



User Guides
May 2020

LANDMARK OCCASION VISUALIZER LOV

USER MANAGEMENT MODULE

Contents

- Purpose of User Management Module
- Navigation
- How to Manage Users
- How to Manage Batch Users
- How to Manage Groups

Purpose

- The User Management module allows Admin Users to add, edit and delete users.
- Admin can also create or delete batch users i.e. create or delete multiple users from the LOV at the same time.
- My Dashboards can be shared among Groups once they are added to the LOV using this module.
- The entire user list can be downloaded in excel.

Kellogg's

User Management module is only available to Admin Users only.

LANDMARK OCCASION

Click to open User Management Module



OCCASION PROFILE



VISUAL CROSS TAB



ADVANCED ANALYTICS



MY DASHBOARD



REPORT GENERATOR




Landing Page


MANAGE USERS

MANAGE USERS

MANAGE BATCH USERS

GROUPS

 ADD USER

SEARCH NAME 

USER ID	NAME	DEPT	DATE CREATED	USER STATUS	LAST ACTIVITY DATE	MANAGE USERS
iekb1e01	Barry Emily	Strategy & Insights	Investigator	11/13/2019	Active	11/13/2019
frkb1m01	Baptiste Mathey	Strategy & Insights	Investigator			
iek11m01	LouiseAnne Murphy	Strategy & Insights	Investigator			
frkacb01	Claire-Anne Baubri	Strategy & Insights	Investigator			
ieka1d02	Aoife Dwyer	Strategy & Insights	Investigator	11/13/2019	Active	
iekcxr04	Claire Rudloff	Strategy & Insights	Investigator	11/13/2019	Active	
iekd1m02	Dean Mcelwee	Strategy & Insights	Investigator	11/13/2019	Active	11/14/2019
iekemd01	Elizabeth Darcy	Strategy & Insights	Investigator	11/13/2019	Active	

Click to navigate to the 'Manage Batch Users'

Click to navigate to the 'Groups'

A list of all users is populated along with their information. List of newly added users (based on date created) is shown as default.

EXPORT USER DATA

Manage Users

→ USER MANAGEMENT



Click to Add User

MANAGE USERS

MANAGE USERS

MANAGE BATCH USERS

GROUPS

ADD USER

SEARCH NAME



USER ID	NAME	EMAIL	DEPARTMENT	ROLE	DATE CREATED	USER STATUS	LAST ACTIVITY DATE	MANAGE USERS
iekb1e01	Barry Emily	barry.emily@kellogg.com	Strategy & Insights	Investi	11/13/2019	Active	11/13/2019	
frkb1m01	Baptiste Mathey	Baptiste.Matthey2@kellogg.c...	Strat		11/13/2019	Active		
iekl1m01	LouiseAnne Murphy	LouiseAnne.Murphy@kellogg....	Strat		11/13/2019	Active		
frkacb01	Claire-Anne Baubri	Anne-Claire.Baubri@kellogg.c...	Strategy & Insights	Investigator	11/13/2019	Active		
ieka1d02	Aoife Dwyer	Aoife.Dwyer@kellogg.com	Strategy & Insights	Investigator	11/13/2019	Active		
iekcxr04	Claire Rudloff	Claire.Rudloff@kellogg.com	Strategy & Insights	Investigator	11/13/2019	Active		
iekd1m02	Dean Mcelwee	Dean.Mcelwee@kellogg.com	Strategy & Insights	Investigator	11/13/2019	Active	11/14/2019	
iekemd01	Elizabeth Darcy	Libby.Darcy@kellogg.com	Strategy & Insights	Investigator	11/13/2019	Active		

Sort users by clicking the sort icon any column.

Edit or Delete users.

EXPORT USER DATA

Click to download the full user list in excel.

