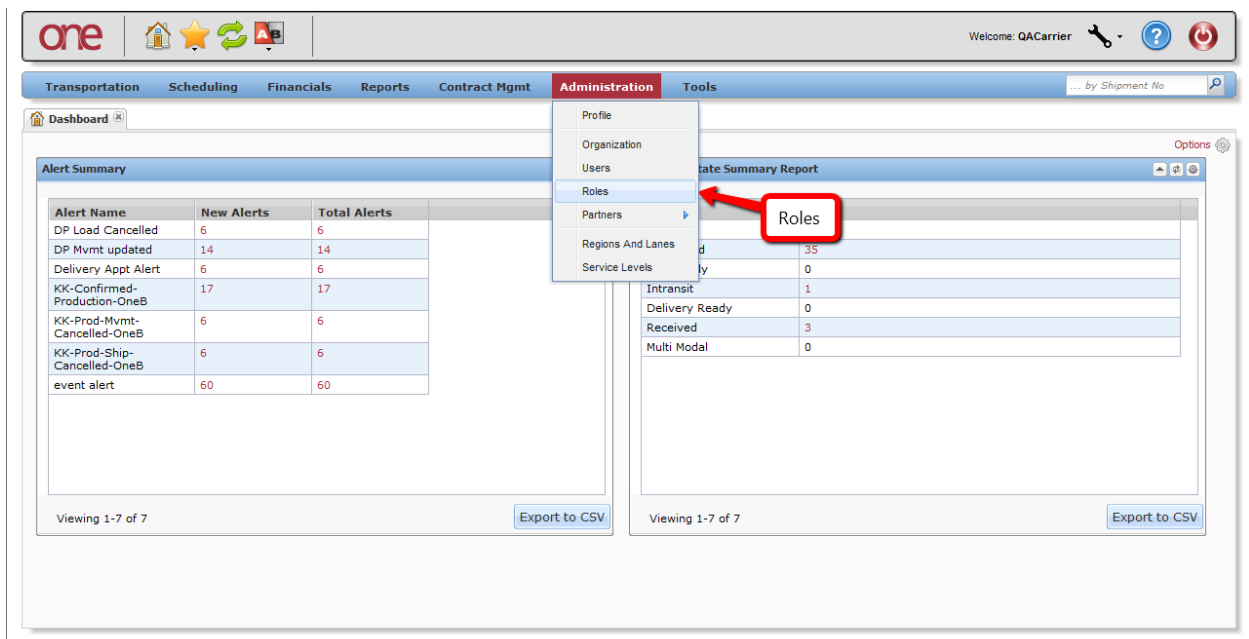


## Introduction

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 and user role. Prior to adding a user, a user role first needs to be created.

