

# WebdeApps User Manual

Last Updated - 1/29/2013

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## 1. Registration

User registration is required for application use. Registration is free, but limited to the users who have an email address that is hosted by Pacific Software Publishing, Inc.

1. From the home page, click button for registration. See the picture below.



2. Fill out the Registration Form. Username, Password, First and Last Name, Primary Email Address, and Secret Questions are required. Please read PSPINC Privacy Policy and check the box to agree before registration. Click “Register” to complete registration.

Username: 6-100 characters long. You will use this user name to login WebdeApps. You cannot change this name after the registration.

Password: 6-16 characters long. Password must contain at least 1)one lower case character, 2) one upper case character, and 3) one number or allowed symbol.

Primary Email Address: Only PSP hosted Email address are allowed to use. One address is only valid for one account.

Secret Questions: These questions will be used to verify you when you forgot your password.



### Account Registration

Please fill out form below to use our WebdeApps Service. Registration is free.

\*required field

Username:  \*

Password:  \*

Password Strength: Strong

Password Confirm:  \*

Company:

First Name:  \*

Last Name:  \*

Primary Email:  \*

Confirm Primary Email:  \*

Secondary Email:

Primary Phone:

Secondary Phone:

Fax:

Address:

City:

State:

Country:  ▼

Zip:

Secret Question 1:  ▼

Answer:  \*

Secret Question 2:  ▼

Answer:  \*

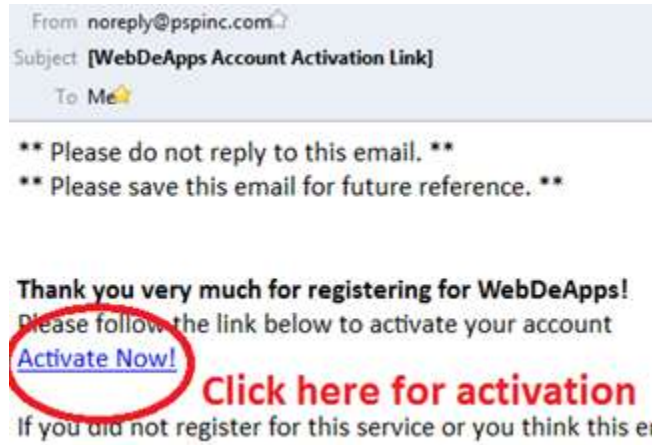
\* I have read and understood PSPINC Privacy Policy.

Email address is required to activate your account and it must be a valid email address hosted by PSP; otherwise WebdeApps service could not be used.

WebdeApps is a service of Pacific Software Publishing, Inc.  
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- Once registration is complete, an activation link will be sent to your Primary Email Address you have entered. In the mail, please find the activation link and click on it.



- At activation page, please enter your selected username and password. This will activate your account. Note that this link will expire shortly after your successful activation of your account. At successful activation, you will be redirected to user home page.

### Activation Page



#### Activate Account

Please enter your username and password to activate this account.

Username:


Password:

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## 2. Main Menu

At the user home page, you will see “Page Navigation” on your left, “Subscription Links” in the middle. Subscription Image will be highlighted if you register account for a particular service. Also, the highlighted image will show the number of subscriptions for the service on top left corner. Please see the picture below.

PSPINC Multi-Service  


HOME > Welcome, rshinoda! [Log Out](#)

**HOME**


-  SUBSCRIPTIONS
-  ACCOUNT
-  SUPPORT


---


**MY BOOKMARKS**


No Bookmark Found


[+ Add Bookmark](#)


2  










1  


















1  


All Subscriptions

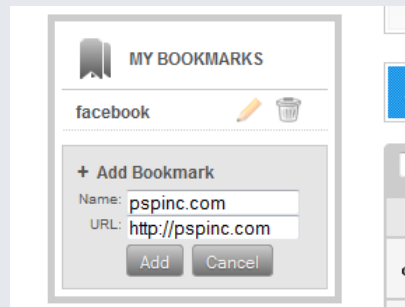
Search Account
+ Add Subscription

Service	Account	Date Created	Date Modified	Edit	Delete
	administrator@test05.dreamersi.net	01/21/2013 15:33:34	01/21/2013 15:33:34		
	administrator@test06.dreamersi.net	01/21/2013 15:33:43	01/21/2013 15:33:43		
	administrator@test06.dreamersi.net	01/21/2013 15:34:19	01/21/2013 15:34:19		
	administrator@test05.dreamersi.net	01/21/2013 15:33:58	01/21/2013 15:33:58		

Latest Information













### Bookmarks

Bookmarks are provided to save links for external websites. Please provide a name for the bookmark and a URL for the bookmark.



### 3. Subscriptions

Subscription list is displayed both in home page and subscription page. In the list, you can see all of your subscriptions at once. List can be sorted according to the column values. If you click the Service type icon or account name on the list, you can login to the service.


