

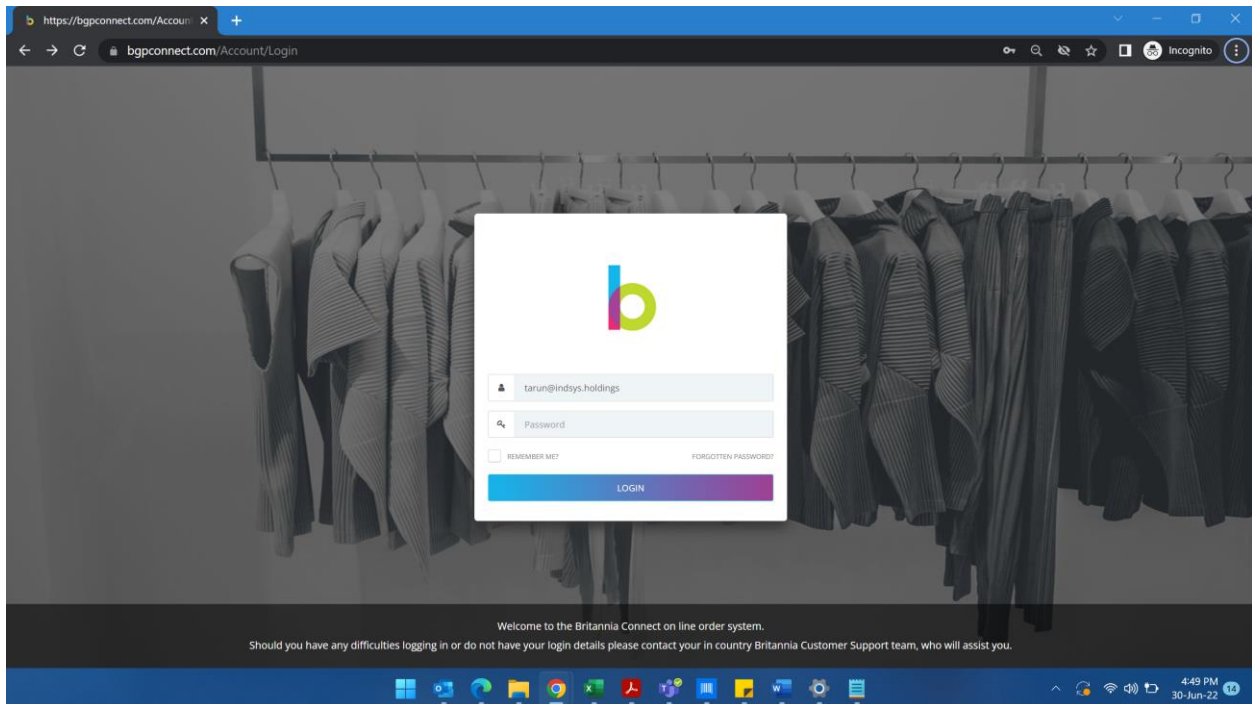


User Set-up on BGP Connect

INDSYS[®]