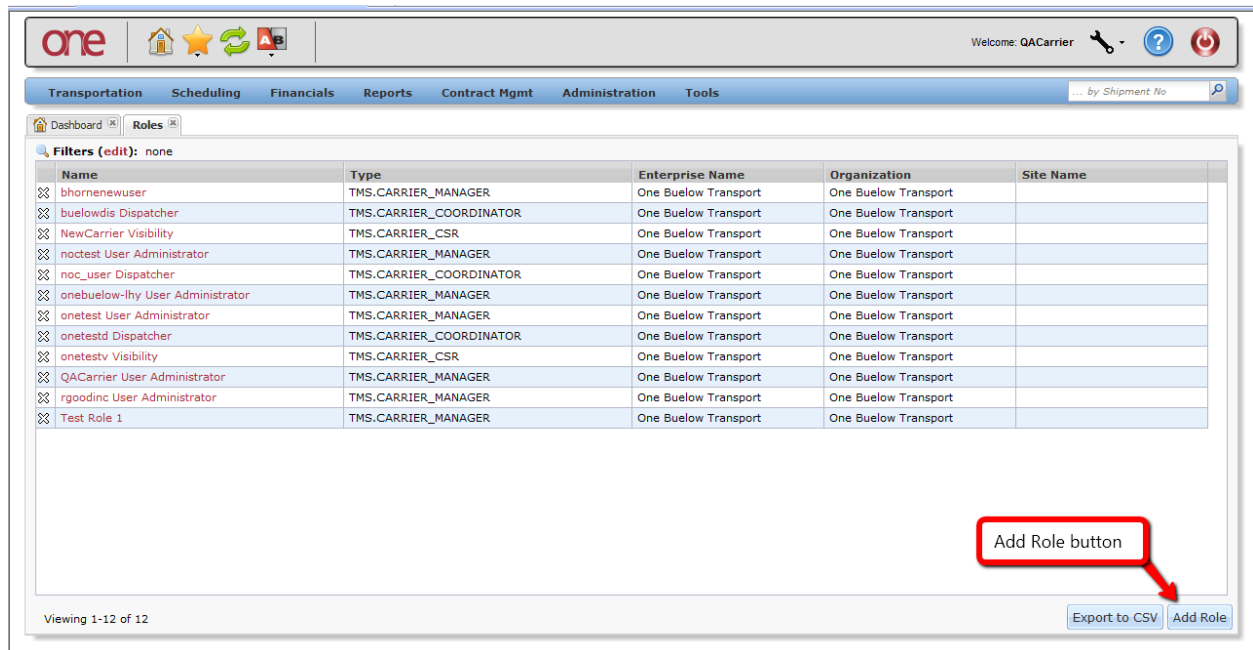
## Adding a User Role

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

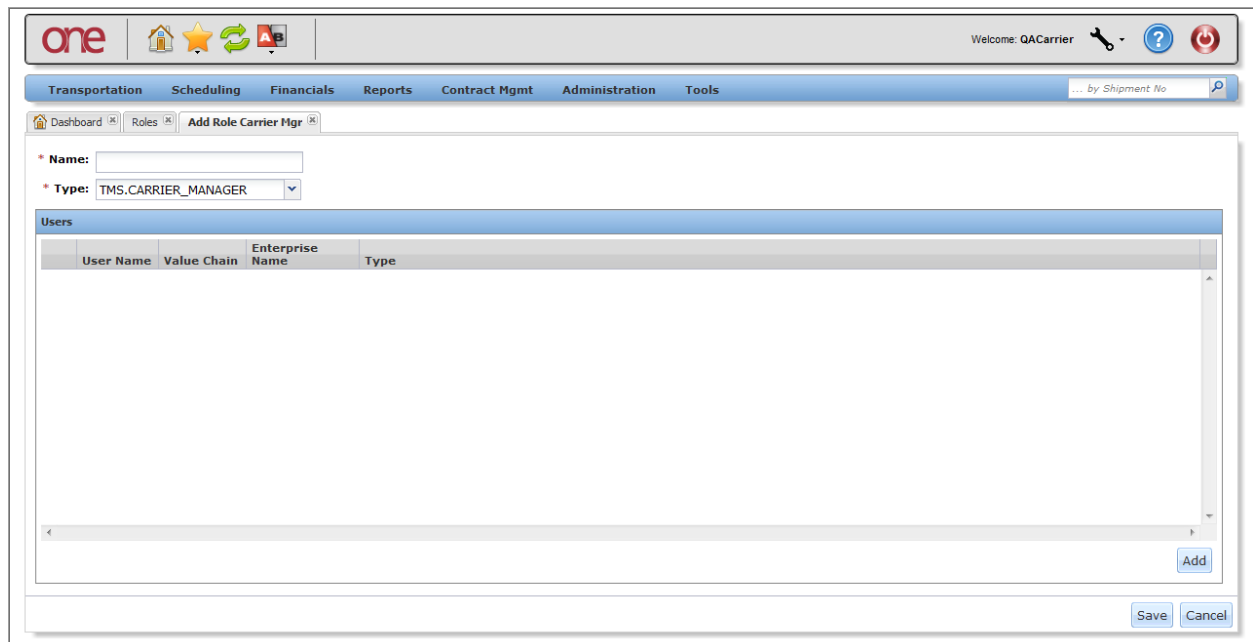


3. The **Roles** screen will be displayed with a list of the current roles.

To add a User Role, press the **Add Role** button.



