

Grocery Outlet Inc

One Network Appointment Scheduler

User Guide: Carrier User and Role Administration

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Creating Users

Admins can create users in the system.

Important Note: *There are costs associated with adding new users in the system. New users are charged at the agreed rate in the licensing fees.*

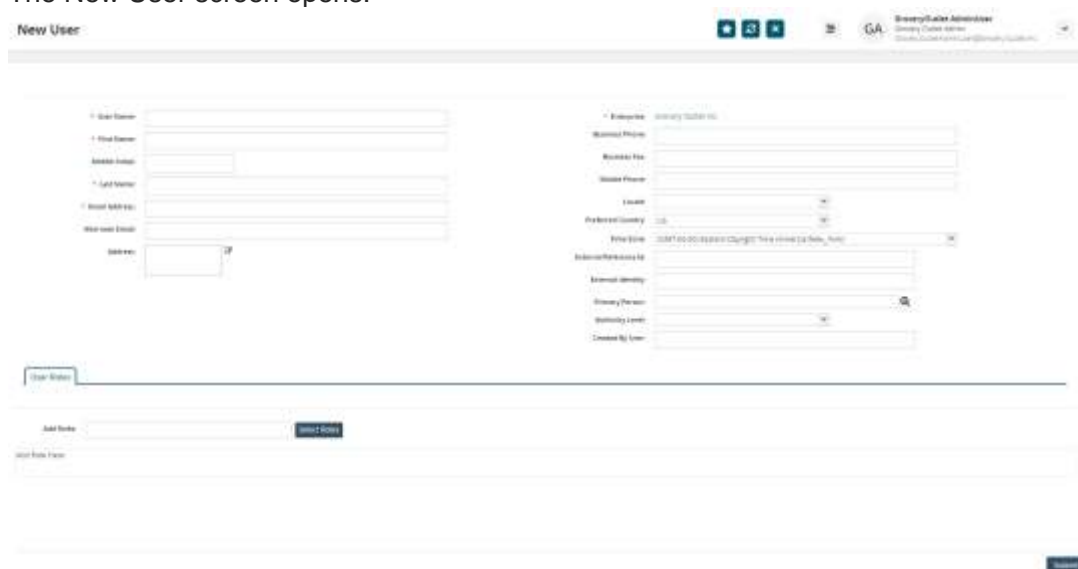
Complete the following steps to create individual users:

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

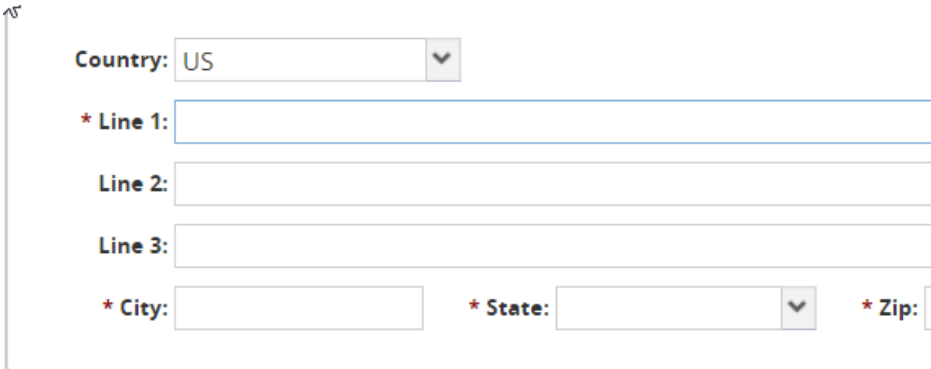
The Search User screen opens.



3. Click the **New User** button in the bottom right corner. The New User screen opens.



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Field	Description		
*User Name	Type in the user name for the new user.		
*First Name	Type in the user's first name.		
Middle Initial	Type in the user's middle initial.		
*Last Name	Type in the user's last name.		
*Email Address	Type in the user's email address.		
Alternate Email	Type in an alternate email.		
System Integration User	Check the box if this user has system integration access.		
Enterprise	This field is auto-populated based on the administrator's login credentials. This field may be required based on the role entering the user.		
Business Phone	Type in the user's business phone number. This field may be required based on the role entering the user.		
Business Fax	Type in the user's business fax number.		
Mobile Phone	Type in the user's mobile phone number.		
Locale	Select the locale for the user from the dropdown menu.		
Address	<p>a. Click the pencil/edit icon. An address popup displays. Please note that the fields in the address popup may change based on the country selected in the first field described below.</p>  <p>b. Enter address information in the fields. Fields with an asterisk (*) are required.</p> <table border="1" data-bbox="506 1717 1430 1820"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> </table>	Field	Description
Field	Description		

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	Country	Select a country code from the dropdown list. The fields described below are based on the US selected in the Country field.
	*Line 1	Enter address information.
	Line 2	Enter additional address information as necessary.
	Line 3	Enter additional address information as necessary.
	*City	Enter the city.
	*State	Select the state from the dropdown list.
	*Zip	Enter the postal or ZIP code.
	Click outside the popup to close it.	
Time Zone	Select the time zone for the user's location from the dropdown menu.	
External Reference ID	Type in the external reference identification.	
External Identity	Type in the external identity value.	
Authority Level	Select the authority level from the dropdown menu.	