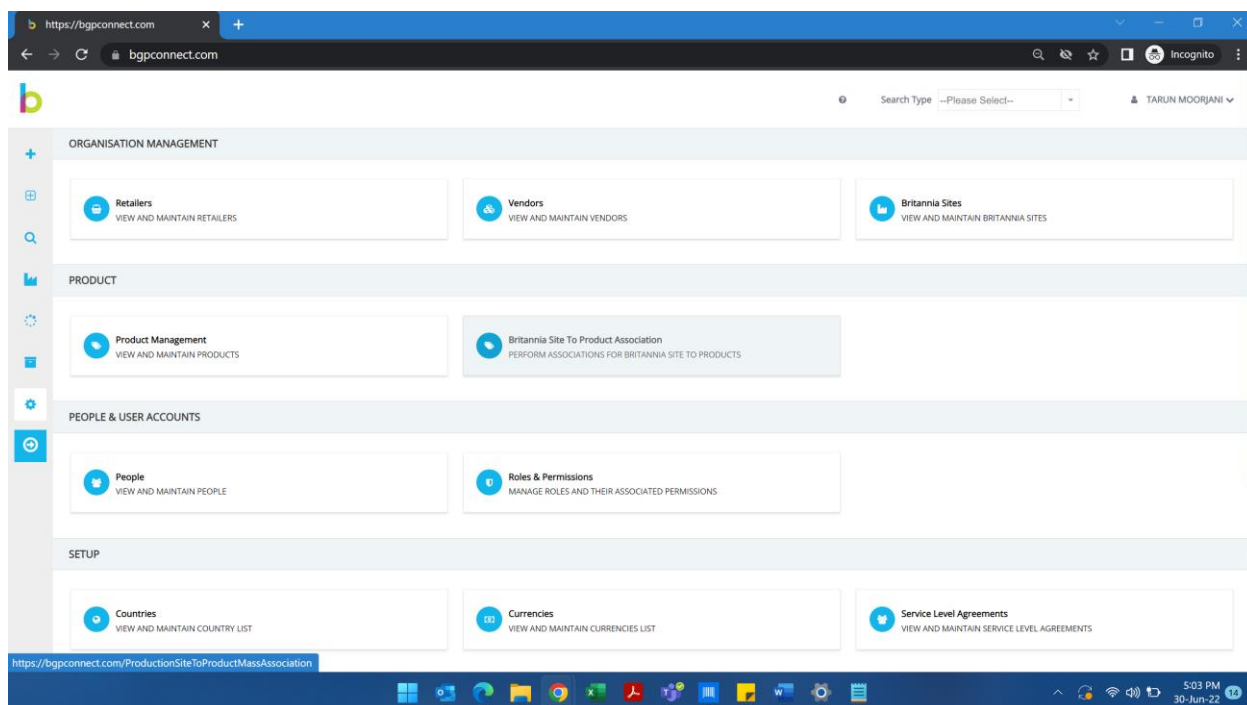
Step 1:

Log In to BGP Connect domain I.e: www.bgpconnect.com



Step 2:

Click on '**People**' menu under '**People and User Accounts**' section/ tab



Step 3:

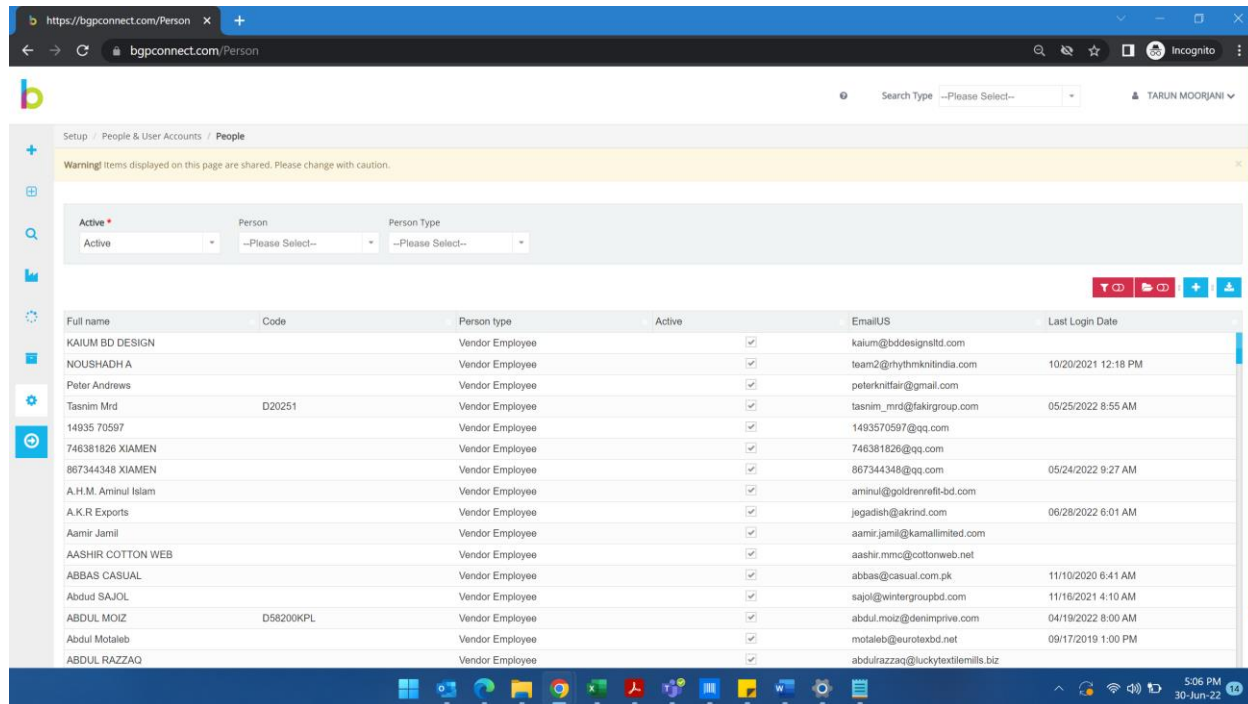
The User master list will be displayed (refer screenshot)