4. The **Add Role** screen will be displayed.

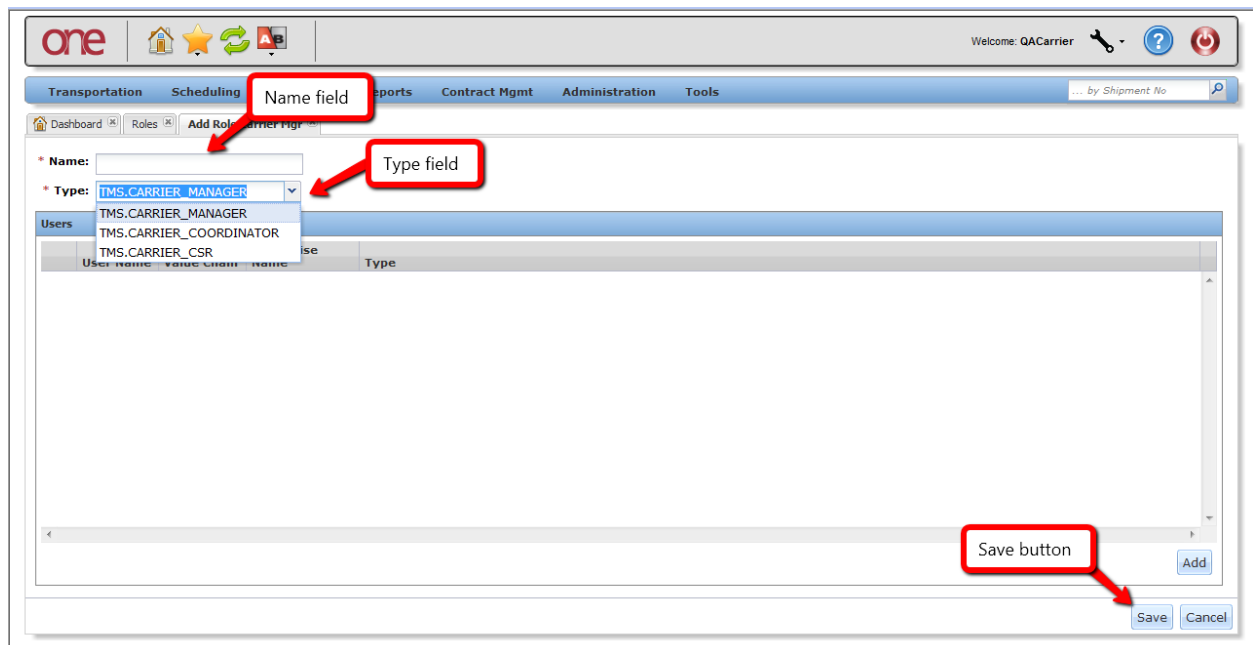


5. Enter information in the various fields to add the user role.

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

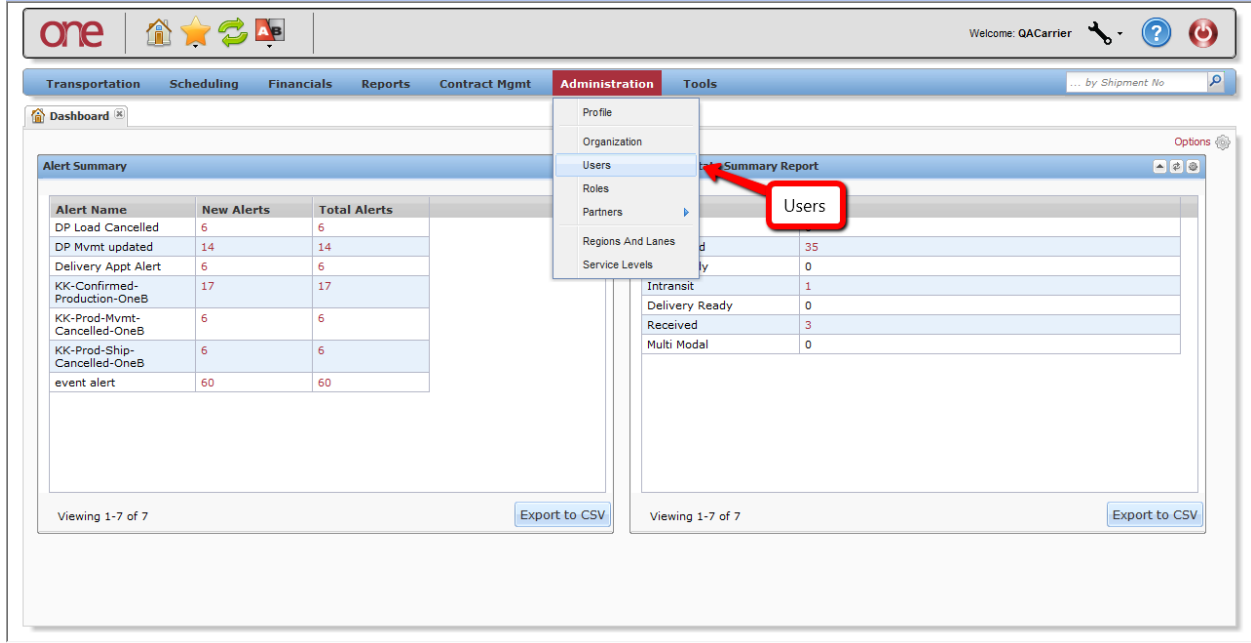
- **Name** field - enter the name for your role. Note: This will be the name of the role that will be used later when you add a user.
- **Type** field - select one of the available user role types from the drop-down