

Introduction

This document provides a quick guide explaining how to add a user to your company. Only a user with administrative privileges can add a user as well as a user role. Prior to adding a user, a user role first needs to be created and exist.

Note - this Quick Guide is for the NEO UI

Adding a User Role

- 1. Login to the One Network System.
- 2. Select Menus/Favs -> Administration -> Roles.

one	Carrier Neo Dashboard		C QA Carrier One Buelow Transport TMS CARRIER_MANAGER
Q Search	Non Controlled Shipments	reduled Appointments Rep	Claims
Home	Shipment State Summary		Appointment Request Summary
Problems	Q \$earch menu items		No results
	★ Favorites >	1 2	No results were received.
Alerts	I Frequently Visited ►	Count	
_ 1	Quick Links		
Chats	Transportation > Scheduling > Financials > Reports > Contract Mgmt > Administration > Tools > Command Center Dashboard >	Profile Organization Users Roles Carrier Assets Distance Matrix Regions And Lanes Service Levels Public Profile Partner Invitations	

3. The **Roles** screen displays with a list of the current roles.

To add a User Role, click the **New Role** button.

	Q Filte	rs (edit): [Show Inactivated: No]							
		Name	Role Type	Enterprise	Organization	Site	Active	Disallow Pref disable	
		QACarrier User Administrator	TMS.CARRIER_MANAGER	One Buelow Transport	One Buelow Transport		Yes		
		Prevention Prevention Prevention	TMS.CARRIER_CSR	One Buelow Transport	One Buelow Transport		Yes		
		P buelowdis Dispatcher	TMS.CARRIER_COORDIN	One Buelow Transport	One Buelow Transport		Yes		
is		P noc_user Dispatcher	TMS.CARRIER_COORDIN	One Buelow Transport	One Buelow Transport		Yes		
5		P onebuelow-lhy User Administrator	TMS.CARRIER_MANAGER	One Buelow Transport	One Buelow Transport		Yes		
		P onetestv Visibility	TMS.CARRIER_CSR	One Buelow Transport	One Buelow Transport		Yes		
		Provide the second seco	TMS.CARRIER_MANAGER	One Buelow Transport	One Buelow Transport		Yes		
		P onetest User Administrator	TMS.CARRIER_MANAGER	One Buelow Transport	One Buelow Transport		Yes		
		P onetestd Dispatcher	TMS.CARRIER_COORDIN	One Buelow Transport	One Buelow Transport		Yes		
		P noctest User Administrator	TMS.CARRIER_MANAGER	One Buelow Transport	One Buelow Transport		Yes		
2		P bhornenewuser	TMS.CARRIER_MANAGER	One Buelow Transport	One Buelow Transport		Yes		
		P Test Role 1	TMS.CARRIER_MANAGER	One Buelow Transport	One Buelow Transport		Yes		
		One Buelow Transport TMS.CARRIER_MANAGER	TMS.CARRIER_MANAGER	One Buelow Transport	One Buelow Transport		Yes		
avs		Pallas Role	TMS.CARRIER_COORDIN	One Buelow Transport	One Buelow Transport		Yes		New Role button
		Sales	TMS.CARRIER_MANAGER	One Buelow Transport	One Buelow Transport		Yes	No	

4. The **New Role** screen displays.

one	New Role			8 🗙 ×	QC QA Carrier One Buelow Transport TMS.CARRIER_MANAGER	~
Q Search	Role * Organization:	One Buelow Transport				
A Home	* Role Name: * Type Name:					
Problems	Org Hierarchy For Write: Org Hierarchy For Read: Disallow Pref disable:	ଷ୍				
Alerts	Users					
Chats	Users:	Add				
Switch	User Name Add Users here	Enterprise	Effective Start		Effective End	
Menus/Favs						
						Submit

5. Enter information in the various fields to add the user role.

Note: Fields marked with an asterisk symbol (*) are required.

- **Role Name** field enter the name for this role. Note: This will be the name of the role that will be used later when you add a user and a role to that user.
- **Type Name** field select one of the available user role types from the drop-down list. The choices include the main role types of: TMS.CARRIER_MANAGER, TMS.CARRIER_COORDINATOR or TMS.CARRIER_CSR (Customer Service Representative). Note: A Coordinator and a CSR role does not have administrative privileges.

Once all information has been entered, click the **Submit** button at the bottom of the screen. You will receive a success message that the user role was created.