Note:

This is a global user list, DO NOT change settings for users of other retailers.

Change / Create only for users related to respective retailer.

New users creation should be done only on BGP Connect's main domain (www.bgpconnect.com) and NOT ON retailer's sub domain.



The screenshot shows the BGP Connect web application interface. At the top, there's a navigation bar with the BGP Connect logo and a search bar. Below the navigation bar, there's a warning message: "Warning! Items displayed on this page are shared. Please change with caution." The main content area displays a table of users. The table has columns for Full name, Code, Person type, Active, EmailUS, and Last Login Date. The table lists 15 users, all of whom are Vendor Employees and are active. The users are listed in descending order of their last login date.

Full name	Code	Person type	Active	EmailUS	Last Login Date
KAIUM BD DESIGN		Vendor Employee	✓	kaium@bdesignsindia.com	
NOUSHADH A		Vendor Employee	✓	team2@rhythmnitindia.com	10/20/2021 12:18 PM
Peter Andrews		Vendor Employee	✓	peterknitair@gmail.com	
Tasnim Mrd	D20251	Vendor Employee	✓	tasnim_mrd@fakirgroup.com	05/25/2022 8:55 AM
14935 70597		Vendor Employee	✓	1493570597@qq.com	
746381826 XIAMEN		Vendor Employee	✓	746381826@qq.com	
867344348 XIAMEN		Vendor Employee	✓	867344348@qq.com	05/24/2022 9:27 AM
A.H.M. Aminul Islam		Vendor Employee	✓	aminul@goldrenrefit-bd.com	
A.K.R Exports		Vendor Employee	✓	jegadish@akrind.com	06/28/2022 6:01 AM
Aamir Jamil		Vendor Employee	✓	aamir.jamil@kamallimited.com	
AASHIR COTTON WEB		Vendor Employee	✓	aashir.mmc@cottonweb.net	
ABBAS CASUAL		Vendor Employee	✓	abbas@casual.com.pk	11/10/2020 6:41 AM
Abdul SAJOL		Vendor Employee	✓	sajol@wintergroupbd.com	11/16/2021 4:10 AM
ABDUL MOIZ	D58200KPL	Vendor Employee	✓	abdul.moiz@denimprive.com	04/19/2022 8:00 AM
Abdul Motaleb		Vendor Employee	✓	motaleb@eurotexbd.net	09/17/2019 1:00 PM
ABDUL RAZZAQ		Vendor Employee	✓	abdurazzaq@luckytextilemills.biz	

Step 4: Create a New User:

Click on the + icon to create a new user → fill in the following fields and click on **Save** button

- **First Name:** Enter the first name of the respective user
- **Last Name:** Enter the last name of the respective user
- **EmailUS:** Enter the Email ID of the respective user
- **Phone Number:** Enter the Phone Number of the respective user
- **Code:** Enter a unique code for the respective user
- **Person Type:** Choose from the following options
 - **Britannia Employee:** for users who can modify data on connect (highest access, only for Indsys, Sainmarks and BGP Connect)

- **Vendor Employee:** Select this option for users placing orders
- **Britannia Site Employee:** Highest access super admins
- **Time Zone:** Select the Time Zone for respective user from the drop-down list
- **Active:** Enable this checkbox to keep the respective user

Person details

First name *

Last Name *

EmailUS *

Phone number

Code

Person type * -- Please Select --

Time Zone Europe/London

Active ☒

Save Save & New Save & Close Cancel

Step 4.1: Associating Organizations:

Once basic details are saved, other menus will be displayed: **Organizations**, **Logins** and **Roles**.

Person details

First name * Tarun

Last Name * Moorjani

EmailUS * tarun@indsys.holdings [Send Login Link](#)

Phone number

Code

Person type * Britannia Employee

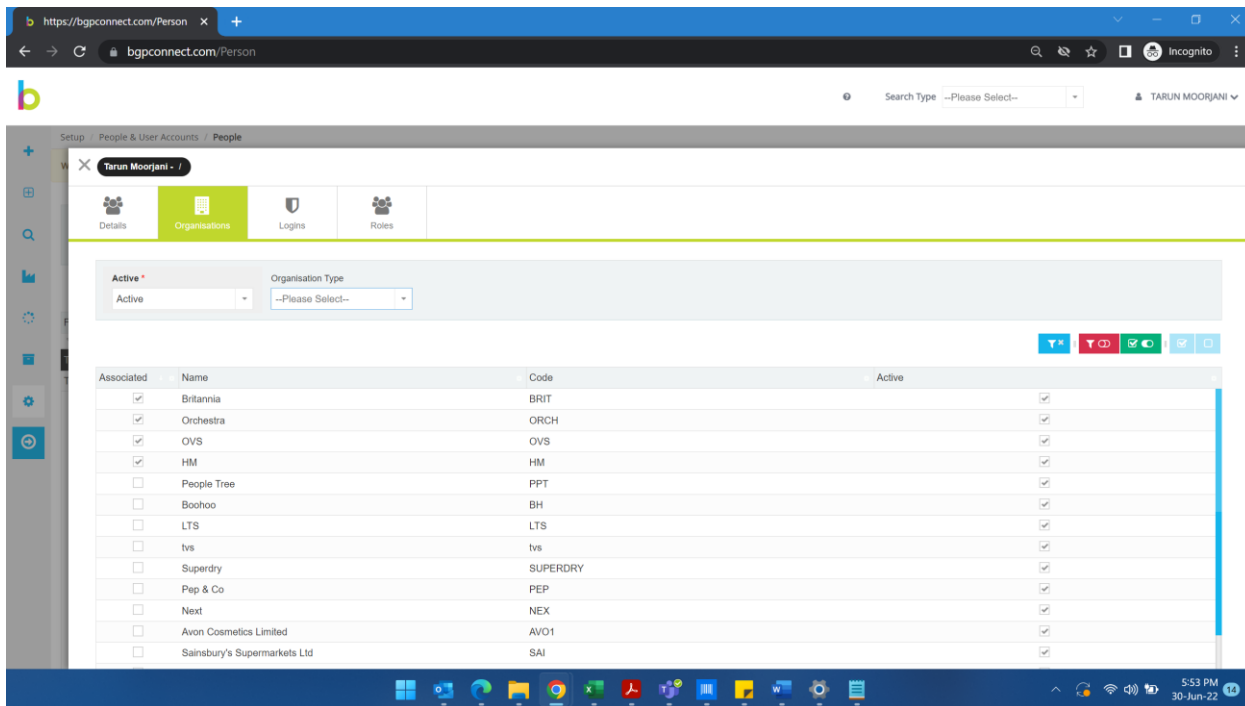
Time Zone Asia/Calcutta

Active ☒

Save Save & Close Cancel

Mapping / Associating Organizations details:

