

Manage Users

Create New User

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

Creating a WTS User

1. Login as the user created during the install of WTS 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".

New User

Name

User Name

Password

Passwords are case sensitive and spaces will be removed.
Password Strength Rules apply. Your password must meet minimum strength requirements.
8 Digits, Mixed case letters and numbers and symbols.
Cannot re-use previous 4 passwords.
Your password cannot contain your username.

Site
englishuk

Default site skin for the user

Add



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.

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

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(Package Receiving & Delivery functionality)
- Package Receiving And Delivery Manager(Package Receiving & Delivery + Critical Operations)
- System Administrator(Can access Package Tracking Administration menu)



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.

- Select "Add".

Modify User

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Editing/Deleting a User

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

	Name	Sign-in	Package Tracking User	Skin
	Adam Pleasance	AdamPleasance	System Administrator	englishuk
	Adam Wilson	adam.wilson@neopost.co.uk	Receive & Delivery Manager	englishuk

- 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: testemail

User Name: test@gmail.com

Report User

Password:

Verify Password:

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Single Sign On (SSO) ID:

Skin: englishuk

Default site skin for the user:

Email Address: test@gmail.com

Create Portal User

Job Function: ZZ.JobFunction

English

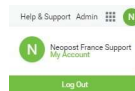
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3. If editing the user select “Submit” after modification. If deleting the user select the “Delete” radio and then “Submit”.

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.

 A screenshot of the 'Modify My Account Details' form. The title is 'Modify My Account Details' and a message says 'Your Password has expired and must be changed.' Below this, there are input fields for 'Login Username', 'Real Name' (with 'Neopost France Support' entered), 'Email', 'Old Password', and 'Password'. There is also a 'Verify Password' field. At the bottom, there is a green 'Apply' button and a grey 'Cancel' button. A password strength rules box is visible at the bottom of the form.

3. Select “Submit” to save information.

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English

View User Activity and Disconnect Mobile User

If you detect suspicious activity on a mobile device, for example, a user is connected with an account that belongs to someone who is on vacation, then you can disconnect that user on mobile device by pressing on Disconnect Mobile User button (button marked with blue rectangle in image below). From this moment, user won't be able to synchronize information with the server and he will have to sign out and to sign in again in order to be able to synchronize information with WTS server.