list. The choices include Manager, Coordinator or CSR (Customer Service Representative).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

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

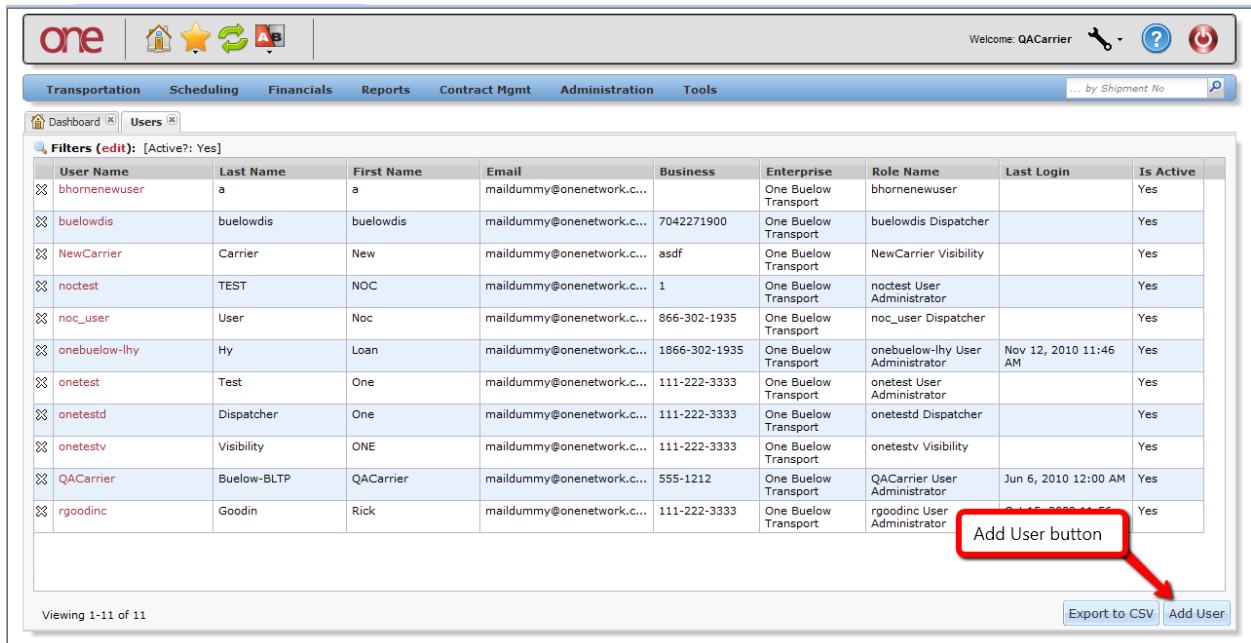


## Adding a User to Your Company

1. Login to the One Network System.
2. Select Administration -> Users.



3. The **Users** screen will be displayed with a list of the current users.  
To add a user, press the **Add User** button.



