



# PETAL

## User Training Manual

### LLPT 1.6 – User Management

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- **User Summary**
- **Add New User**
- **Add Roles**
- **Reset Password**
- **Role function exclusions**

## Navigation: Setup -> Admin-> User Management

Home / Setup / Admin

User Management System Integration System Notifications


User Management [DOWNLOAD](#) [+ ADD USER](#)


USERNAME	FIRST NAME	LAST NAME	EMAIL	VMI BUYER	STATUS
Abcuser	AbcUser	AbcUser	Abcuser@Gmail.Com	⊗	Active
Ustertest	User	Test	Ustertest@Gmail.Com	⊗	Active
Roletest	ROle	Test	Roletest@Mail.Com	⊗	Active
Clmadm6	Clmadm6	Claim	Clmadm6@Gmail.Com	✓	InActive
Clmcod6	Clmcod6	Claim	Clmcod6@Gmail.Com	✓	InActive
Claim003	Claim	001	Claim03@Gmail.Com	⊗	Active
Testrole266	Test	D	Test156@Gmail.Com	✓	InActive
Testrole262	Test	D	Test152@Gmail.Com	✓	InActive
Testrole261	Test	D	Test151@Gmail.Com	✓	InActive
Customer002	Test	D	Customer002@Gmail.Com	✓	Active
Claim002	Claim2	002	Claim002@Gmail.Com	⊗	Active
Claim001	Claim	001	Claim001@Gmail.Com	⊗	Active
Customer001	Customer	001	Customer001@Gmail.Com	⊗	Active
Bvhgk	Hhhjhjhjhj	Kjhjhjhjhj	Hg@Mail.Com	⊗	Active
HHJHJDHD	GHHH3456	HJHHYTYUYU	GFFGGGHHGGH@MAIL.COM	⊗	InActive


- User Management function contains the list of internal application users under a client
- Data can be sorted, filtered and downloaded into excel template.
- Column order can be re-arranged


# USER MANAGEMENT


## How to Add a new user?




  
HOME

  
DEMAND

  
PURCHASING


  
LOGISTICS


  
RECEIVING

Home / Setup / Admin

User Management System Integration System Notifications

User Management

 DOWNLOAD

 ADD USER

USERNAME	FIRST NAME	LAST NAME	EMAIL	VMI BUYER	STATUS
Abcuser	AbcUser	AbcUser	Abcuser@Gmail.Com	✗	Active
Usertest	User	Test	Usertest@Gmail.Com	✗	Active
Roletest	ROle	Test	Roletest@Mai.Com	✗	Active
Clmadm6	Clmadm6	Claim	Clmadm6@Gmail.Com	✓	InActive
Clmcod6	Clmcod6	Claim	Clmcod6@Gmail.Com	✓	InActive
Claim003	Claim	001	Claim03@Gmail.Com	✗	Active

Click to Add User

# USER MANAGEMENT

## User Creation:

Home / Setup / User Management / AddUser

[CLEAR CONTENTS](#) [SAVE](#)

### Add New User

[Back to all users](#)

**General**

\* Username  \* First Name  Buyer #  \* Start Date

\* Password  Middle Name  VMI Buyer ☐

\* Re-type Password  \* Last Name  End Date

**Contact**

\* Email Address  Phone

**Roles**

[Roles](#) [Exclusions](#)

[+ ADD ROLE](#)

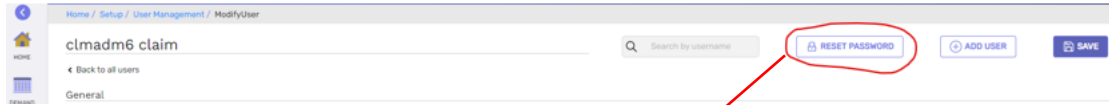
ROLE	ACTIVE
No roles assigned	

At least one role is required

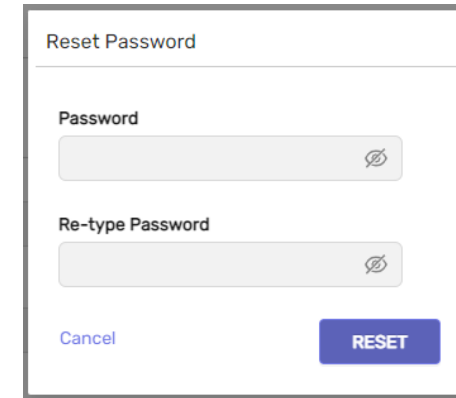
- All mandatory fields are marked with (\*) those require user input
- Click on 'Add Role' to add role to the user.
- All available roles based on client type will be shown in the list of values
- Exclusions tab provided to limit the functionalities under a specific role
- Start date of the user can be from current date or any date in future.
- User access can be revoked by giving an end date
- Once user is created and saved, confirmation message will be displayed

# USER MANAGEMENT

## How to reset Password?



Click on Reset  
password

A modal dialog box titled 'Reset Password'. It contains two password input fields. The first field is labeled 'Password' and the second is labeled 'Re-type Password'. Both fields have a toggle icon (an eye with a slash) to the right of the input area. At the bottom left of the dialog is a 'Cancel' link, and at the bottom right is a blue 'RESET' button.

- Search user and click on password reset
- Password reset window opens
- Enter and reenter the password and click on Reset.
- Password will be reset and confirmation message comes on screen

# USER MANAGEMENT

## How to Exclude functions from the role?

Roles

Roles [Exclusions](#)

ROLE		FUNCTIONS	EXCLUSIONS
System Admin			
Billing Admin			

- Click on exclusions tab under a user record
- All roles assigned to the user are displayed
- Click on a role name, which populates the functions under that role

Roles

Roles [Exclusions](#)

ROLE		FUNCTIONS	EXCLUSIONS
System Admin		→ Run Reports	No exclusions
Billing Admin		→ Generate Billing On Customer PO	
		→ Receive Notifications	
		→ Review Invoice Status	
		→ Review Claim Notifications	

- Select the function that needs to be excluded for the users in the assigned role, so that the function will move into exclusions block to the right

# Thank You