1. Fill out the following fields. Fields with an asterisk (*) are required.
2. Click the **Select Roles** button in the **Roles** tab.
The Role popup window opens.
3. Select one or more roles.
4. Click the **OK** button.
The selected role(s) appears in the Roles table.
5. Use the calendar and clock tools to select the **Effective Start** date and the **Effective End** date.
6. In the **Default Dashboard** column, click the picker tool icon.
A popup displays.
7. Select a dashboard that displays as the user's home screen (dashboard).
8. Click the **OK** button.
The popup window closes.
9. Click the **Submit** button.

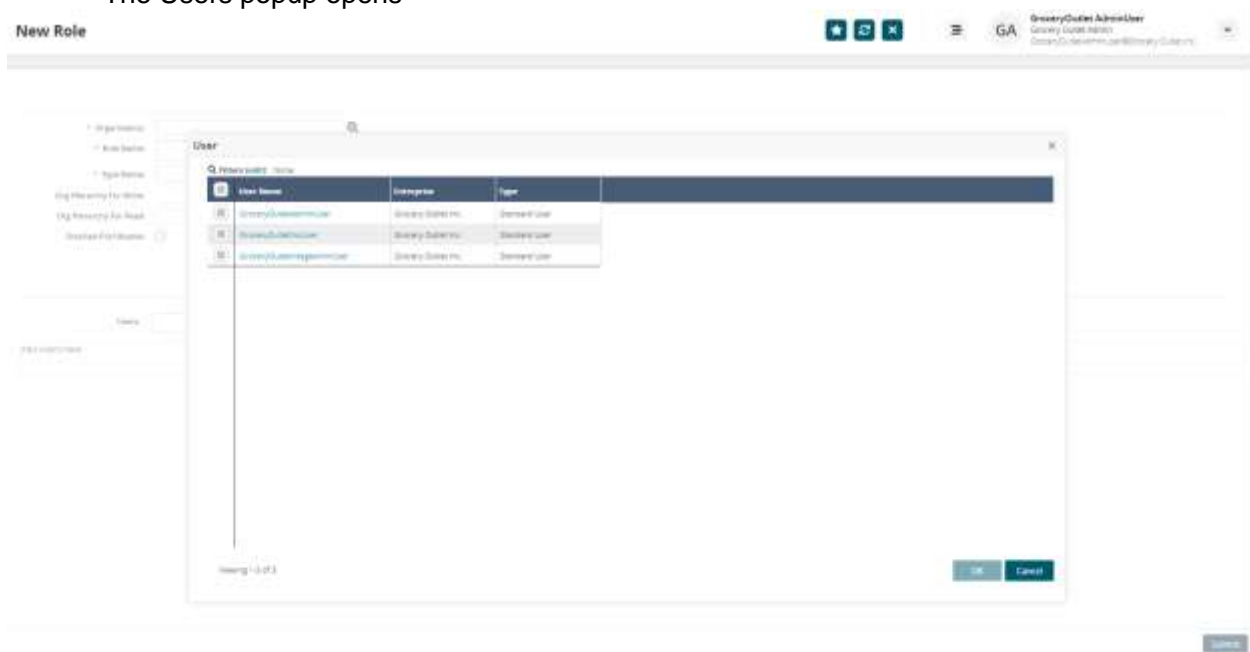
Tip: You can bulk upload user details by uploading a CSV file. To bulk upload user details, click the **Upload** button. See the "Uploading Files" section in the *Online Help* for more information.

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- 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



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

New Role

Organization:

Role Name:

Type Name:

Org Hierarchy For Write:

Org Hierarchy For Read:

Disallow Per disable:

Users

Action	User Name	Transporter Name	Effective Start	Effective End
	GroceryOutletAdminUser	Grocery Outlet Inc.	<input type="text"/>	<input type="text"/>
	GroceryOutletAdminUser	Grocery Outlet Inc.	<input type="text"/>	<input type="text"/>
	GroceryOutletAdminUser	Grocery Outlet Inc.	<input type="text"/>	<input type="text"/>

Submit

- Click **Submit**.
A success message is displayed.
- 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 | Controlling Sites | **Entity Group**

Entity Group: **Add**

Add Entity Groups here

Download **Upload** **Deactivate Role** **Save**

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

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