

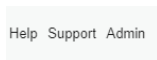
USER SETUP

Users are people who need to utilize the WTS/WTS-P software. They can only be configured by a system administrator. This section will explain how to create, edit and delete users with WTS/WTS-P.

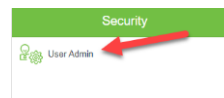
Creating a WTS-P User

1. Login as the user created during the install of WTS-P or with the admin login.

2. Select "Admin"



3. Locate "Security" and Select "User Admin"



4. Fill in the Name, User name and password. Select "Permissions"

Note: The password does not have any specifications since the admin is creating it. If the user wants to change the password that will be shown in the User Edit section and this password will have to have certain characters to be accepted.

5. Choose the desired permission of this user. Below are the permission choices and descriptions.

Note: If you logged in as admin you will just be choosing permission for the modules the customer purchased even though you see all modules the system will be able to support.

Critical Operations include the ability to add or modify a recipient, my lists and/or locations.

6. Select "Add".



Editing/Deleting a User

1. Select the Pencil of the user the customer wants to modify or delete

Users

	Name	Login	Package Tracking User	Language
	dharris	newuilest	System Administrator	English (US)
	HH	HH	System Administrator	English (US)
	Renee Rosenberg	testacctr	System Administrator	English (US)
	Test Account1	testaccount1	System Administrator	English (US)

2. Here you can add an email address for the user. Also you can change the password and/or change the permissions of the user.

Modify User

Name
HH

User Name
HH

Report User

Password

Verify Password

Package Tracking User

No Access(User Cannot see Package Tracking Information)

View Only(Can view or research only)

View Only with Alerts(Can view or research as well as edit alerts)

Receive And Deliver(Receipt & Delivery functionality)

Receipt And Delivery Manager(Receipt & Delivery + Critical Operations)

System Administrator(Can access Package Tracking Administration menu)

Passwords are case sensitive and spaces will be removed.
Password Strength Rules apply. Your password must meet minimum strength requirements.
8 Chars, Mixed case letters and numbers and symbols.
Cannot re-use previous 10 passwords.
Your password cannot contain your username.

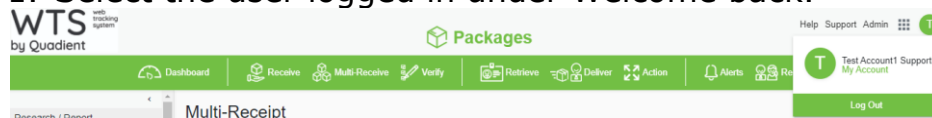
[Support Chat](#)

3. If editing the user select "Submit" after modification. If deleting the user select the "Delete" radio and then "Submit"

Change User Settings

Once a user logs in the user can change or edit their account settings

1. Select the user logged in under Welcome back.



2. Enter the pertinent information for the user. The password this time will be case sensitive and have rules.

Modify My Account Details

Login Username
testaccount1support

Real Name
Test Account1 Support

Email

Old Password

Password

Verify Password

3. Select "Submit" to save information