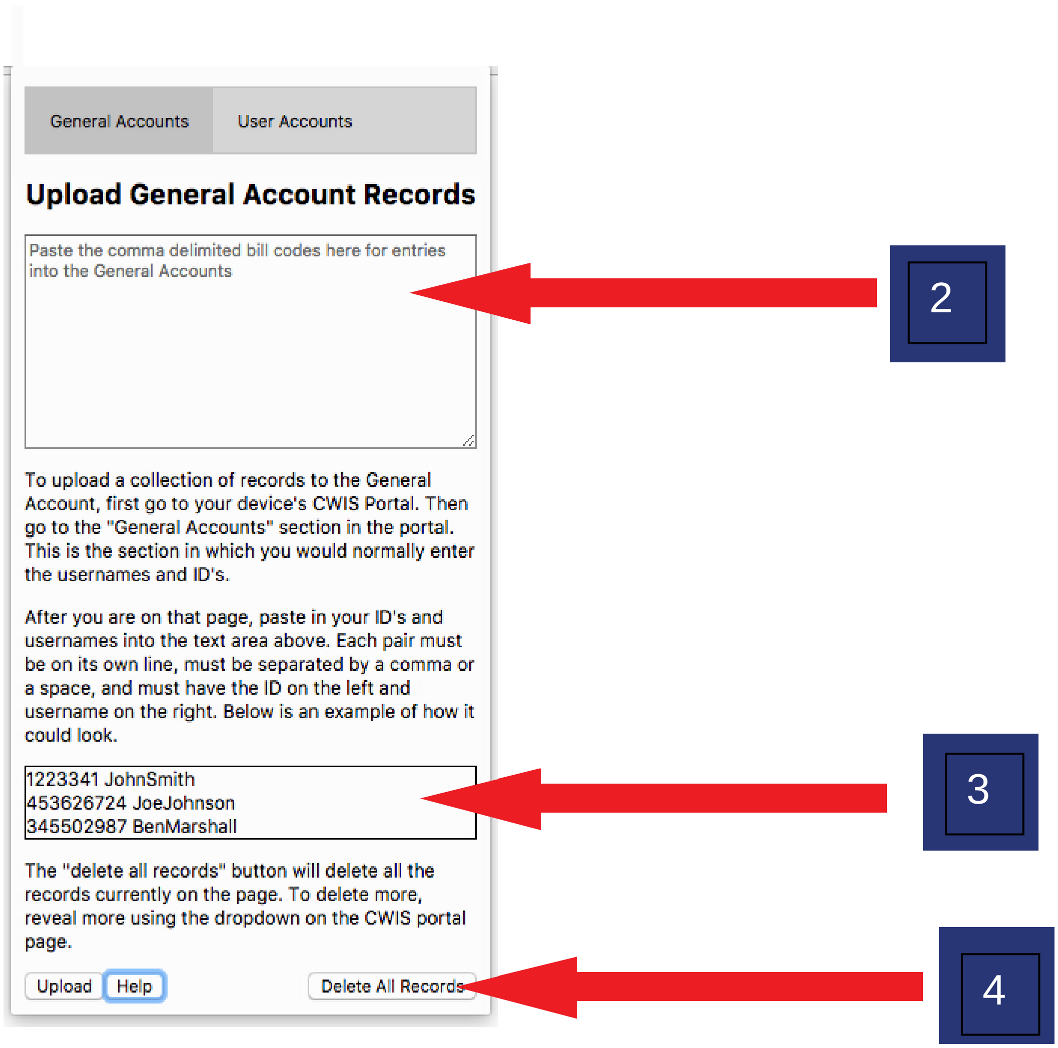
Creating General Accounts

1) To upload a collection of records to the General Account, first go to your device's CWIS Portal. Then, go to the "General Accounts" section in the portal. This is the section in which you would normally enter the usernames and ID's.

2) Click on the Xerox Standard Accounting Utility Extension and ensure that the **General Accounts** tab is selected. Paste the usernames and the ID's into the text area provided.

3) Each pair must be on its own line, must be separated by a comma or a space, and must have the ID on the left and username on the right.

4) The **Delete All Records** button will delete all the records currently on the page. To delete more, reveal more using the dropdown on the CWIS portal page.



User Experience

Creating User Accounts

1) To upload a collection of records to the User Accounts, first go to your device's CWIS Portal. Then go to the "User Accounts" section in the portal. This is the section in which you would normally enter the usernames and passwords.

2) Click on the Xerox Standard Accounting Utility Extension and ensure that the **User Accounts** tab is selected. Paste your user's account information into the text area provided.

3) Each user must be on its own line and must be separated by a comma or a space.

4) After you have entered this information, click **Next.** This will separate your information into columns. You will be asked what each column of information represents; for instance usernames, passwords, or usage limitations. Usernames and passwords are mandatory, however, all the usage limitations are not required, and will be set to the default maximum number if left out.

5) Once you have assigned all information, click **Upload**.