6. To view the details of a User Role, on the **Roles** screen, select the role name under the **Name** column.

	Q Fil	ters (e	dit): [Show Inactivated: No]							
n			Name	Role Type	Enterprise	Organization	Site	Active	Disallow Pref disable	
		<u>.</u>	onetest User Administrator	TMS.CARRIER_MANAGER	One Buelow Transport	One Buelow Transport		Yes		_
		. <u>@</u>	onetestd Dispatcher	TMS.CARRIER_COORDIN	One Buelow Transport	One Buelow Transport		Yes		
		.	noctest User Administrator	TMS.CARRIER_MANAGER	One Buelow Transport	One Buelow Transport		Yes		
ns		. @	bhornenewuser	TMS.CARRIER_MANAGER	One Buelow Transport	One Buelow Transport		Yes		
		.9	Test Role 1	TMS.CARRIER_MANAGER	One Buelow Transport	One Buelow Transport		Yes		
		. <u>@</u>	One Buch w Transport TMS.CARRIER	TMS.CARRIER_MANAGER	One Buelow Transport	One Buelow Transport		Yes		
		.9	Dallas Role Role Name	TMS.CARRIER_COORDIN	One Buelow Transport	One Buelow Transport		Yes		
1		. <u>@</u>	Sales	TMS.CARRIER_MANAGER	One Buelow Transport	One Buelow Transport		Yes	No	
		<u>.</u>	Customer Service Rep	TMS.CARRIER_CSR	One Buelow Transport	One Buelow Transport		Yes	No	
2		. <u>@</u>	carrier role	CARRIER_DISPATCHER	One Buelow Transport	One Buelow Transport		Yes		
, —		. 2	DispatcherTest	TMS.DISPATCHER	One Buelow Transport	One Buelow Transport		Yes		
		. <u>@</u>	Test Scheduling	TMS.STANDARD_SCHED	One Buelow Transport	One Buelow Transport		Yes		
avs		. ₽	New Role Driggs	TMS.CARRIER_MANAGER	One Buelow Transport	One Buelow Transport		Yes		
		.º	Carrier Cdr	TMS.CARRIER_COORDIN	One Buelow Transport	One Buelow Transport		Yes		
		.₽	CarrierMgr	TMS.CARRIER_MANAGER	One Buelow Transport	One Buelow Transport		Yes		

7. The **Role Details** screen displays for the selected role.

Test Role 1		Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: Section 2014 Image: S
\varTheta Role		
Role Name: Test Role 1 Organization: One Buelow Transport		
Type Name: TMS.CARRIER_MANAGEF Org Hierarchy For Write:	Q	
Org Hierarchy For Read:	Q	
Disallow Pref disable:		
Users Geo Lane Permissions Controlling Site	s Entity Group Shipper Account	
Users:	Add	
Add Users here	terprise Effective Start 🛈	Effective End
<u>e</u>		
-		Deactivate Role

8. On the **Role Details** screen, there is a **Shipper Account** tab.

Test R	ole 1					8 * ×		Carrier Buelow Transport TMS.CARRIER_MANAGER	
\rm 🛛 Rol									
		est Role 1 Dne Buelow Transport 'MS.CARRIER_MANAGER							
o	g Hierarchy For Write: [rg Hierarchy For Read: [Disallow Pref disable: [ଭ		Shipper Account tab				
Users	Geo Lane Permission	ns Controlling Sites	Entity Group	Shipper Account					
	Users:	Ente	Add		Effective Start 🚯		Effective End		
Add Users	here								
. ≅								Deactivate Role	e

9. Select the **Shipper Account** tab. A list of the Shippers that you are a partner with displays.

Test Role	e 1			8 🛨 🗙	QA Carrier One Buelow Transport TMS.CARRIER_MAN
\varTheta Role					
	Role Name: Test Role 1				
	Organization: One Buelow	Transport			
	Type Name: TMS.CARRIE	R_MANAGER			
	erarchy For Write:	Q			
Org H	ierarchy For Read:	Q			
Dis	allow Pref disable:				
licers G	ao Lane Permissions Cont	rolling Sites Entity Group			
Q. Filters (edit): None	rolling Sites Entity Group Shipper Account	1		
Q, Filters (edit Name): None	Description			
Q Filters (edit Name): None				
Q Filters (edit Name O Custor O Freigh): None	Description CustomerA			
Q Filters (edit Name O Custor Freigh MX21); None merA L Junction Trucking	Description			
Q Filters (edit Name Custor Freigh MX21 One B	j: None merA Ljunction Trucking eliveau Enterprises	Description CustomerA			
Q Filters (edit Name Custor Freigh MX21 One B): None merA t.Junction Trucking eliveau Enterprises	Description CustomerA			
Custor Freigh Mx21 One B): None merA t.Junction Trucking eliveau Enterprises	Description CustomerA			 Espr
Q Filters (edit Name Custor Freigh MX21 One B): None merA t.Junction Trucking eliveau Enterprises	Description CustomerA			 Expo

