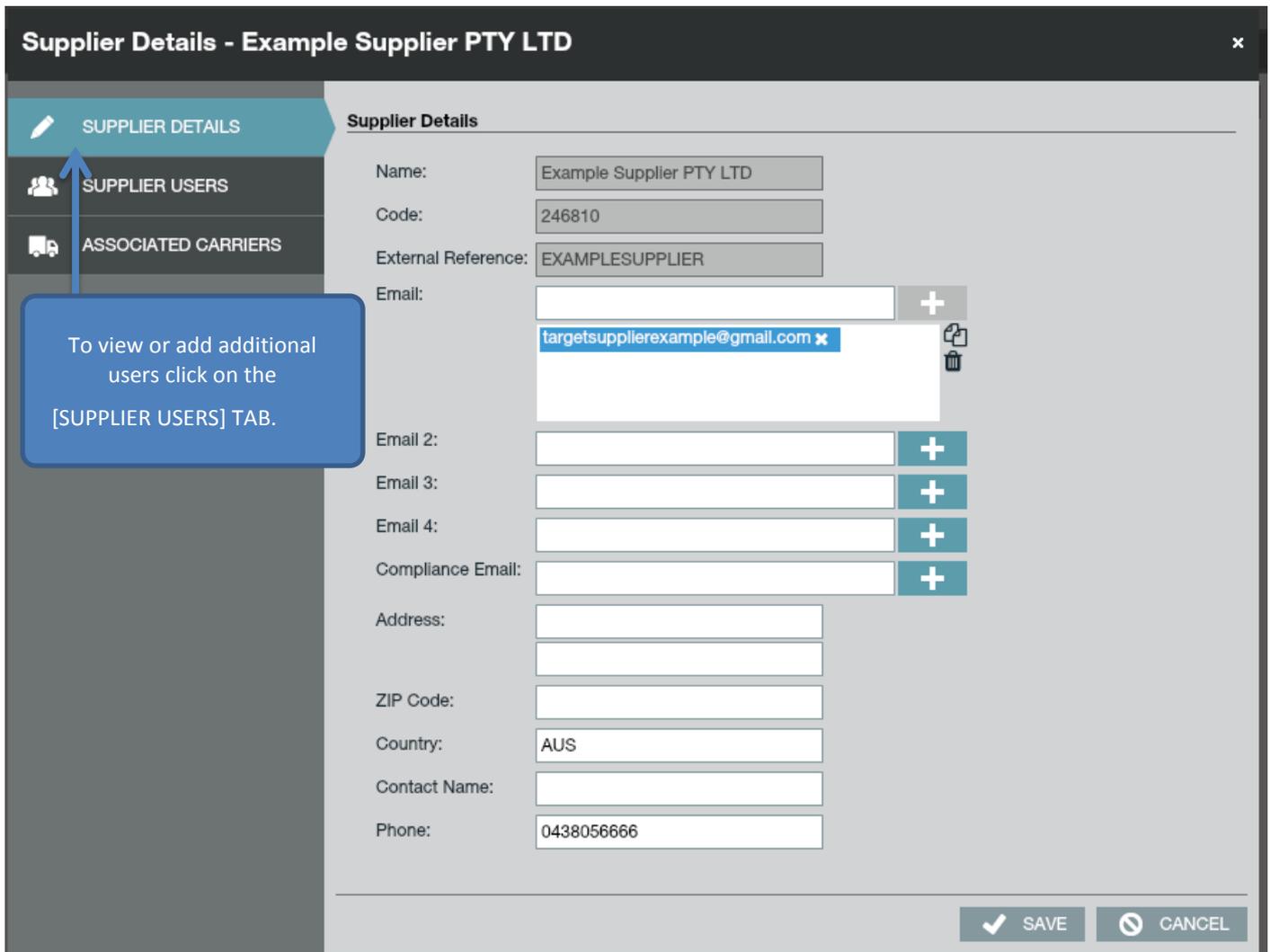
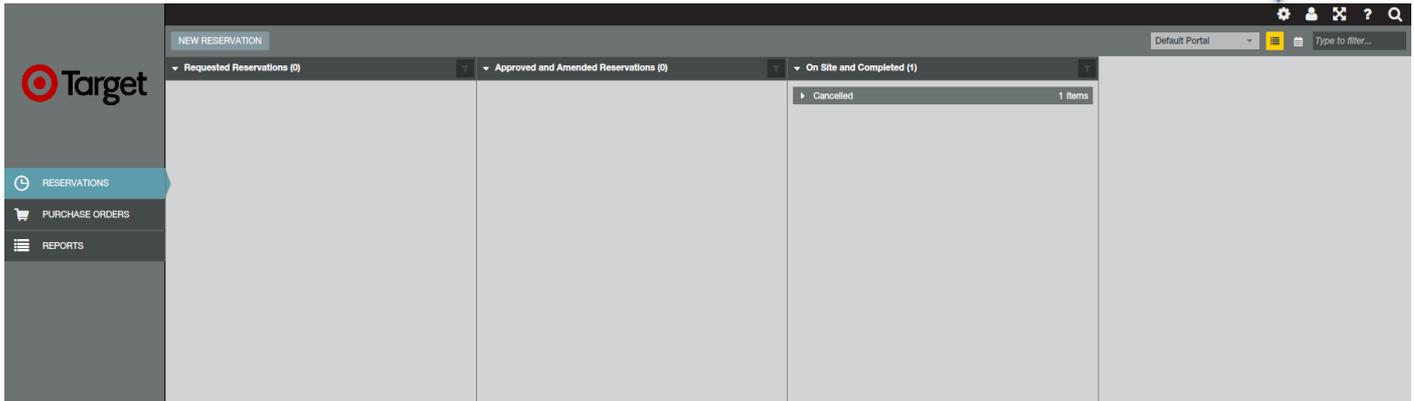