Click on the 'Organizations' tab → click / enable the checkbox of respective organizations for association with the respective user



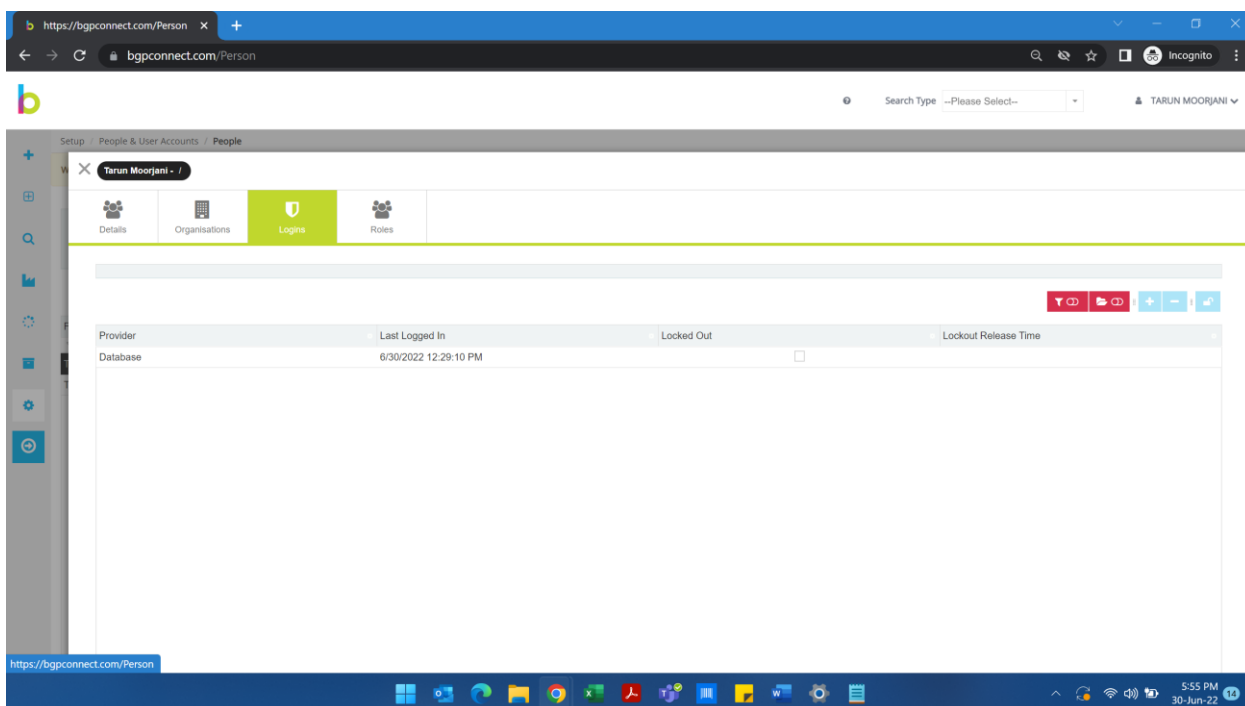
The screenshot shows the 'Organizations' tab for user Tarun Moorjani. The 'Active' status is set to 'Active'. The 'Organisation Type' is set to '--Please Select--'. The table below lists various organizations with checkboxes for association.