10. If no radio button is selected, this role will have access to shipments from all the listed Shippers.

To have this role only have access to shipments from one of the Shippers, select the radio button next to that Shipper and then click the appropriate **Save** button.

one	Test Role 1		8 🕇 🗙	QC QA Carrier One Buelow Transpo	ort TMS.CARRIER_MANAGER
Search Home Problems	Role Role Name: Test Role 1 Organization: One Buelow Tran Type Name: TMS CARRIER_M/ Org Hierarchy for Write: Org Hierarchy for Read: Disallow Pref disable:				
Alerts	Users Geo Lane Permissions Controllin Q. Filters (edit): None Name	ng Sites Entity Group Shipper Account			
Switch	cust Radio button for a rreg specific Shipper val one Beliveau Enterprises	CustomerA PEPSICO INTERNACIONAL MEXICO			Save button
	Viewing 1-9 of 9				Export to CSV Save Deactivate Role Save

Adding a User to Your Company

- 1. Login to the One Network system.
- 2. Navigate to Menus/Favs -> Administration -> Users.

9	Carrier Neo Dashboar	d		= / b e + <i>c</i>	QC QA Carrier One Buelow Transport TMS.CARRIER_MANAGER	
n	Non Controlled Shipments	cheduled Appointments Rep	re Holds	Claims		
e	Shipment State Summary		2 3	Appointment Request Summary		
ms	Q Search menu items				No results	
	★ Favorites >			No	results were received.	
ts	I≡ Frequently Visited >	1 2 3 4	5 6			
0	Quick Links	Count				
s	Transportation >	Profile	sers			
	Scheduling >	Organization Users				
h	Financials >					
	Reports >	Carrier Assets				
Favs	Contract Mgmt >	Distance Matrix				
	Administration >	Regions And Lanes				
	Tools >	Service Levels				
	Command Center Dashboard	Public Profile				
<u>ه</u>	Konit lender Alen Shipment Update					

3. The **Users** screen displays with a list of the current users.

To add a user, click the **Add User** button.

a	Filters (edit): [Active?: Yes]								
	User Name	Last Name	First Name	Email	Business Phone	Enterprise	Role Name	Last Login	Is Acti
ж	bhomecarrier1	Carrier	Byron	ghahn@onenetwork.com		One Buelow Transport	QACarrier User Administrator		Yes
*	GLG_Tester	Tester	GLG	ju1es75@yahoo.com		One Buelow Transport	One Buelow Transport TMS.CARRIER_MANAGER	8/14/2019 2:11 PM PDT	Yes
*	invictus carrier 69	gold	said	maildummy@onenetwork.com		One Buelow Transport	noctest User Administrator	12/2/2014 9:33 AM PST	Yes
*	InvictusCarrier	Durk	Joe	help@onenetwork.com	8663021935	One Buelow Transport	One Buelow Transport TMS.CARRIER_MANAGER	9/18/2020 8:31 AM PDT	Yes
3	jcastillo_carrier	Castillo	J	jcastillo@onenetwork.com		One Buelow Transport	One Buelow Transport TMS.CARRIER_MANAGER	8/14/2019 10:56 AM PDT	Yes
×	jdoe1	Doe	John	jdoe@gmail.com		One Buelow Transport	QACarrier User Administrator		Yes
	NOCNewUser18	New User 18	NOC	lhy@onenetwork.com		One Buelow Transport	QACarrier User Administrator		Yes
3	noctest	TEST	NOC	maildummy@onenetwork.com	1	One Buelow Transport	noctest User Administrator		Yes
3	onebuelow	Buelow	ONE	bhorne@onenetwork.com		One Buelow Transport	One Buelow Transport TMS.CARRIER_MANAGER	5/18/2020 7:36 AM PDT	Yes
*	onebuelow-lhy	Support	NOC	lhy@onenetwork.com	1866-302-1935	One Buelow Transport	onebuelow-lhy User Administrator	Add User button	Yes
	OneBuelowGLG	BuelowGLG	One	ghahn@oennetwork.com		One Buelow Transport	Carrier Manager		(es