How to create a NEW USER- Supplier Administrators

Once logged in the below dashboard will appear. Click here to view your business details and set up additional users



Supplier Details - Example Supplier PTY LTD

SUPPLIER USERS

Users can be configured to allow a supplier company to log in to the external portal and manage their appointments.

USER NAME	FIRS...	LAST ...	EMAIL	ROLES
exampleadmin	Jane	Citizen	targetsupplierexample@gmail.com	Supplier User, Supplier Admin

+ NEW EDIT DELETE

SAVE CANCEL

To ADD a NEW Business user ensure you are in the SUPPLIER USERS tab and select [NEW]

User Details

Details

Company: Example Supplier PTY LTD

User Name:

Password:

Confirm:

Password expires

User must change password at next logon

Email:

First Name:

Last Name:

Description:

External Reference:

Job:

At least one role is mandatory

SAVE CANCEL

The USER NAME should be the USERS FIRST NAME and the Business Name

The Password should be {Password 01}

You will need to select [USER MUST CHANGE PASSWORD ON NEXT LOGIN]

PLEASE NOTE: You will need to EMAIL the USER NAME and PASSWORD to each USER you set up.

Enter the USERS Email address and ensure you select the + sign. First and Last name also needs to be completed.

You can now enter the details of your NEW USER. All fields highlighted in RED are mandatory.

User Details

Details

Company: Example Supplier PTY LTD

User Name: Johnexample

Password: *****

Confirm: *****

Password expires

User must change password at next logon

Email: john.smith@example.com.au

First Name: John

Last Name: Smith

Description:

External Reference:

Job:

At least one role is mandatory

SAVE CANCEL

The screen should now look as above. You are now required to assign ROLES to your NEW USER. Select the ROLES TAB.

User Details

Roles

Roles control the access a given user has within the application. They will determine which actions can be performed, which screens can be accessed, etc.

User's Current Roles

The list below shows the various roles associated to the current user

Filter List...

SET AS DEFAULT

Available Roles

The list below shows all remaining roles available in the system

Filter List...

Reporting ReadOnly

Supplier Admin

Supplier User

At least one role is mandatory

SAVE CANCEL

You will now need to select the ROLES. All Business users should be allocated the above two functions highlighted in BLUE. Select these and click the left facing arrow

User Details

USER DETAILS
ROLES
LOCATIONS

Roles

Roles control the access a given user has within the application. They will determine which actions can be performed, which screens can be accessed, etc.

User's Current Roles

The list below shows the various roles associated to the current user

Filter List...

Reporting ReadOnly
Supplier User

SET AS DEFAULT

Available Roles

The list below shows all remaining roles available in the system

Filter List...

Supplier Admin

←
→

At least one site is mandatory

SAVE CANCEL

Your screen should now look like the above. LOCATIONS to your USER can now be assigned. Select the LOCATIONS TAB.

User Details

USER DETAILS
ROLES
LOCATIONS

Locations

Please select how site access should be controlled for this user

User's Current Sites

The list below shows the various sites associated to the current user

Filter List...

Available Sites

The list below shows all remaining sites available in the system

Filter List...

5839 - Test DC VIC
5950 - Target VIC RDC
5965 - Target WA RDC
5966 - Target NSW RDC test
9998 - Sebs Test DC
9999 - Test DC
Perth Test DC

←
→

At least one site is mandatory

SAVE CANCEL

In the LOCATIONS screen you will need to select all the DC's you deliver to. You can select all SITES or Multiple by holding down the CTRL button. Once you have selected the DC's click the LEFT FACING ARROW.

