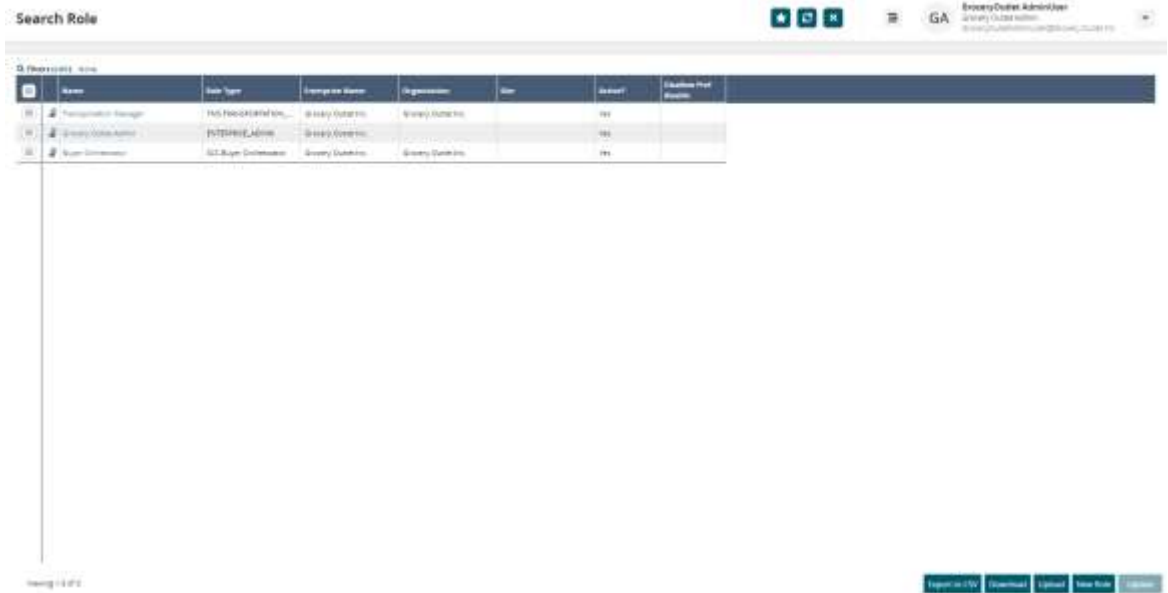


Adding New Roles

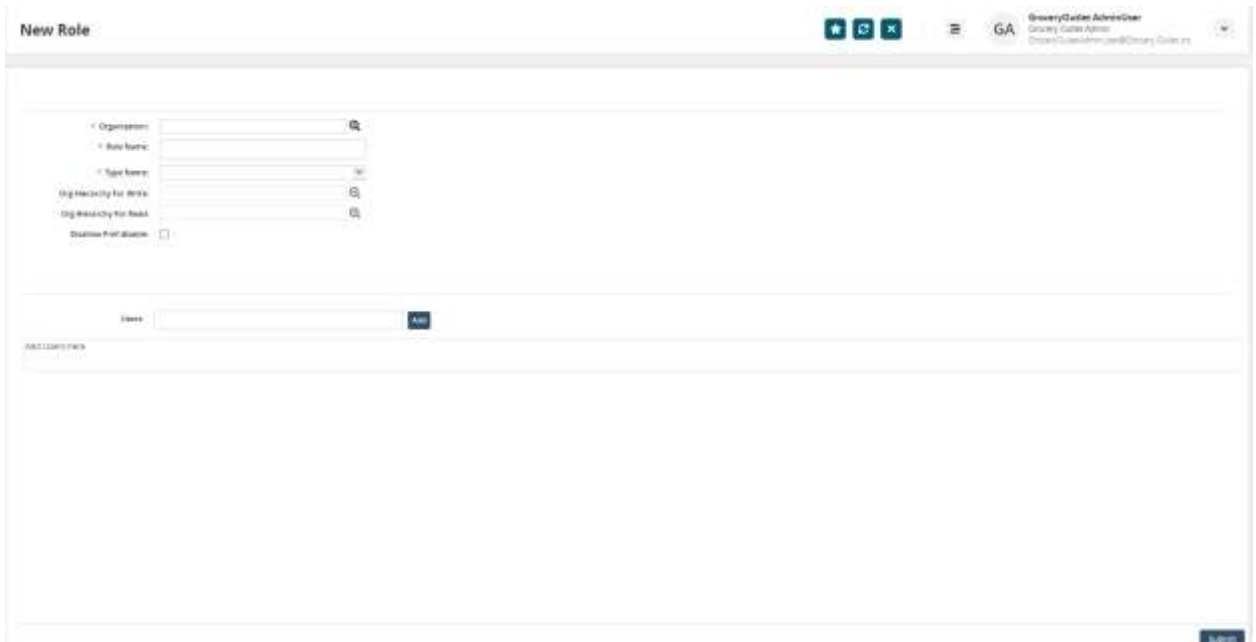
Complete the following steps to add new roles:

1. Log in to the ONE system.
2. Click **Menus/Favs > Administration > Roles**

The Roles screen opens.