All Subscriptions						
Search Account		+ Add Subscription				
Service	Account	Date Created	Date Modified	Edit	Delete	
 dreamersi	administrator@test05.dreamersi.net	01/21/2013 15:33:34	01/21/2013 15:33:34			<b>Click here to login</b>
 dreamersi	administrator@test06.dreamersi.net	01/21/2013 15:33:43	01/21/2013 15:33:43			
 InforMakers	administrator@test06.dreamersi.net	01/21/2013 15:34:19	01/21/2013 15:34:19			
 WebdeMail	administrator@test05.dreamersi.net	01/21/2013 15:33:58	01/21/2013 15:33:58			

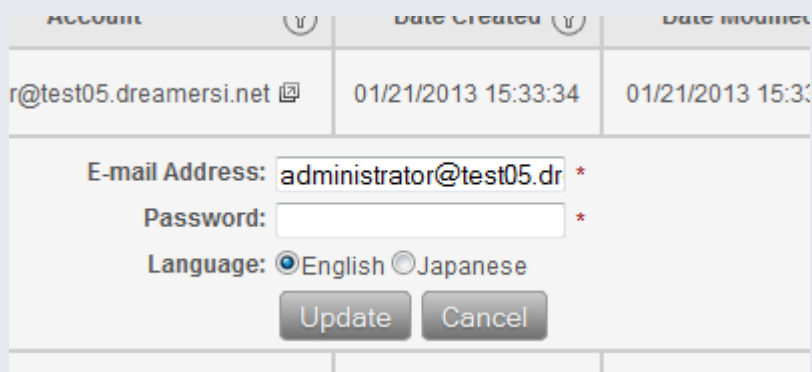
#### Add Subscription

To add Subscription, click “Add Subscription” button on the list. You will be redirected to subscription creation page. Please provide necessary login information to the service.



#### Edit Subscription

To edit subscription login information, Click  button from the list. An editing panel will open below the link row. Edit the information and save the change.



Note: All subscription credentials are unverified by WebdeApps. A user is responsible for the correct login credentials to the particularly service. Also, the changes made in the service administrative page for the account will not reflect on the information saved in WebdeApps and vice versa.

## 4. Account Settings

At “My Account” page, you can see your registration information. You can edit this information, change password, and change Secret Questions.

**Change Account Password:** Please go to this page to change the account password. Rules for the password are exactly the same as the ones for registration.

### Change Account Password

Password should be 6 - 16 characters long. Please avoid passwords that are easily guessed.

There must be minimum of one character from each of the following categories included in your password:

- One lower case character (e.g., a through z)
- One upper case character (e.g., A through Z)
- One number, or special character (! \$ % & ' ( ) \* - . / : = > ? @ ] ^ \_ ` | { } ~)

\*required field

New Password  \*

Password Strength

Confirm Password  \*

**Change Secret Questions:** Please go to this page to change Secret Questions or their answers. These questions will be used to verify you when you forgot your password.

### Change Secret Questions

Secret questions must be less than 50 characters long.

Secret Question 1  ▼

Answer 1  \*

Secret Question 2  ▼

Answer 2  \*

**Edit Account Information:** Please go to this page to change any other account information. Rules are the same as the ones at registration. You cannot change username.



## 5. User Support

A contact form is provided at “contact” page under “support” menu. You are welcome to contact us through other means as well. Our support team will be delighted to assist you for any services. If you use the contact form, our support team will reply back to your email address. If you wish to be reached by other means such as phone, please include your preference and contact information on the form.

Contact Customer Support

### WebdeApps is a service of Pacific Software Publishing, Inc.

1404 140th Place N.E., Bellevue, WA 98007 USA

Email: info@pspinc.com

Phone: (425)957-0808

Fax: (425)957-1188

### Online Contact Form

Please fill out the form below. Our support team will contact you as soon as possible.

\*required field

Contact Reason

Title  \*

Message

## 6. Forgot Password

If you forgot your password to WebdeApps, you can reset your password. To do this operation, you need to be able to receive email to your registered primary email address, and be able to answer the secret questions you have saved in your registration information.

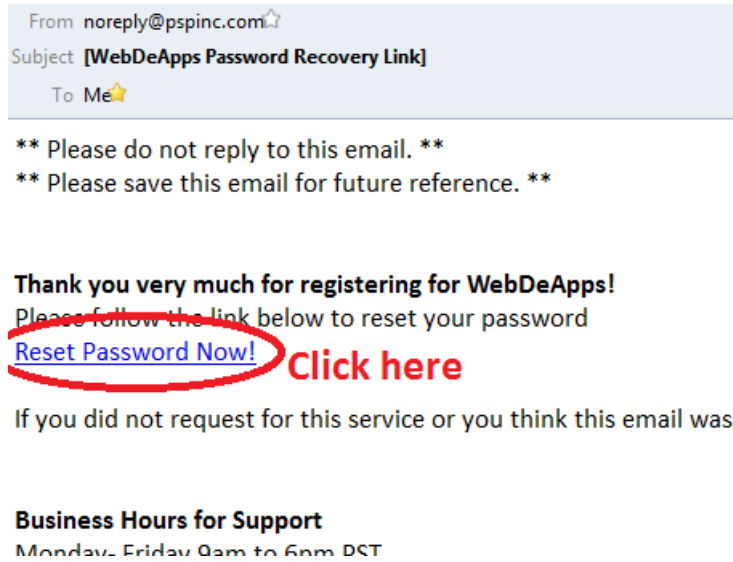
1. At Login page, follow the link “Forgot Password”.



2. Enter your username or primary email address. A password reset link will be sent to your registered primary email address.



3. Follow the link in the email you have received.



4. Enter the answers to your secret questions. On successful verification, you will be redirected to password setting page. Note that this link will be expires shortly after the successful password recovery.



- Once you are notified by secret questions, you are redirected to reset password page. Please set new password on the page. The rules for password are the same as the ones at registration. On completion, you will be redirected to the user home page.

**WebdeApps** beta

### Reset Account Password

Please enter your new password.

Password:  \*

Password Strength: **Strong**

Password Confirm:  \*

\*required field

6 - 16 characters long. Please avoid passwords that are easily guessed. Password must contain the following characters:

- One lower case character (e.g., a through z)
- One upper case character (e.g., A through Z)
- One number, or special character (!, @, #, \$, %, ^, &, \*, ~, /, :, =, >, <, ?, ~, |, {, }, ~)

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