

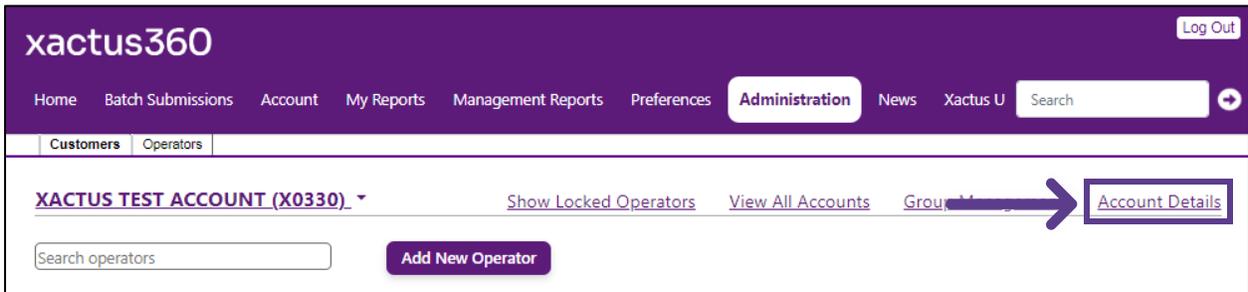
1. Start by logging into Xactus360 and from the home page, click Administration.



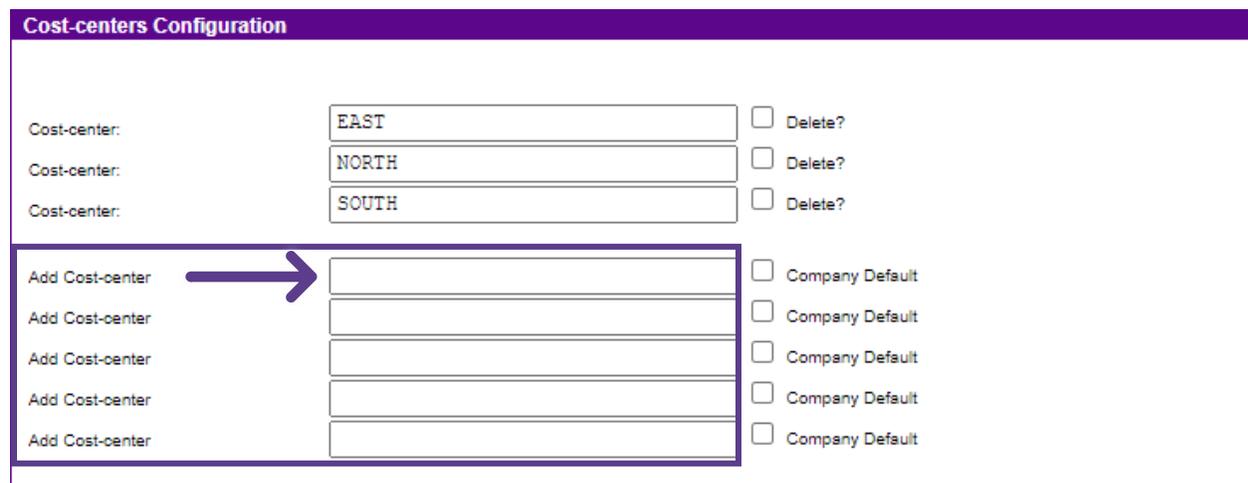
2. If you are setup with additional branches, select the branch to add the operator to. If not, you may ignore this step.



3. Click Account Details



4. Then, scroll down to Cost-centers Configuration and enter the cost-center names needed next to Add Cost-center.



- Once complete, scroll to the bottom and click Save. If more than five groups are needed, additional spaces will populate upon clicking Save.



Save

- To add a user to a cost-center, click Operators Configured.

Customer Details

[Credit Analysis Setup](#)

[Custom Forms](#)

[Custom Field Setup](#)

[Documents](#)



[Operators Configured](#)

Changes have been saved.

XACTUS TEST ACCOUNT (X0330)

Customer Name: XACTUS TEST ACCOUNT

Street Address: 370 REED ROAD, SUITE 100

City / State / Zip: BROOMALL PA 19008

Sales Rep:

- Click a user to view their restrictions.

XACTUS TEST ACCOUNT (X0330) ▾

[Show Locked Operators](#)

[View All Accounts](#)

[Group Management](#)

[Account Details](#)

Search operators

Add New Operator

| Operator Name | Operator ID | Admin | Access | Status | SMA | Cost-Center | Last Login |
|--|--------------|-------|----------|--------|-----|-------------|-------------------------|
| Xtreme Xactus | xactus.demo4 | No | Custom | Active | No | | 10-19-2023, 04:00:17 PM |
| Xtra Xactus | xactus.demo7 | No | Standard | Active | No | | 10-19-2023, 04:03:20 PM |
| Xquisite Xactus | xactus.demo3 | No | Standard | Active | No | | |
|  Xpress Xactus | xactus.demo8 | No | Standard | Active | No | | 10-19-2023, 03:58:51 PM |

- Expand the Access/Billing section.

Access / Billing



9. Under Billing change the Default Cost-center as needed. When complete, click Save.

| Billing | |
|--------------------------------------|---|
| Default Cost-Center: | <input type="text" value="Use Customer Default (NORTH)"/> |
| Select Cost-Center on Each Request: | <input type="text" value="No"/> |
| Operator Credit Limit: | <input type="text"/> |
| Point of Sale Payment: | <input type="text" value="Use customer default"/> |
| Point of Sale Payment (CreditXpert): | <input type="text" value="Use operator default"/> |
| Point of Sale Payment (LoanShield): | <input type="text" value="Use operator default"/> |
| Point of Sale Payment (RescoreX): | <input type="text" value="Use operator default"/> |
| Point of Sale Payment (Xoel ScoreX): | <input type="text" value="Use operator default"/> |
| <input type="button" value="Save"/> | |

PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS AND WE WILL BE HAPPY TO HELP.