< 1 2 3 4 5 >

Go to page

1

Go >>



Add User

→ USER MANAGEMENT



MANAGE USERS

MANAGE USERS

ADD USER

EMAIL

SEARCH

USER ID

NAME

EMAIL

BUSINESS UNIT

DEPARTMENT

ROLE

SELECT

GROUP

SELECT

⊕

ADD

SEARCH NAME

ACTIVITY DATE

MANAGE USERS

11/13/2019

11/14/2019

EXPORT USER DATA

<

1

2

3

4

5

>

Go to page

1

Go>>



Add User

→ USER MANAGEMENT



MANAGE USERS

MANAGE BATCH USERSGROUPS

USER ID	NAME
gbcs1s05	Camilla Jenkins
gbca1a09	Richard Cocksedge
gbcs1s06	Ryan Dixon
gbca1a10	Jillian Hughes

EXPORT USER DATA

ADD USER

EMAILcamil

USER ID	NAME	EMAIL	BUSINESS UNIT	DEPARTMENT
<input checked="" type="radio"/> gbcs1s05	Camilla Jenkins	camilla.jenkins@kellogg.com	Global	Leadership

ROLE

☒ Admin☐ Super User☐ Investigator☐ Inform

⊕ ADD

This information is auto populated.

Assign a Role from the list. Role is mandatory and each user can only have one role.

- Admin: Access to everything
- Super User: Access everything except User Management
- Investigator: Access everything except Advanced Analytics and User Management
- Inform: Access only Visual Cross Tabs, Occasion Profile and My Dashboard

Add User

→ USER MANAGEMENT

MANAGE USERS

MANAGE USERS

ADD USER

EMAIL

SEARCH

Q

USER ID

NAME

EMAIL

BUSINESS UNIT

DEPARTMENT

ROLE

SELECT

▼

GROUP

SELECT

▼

☐ Global I&A Group

⊕

ADD

Assign one or more groups to the new user.
This is Optional.

EXPORT USER DATA

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1

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Go to page

1

Go >>

Edit User

→ USER MANAGEMENT

MANAGE USERS

MANAGE USERS

EDIT USER

NAME

Jenkins, Camilla

EMAIL

Camilla.Jenkins@kellogg.com

ROLES

Admin

GROUP

Global I&A Group

STATUS

Active

☒ Active

☐ Inactive



⊕ SAVE

SEARCH NAME



ACTIVITY DATE

MANAGE USERS



11/15/2019





11/06/2019





11/15/2019



10/25/2019



10/25/2019



EXPORT USER DATA

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Go to page

1

Go >>

Edit user data by clicking the corresponding edit icon.

Delete User

→ USER MANAGEMENT

MANAGE USERS

















MANAGE USERS

MANAGE BATCH USERS

GROUPS

ADD USER

SEARCH NAME

USER ID	NAME	EMAIL	DEPARTMENT	ROLE	DATE CREATED	USER STATUS	LAST ACTIVITY DATE	MANAGE USERS
gbca1n06	Anuradha N	anuradha.n@aqinsights.com				Active	11/05/2019	 
gbca1v02	Arun V	arun.v@aqinsights.com				Active	11/05/2019	 
USKFAM02	Mellman, Frank	frank.mellman@kellogg.com	F			Active	10/25/2019	 
USKAXK02	Kimmell, Arwen	AKimmell@kashi.com				Active	10/25/2019	 
USKJXH90	Howard, Jodie	jhoward@kashi.com	KASHI MARKETING	Super User	10/25/2019	Active	10/25/2019	 
uskcj88	Jenkins, Camilla	Camilla.Jenkins@kellogg.com	Finance Overhead Adjust...	Admin	10/25/2019	Active	11/15/2019	 
uskd1m17	Moreno Maldonad...	Doris.MorenoMaldonado@kel...	RQNT-Global Innovation ...	Investigator	10/25/2019	Active	10/25/2019	 
USKAFB06	Borozan, Allyson	Allyson.Borozan@kellogg.com	SALTY SNKG INNOV MA...	Inform	10/25/2019	Active	10/25/2019	 

EXPORT USER DATA

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1

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Go to page

1

Go>>

The user will no longer have access to LOV.
Do you want to continue?

