


Add Users

Document History

 **Caution**

Before you start the implementation, make sure you have the latest version of this document. You can find the latest version at the following location:[xxx /xxx](#) ➔

The following table provides an overview of the most important document changes.

Table 1

Version	Date	Description
0.1	2015-11-30	Preliminary Version

Content

1

Add Users

5



1 Add Users

Using the [Users](#) application, you as a registered user can invite other individuals in your organization in different roles. For example, if you have logged in as an Administrator at Carrier, you can invite other individuals in your organization as dispatchers and administrators. You can choose the role in which you want to invite the new user, specify first and last name and email address. An email is sent to the user at the given email address. The user can accept the invite received in the email. The user is guided to choose the password at the SAP ID Service before redirected to the application.

Note

Using the [Delete](#) button, the Administrator of a company can delete the respective user from the SAP Networked Logistics Hub network.

For more information about roles, see *SAP Networked Logistics Hub - User Roles* [external document].

Role and invite scenarios

- Administrator at Carrier can invite a dispatcher and another administrator and add truck drivers
- Administrator at Hub can invite a Hub manager and another administrator

Business Value

- Simplified onboarding of business users
- Lower total cost of ownership due to simplified and distributed administration with business users

Features




- Add or edit user details and change the role of registered user.
 - The Administrator at Carrier can add, edit, and change the role of registered user to dispatcher or driver
 - The dispatcher can add, edit and change the role of registered user to administrator at carrier or driver
 - The parking space administrator and container terminal can only view the user details
- Search for users. You can search entering the entire search term, part of the search term with asterick(*), as suffix or prefix, or enter a major part of the search term. You must enter at least three characters to search.

Related Information:

- *SAP Networked Logistics Hub - Overview* [external document]
- *SAP Networked Logistics Hub - User Roles* [external document]
- *Launch Applications* [external document]
- *Register with SAP Networked Logistics Hub* [external document]

Typographic Conventions

Table 2

Example	Description
<Example>	Angle brackets indicate that you replace these words or characters with appropriate entries to make entries in the system, for example, "Enter your <User Name>".
► Example ► Example ▢	Arrows separating the parts of a navigation path, for example, menu options
Example	Emphasized words or expressions
Example	Words or characters that you enter in the system exactly as they appear in the documentation
www.sap.com 	Textual cross-references to an internet address
/example	Quicklinks added to the internet address of a homepage to enable quick access to specific content on the Web
123456 	Hyperlink to an SAP Note, for example, SAP Note 123456 
<i>Example</i>	<ul style="list-style-type: none"> Words or characters quoted from the screen. These include field labels, screen titles, pushbutton labels, menu names, and menu options. Cross-references to other documentation or published works
Example	<ul style="list-style-type: none"> Output on the screen following a user action, for example, messages Source code or syntax quoted directly from a program File and directory names and their paths, names of variables and parameters, and names of installation, upgrade, and database tools
EXAMPLE	Technical names of system objects. These include report names, program names, transaction codes, database table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE
EXAMPLE	Keys on the keyboard



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