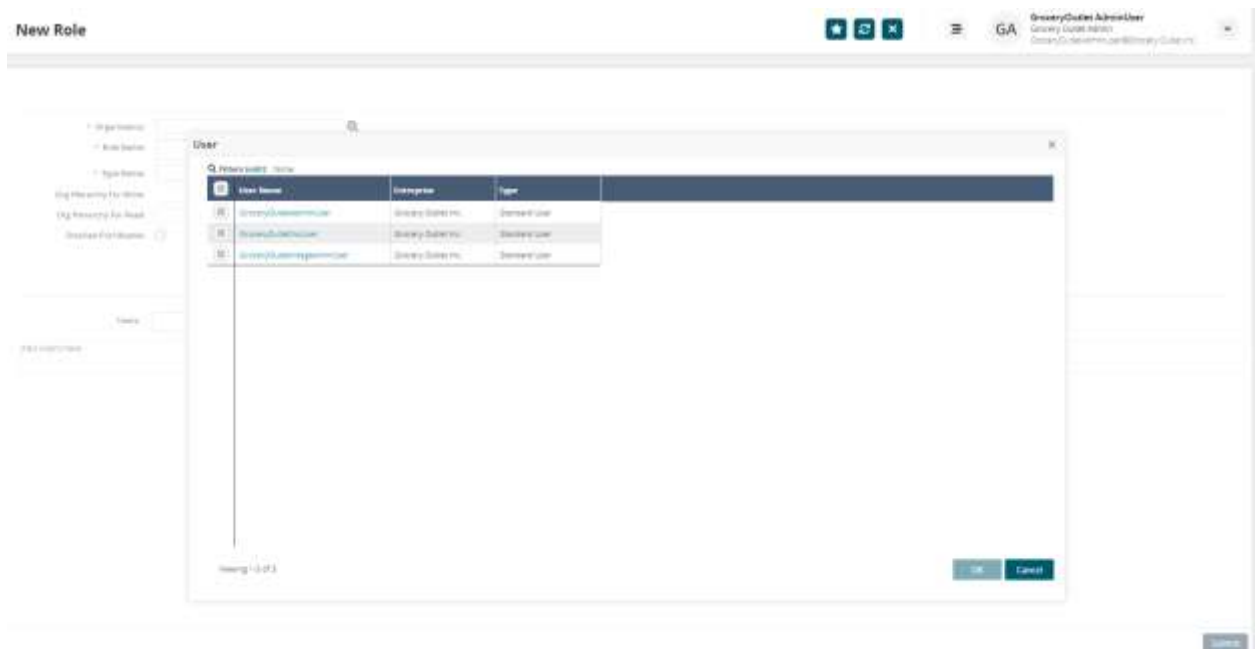
3. Click **New Role**.
The New Role screen opens.



- Fill out the following fields. Fields with an asterisk (*) are required.

Field	Description
*Role Name	Enter a role name.
*Type Name	Select a TMS.Carrier_Manager or TMS.Carrier_Coordinator from the drop-down menu.
Org Hierarchy For Write	Select an organization hierarchy for write using the picker tool.
Org Hierarchy For Read	Select an organization hierarchy for read using the picker tool.
Disallow Pref Disable	Select this checkbox to prevent preferences from being disabled.

- To add a user, click **Add**. The Users popup opens.



- Select one or more users, and then click **OK**. Each selected user appears in the **Users** table.

New Role

Role Name:

Role Name:

Type Name:

Org Hierarchy For Write:

Org Hierarchy For Read:

Disallow Per Disable:

Action	Role Name	Description Name	Effective Start	Effective End
<input type="checkbox"/>	GroceryOutletAdminUser	Grocery Outlet Inc.	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	GroceryOutletAdminUser	Grocery Outlet Inc.	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	GroceryOutletAdminUser	Grocery Outlet Inc.	<input type="text"/>	<input type="text"/>

7. Click **Submit**.
A success message is displayed.

8. Once the new role is added, navigate to the **Entity Group** tab as seen in screenshot below.

Transportation Manager

Role Name: Transportation Manager

Organization: Grocery Outlet Inc.

Type Name: TMS_TRANSPORTATION_MANAGER

Org Hierarchy For Write:

Org Hierarchy For Read:

Disallow Per Disable:

Users | Geo Lane Permissions | Connecting Sites | **Entity Group**

Entity Group:

Add Entity Groups here

9. Click on the Add button and select **Grocery Outlet** to be the entity group for the role.
Click **Save**.