4. The **New User** screen displays.

New User					8 🖈 ×	QC Q/	A Carrier ne Buelow Transport TMS.CARRIER_MA
≜ + User Information							
* User Name:			* Enterprise:	One Buelow Tra	ansport		
* First Name:			Business Phone:				
Middle Initial:			Business Fax:				
* Last Name:			Mobile Phone:				
* Email Address:			Locale:		*		
Alternate Email:			Address:		ß		
			External Reference Id:				
			External Identity:				
🚔 User Roles							
Add Roles:		Select Roles					
Role Name	Role Type	Enterprise	Organization	Site	Effective Start 🕕		Effective End ()
\dd Role Here							

5. Enter information in the various fields to add the user.

Note: Fields marked with an asterisk symbol (*) are required

- User Name field enter a username in the User Name field. Note: This will be the username that the person will use to login to the One Network system. Usernames need to be unique in the One Network system. The user will need to enter this name exactly as it is entered in the User Name field when logging in to the One Network system.
- First Name and Last Name fields enter the user's first and last name in these fields
- **E-Mail Address** field enter the user's email address in the **E-mail Address** field. Note: This email address will be used when the user needs to reset his password.

New User				ľ	3 🖈 🗙	QC	QA Carrier One Buelow Transport TMS.CARRIER_MANAGER	•
≜ + User Information								
* User Name:			* Enterprise:	One Buelow Transpo	rt			
* First Name:			Business Phone:					
Middle Initial:			Business Fax:					
* Last Name:			Mobile Phone:					
* Email Address:			Locale:		*			
Alternate Email:			Address:		C			
			External Reference Id:					
			External identity:					
			,					
🛃 User Roles								
Add Roles:		Select Roles						
Role Name	Role Type	Enterprise	Organization	Site Ef	fective Start 🕕		Effective End 🕄	
Add Role Here		·						
								Sul

Under the **User Roles** section on the screen, click into the **Add Roles** field. This is an auto-complete field so as you type in a name of the role, it will display ones found which you would then select from the list. There is also a **Select Roles** button next to this field that can be chosen to see available roles. When clicking the **Select Roles** button, a popup window displays with the list of roles. On the popup, you can select one or more roles to add to the user. Note: Each user needs to have at least one role. (Note – if there are no roles available, refer to the first section in this guide on adding a user role).

New User		2 🖈 🗶 Q	QA Carrier One Buelow Transport TMS CARRIER_MANAGER
♣+ User Information			
* User Name:	* Enterprise:	One Buelow Transport	
* First Name:	Business Phone:		
Middle Initial:	Business Fax:		
* Last Name:	Mobile Phone:		
* Email Address:	Locale:	×	
Alternate Email:	Address:	C	
	External Reference Id:		
User Roles section	External Identity:		
🛃 User Roles			
Add Roles: Selec	t Roles		
Add Balas field	tei, vise Organization	Site Effective Start ()	Effective End 🚯
Add Role Here	Select Roles button		
			Submit

Once all information has been entered on the **New User** screen, click the **Submit** button at the bottom of the screen. You will receive a success message that the user was saved.

6. If a user has multiple roles, the user can select which role they want to use at a given time.

To switch roles, select your username in the top right corner of the screen and select the down arrow to see the list of available roles and then select one of the roles from the list.

one	Carrier Neo Dashboard				Suelow Transport TMS CARRIER MANAGER
Q Search	Non Controlled Shipments	duled Appointments Rep.	Invoice Holds	Claims	QC QA Carrier
Home	Shipment State Summary		2 =	Appointment Request Summer Current role	One Buelow Transport TMS.CARRIER_MANAGER QACarrier Current Role
Problems	Confirmed O In-Transit O			No results	TMS.CARRIER_MANAGER One Buelow Transport One Buelow Transport
Alerts	0	1 2 3	4 5 6	List of available roles	Change Role Dallas Role TMS.CARRIER_COORDINATOR One Buelow Transport
Switch	Alert Summary		8		One Buelow Transport Driver TMS.CARRIER_COORDINATOR
Menus/Favs	Movement Shipment				One Buelow Transport One Buelow Transport carrier role
٩	Carrier Shipment	10 6 1			r aunsu histoarr H-D