gtc

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Appendix to Meter Point Search Facility Document – For Shipper User Administrators Only

Revised October 2010
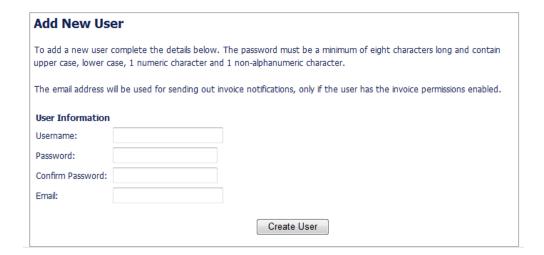
1.   User Administration

Users with administration permissions are allowed to carry out the following functions:-

-    Add new user

-    Change user password

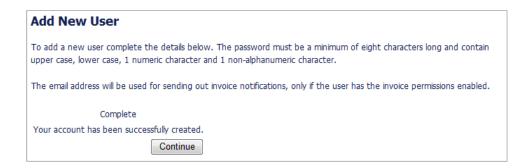-   Unlock user account

-    Set permissions

-    Delete User

2.   Add new user

The Add New User screen can be opened by clicking 'Add user' on the Manage User page. Complete the details of the user including the username, password and email address. The password must be a minimum of eight characters long and contain upper case, lower case, 1 numeric characters and 1 non-alphanumeric character. If an email address is entered and the user is given invoice permissions the user will receive an email each time an invoice is uploaded.

Add New User

Add New User

To add a new user complete the details below. The password must be a minimum of eight characters long and contain upper case, lower case, 1 numeric character and 1 non-alphanumeric character.

The email address will be used for sending out invoice notifications, only if the user has the invoice permissions enabled.

User Information

Username:

Password:

Confirm Password:

Email:

Create User
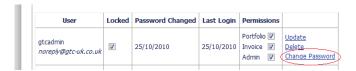
Click the 'Create User' button to add the user, the user details will be validated and if successful the account added to NetHelp.
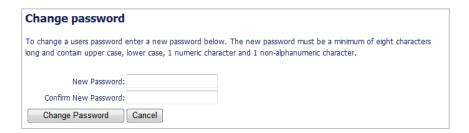
Add New User

To add a new user complete the details below. The password must be a minimum of eight characters long and contain upper case, lower case, 1 numeric character and 1 non-alphanumeric character.

The email address will be used for sending out invoice notifications, only if the user has the invoice permissions enabled.

Complete
Your account has been successfully created.

[Continue]

3. Change user password

To change the password for a user, find the user name in the grid and click the change password link.

User	Locked	Password Changed	Last Login	Permissions	
gtcadmin
noreply@gtc-uk.co.uk	☑	25/10/2010	25/10/2010	Portfolio ☑
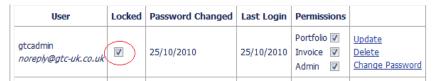Invoice ☑
Admin ☑	Update
Delete
Change Password

Fill the details of the new password into the screen and click change password. The password must meet the minimum restrictions.

Change User Password

Change password

To change a users password enter a new password below. The new password must be a minimum of eight characters long and contain upper case, lower case, 1 numeric character and 1 non-alphanumeric character.

New Password: [   ]
Confirm New Password: [   ]

[Change Password] [Cancel]

4. Unlock User Account

A user will become locked out after 10 incorrect login attempts. This will show on the user administration page as a tick in the locked tick box. To unlock the account un-tick the locked tick box and click the update button.

User	Locked	Password Changed	Last Login	Permissions	
gtcadmin
noreply@gtc-uk.co.uk	☑	25/10/2010	25/10/2010	Portfolio ☑
Invoice ☑
Admin ☑	Update
Delete
Change Password

The administration permission also allows for a user account to be locked by the admin user.

5. Change Permissions

A user can belong to any combination of the three permissions groups (portfolio, invoice, admin). All users belong to the standard group by default.

To change the groups a user belongs to, check or uncheck the relevant tick box and click update.

User	Locked	Password Changed	Last Login	Permissions	
gtcadmin noreply@gtc-uk.co.uk	☑	25/10/2010	25/10/2010	Portfolio ☑ Invoice ☐ Admin ☑	Update Delete Change Password

6. Delete User

To remove a user from the system, click the delete button. Click 'Yes' to confirm that you wish to delete the user.

User	Locked	Password Changed	Last Login	Permissions	
gtcadmin noreply@gtc-uk.co.uk	☑	25/10/2010	25/10/2010	Portfolio ☑ Invoice ☐ Admin ☑	Update Delete Change Password