YES

NO

Delete user by clicking the corresponding delete icon.

Manage Batch Users

→ USER MANAGEMENT



Add or delete multiple users at once using this tab.

MANAGE BATCH USERS

MANAGE USERS

MANAGE BATCH USERS

GROUPS

CREATE

USER ID	ADDED (Y/N)	REASON
gbcs1s05	Y	
gbca1a09	N	User already exists.
gbcs1a06	Y	

DELETE

USER ID	ADDED (Y/N)	REASON
gbcs1s05	Y	
gbca1a11	N	User does not exist.

Download template to create batch users and upload the list of users to add.

DOWNLOAD CREATE TEMPLATE

UPLOAD

The status of users added/deleted in the corresponding batch action. If a user could not be added/deleted, the possible reason is displayed.

DOWNLOAD DELETE TEMPLATE

UPLOAD

Groups

→ USER MANAGEMENT



Add or delete groups.

MANAGE USERS

- MANAGE USERS
- MANAGE BATCH USERS
- GROUPS

ADD GROUP

SEARCH GROUP NAME

GROUP NAME	CREATED BY	DATE CREATED	MANAGE USERS
Global I&A Group	Arun V	10/25/2019	 

A list of all groups will be populated with their information

Sort the groups by Group Name, Created By and Date Created by clicking sort icon.

Groups can be edited or deleted

Click to download all Groups in excel

EXPORT GROUP DATA

< 1 >


Go to page 1 Go>>

Add Group

→ USER MANAGEMENT

MANAGE USERS

MANAGE USERSMANAGE BATCH USER

ADD GROUP 

GROUP NAME

Enter group name

ADD USERS

SEARCH


Users Available


☒ Barry Emily

☒ Baptiste Mathey


☐ LouiseAnne Murphy

☐ Claire-Anne Baubri





Users in the Group

 SAVE

EXPORT GROUP DATA

< 1 >

Go to page 1 Go >>

Search and select users from the list and add it to the group using the arrow buttons.

Add Group

MANAGE USERS



MANAGE BATCH USER

GROUP NAME

Global I&A Group

ADD GROUP

SEARCH GROUP NAME

CREATED	MANAGE USERS
25/2019	 

SEARCH

Users Available

☐ LouiseAnne Murphy

☐ Claire-Anne Baubri

☐ Aoife Dwyer

☐ Claire Rudloff

→

←

Users in the Group

☐ Barry Emily

☐ Baptiste Mathey

SAVE

EXPORT GROUP DATA

< 1 >

Go to page 1 Go>>

Add or remove users from the group with the arrow buttons.

Edit Group

→ USER MANAGEMENT

MANAGE USERS

MANAGE USERS

MANAGE BATCH USER

EDIT GROUP

GROUP NAME

Global I&A Group

ADD USERS

SEARCH

Users Available

- ☐ Claire-Anne Baubri
- ☐ Aoife Dwyer
- ☐ Claire Rudloff
- ☐ Dean Mcelwee

Users in the Group

- ☐ Jenkins, Camilla
- ☐ Mickunas, Mike
- ☐ Froeschle, Randall
- ☐ DAS, MOHIT

SAVE

Group name will be auto populated and is editable.

Edit a group by clicking the corresponding edit icon.

Add or remove users from the group with the arrow buttons.

EXPORT GROUP DATA

< 1 >

Go to page 1 Go >>

Delete Group


→ USER MANAGEMENT

MANAGE USERS

MANAGE USERS

MANAGE BATCH USERS

GROUPS

 ADD GROUP

Delete a group by clicking the corresponding delete icon.

GROUP NAME

CREATED BY

DATE CREATED

Global I&A Group

Arun

10/25/2019

The group will be permanently deleted from LOV.
Do you want to continue?

 YES

 NO

 EXPORT GROUP DATA

< 1 >

Go to page 1 Go >>



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