4. The **New User** screen will be displayed.

The screenshot shows the 'New User' screen in the One Network system. The top navigation bar includes 'one' logo, a home icon, a star icon, a refresh icon, and a user profile icon. The user profile icon shows 'Welcome: QACarrier'. The main navigation bar includes 'Transportation', 'Scheduling', 'Financials', 'Reports', 'Contract Mgmt', 'Administration', and 'Tools'. The 'New User' screen has a form with the following fields:

- \* User Name:
- \* First Name:
- Middle Initial:
- \* Last Name:
- \* E-Mail:
- Alternate Email:
- Address:
- Business Phone:
- Business Fax:
- Mobile Phone:

Below the form is a 'Roles' table with the following columns: Name, Type, Enterprise Name, Organization, Site Name. The table is currently empty. At the bottom right of the form are 'Save' and 'Cancel' buttons.

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

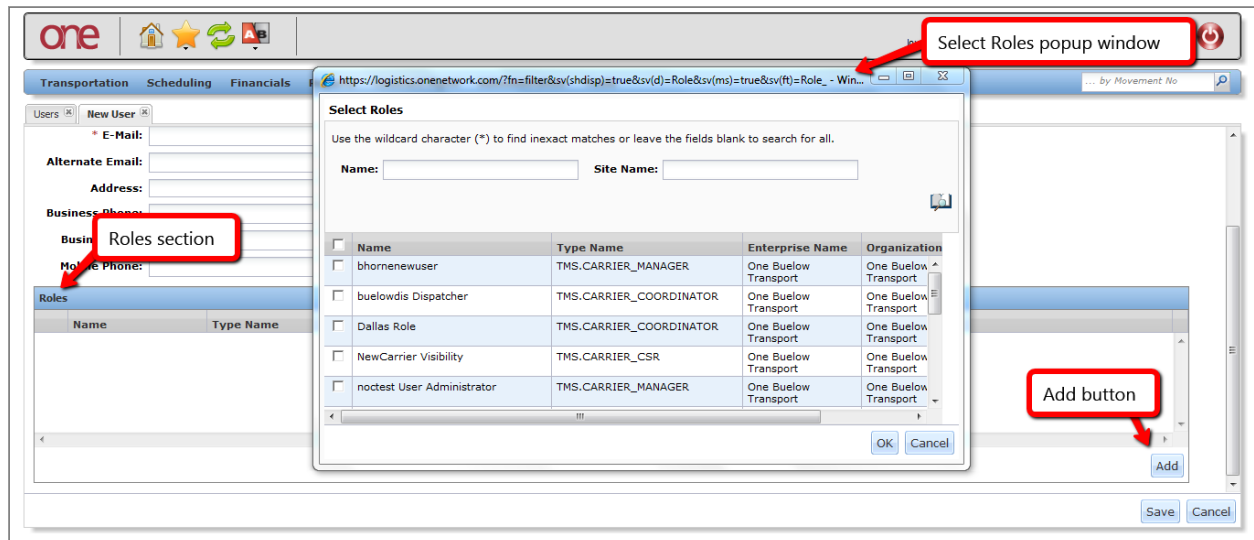
Note: Fields marked with an asterisk symbol (\*) are required

- **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** field - enter the user's email address in the **E-mail** field. Note: This email address will be used when the user needs to reset his password.

This screenshot is identical to the one above, showing the 'New User' screen in the One Network system. The form fields and the 'Roles' table are the same as in the previous screenshot.

Scroll down to the bottom of the **New User** screen and press the **Add** button under the **Roles** section. Note: Each user needs to have at least one role. (Note – if there are no roles displayed after pressing the **Add** button, refer to the first section in this guide on adding a user role).

In the **Select Roles** popup window, select the checkboxes for the roles to be assigned to this user and then press the **OK** button on the popup window.



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