Associated	Name	Code	Active
<input checked="" type="checkbox"/>	Britannia	BRIT	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Orchestra	ORCH	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	OVS	OVS	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	HM	HM	<input checked="" type="checkbox"/>
<input type="checkbox"/>	People Tree	PPT	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Boohoo	BH	<input checked="" type="checkbox"/>
<input type="checkbox"/>	LTS	LTS	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Ivs	Ivs	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Superdry	SUPERDRY	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Pep & Co	PEP	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Next	NEX	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Avon Cosmetics Limited	AVO1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Sainsbury's Supermarkets Ltd	SAI	<input checked="" type="checkbox"/>

Step 4.2: Login

This menu displays the Login details of respective user.

In case of User lockout, the checkbox to unlock the user.



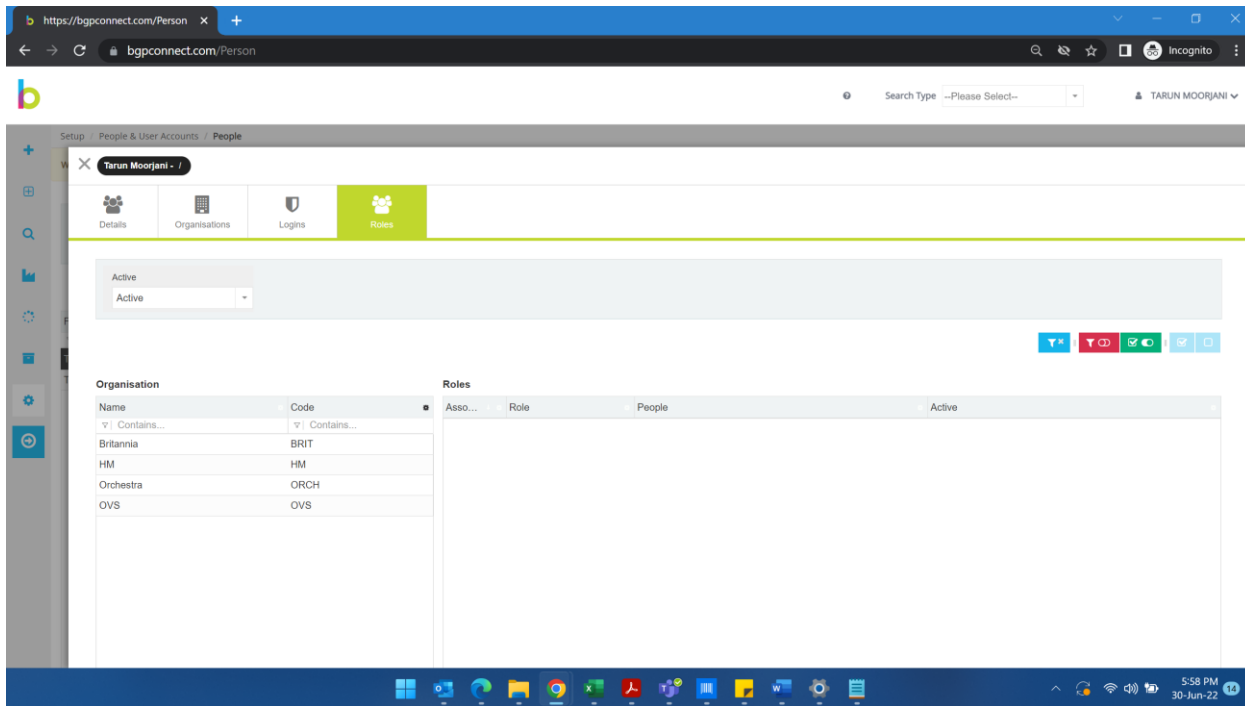
The screenshot shows the 'Logins' tab for user Tarun Moorjani. The table below displays login details.

Provider	Last Logged In	Locked Out	Lockout Release Time
Database	6/30/2022 12:29:10 PM	<input type="checkbox"/>	

Step 4.3: Role Association:

Click on the 'Role's tab of the respective user → The screenshot attached below will display respective organizations mapped to the selected user.

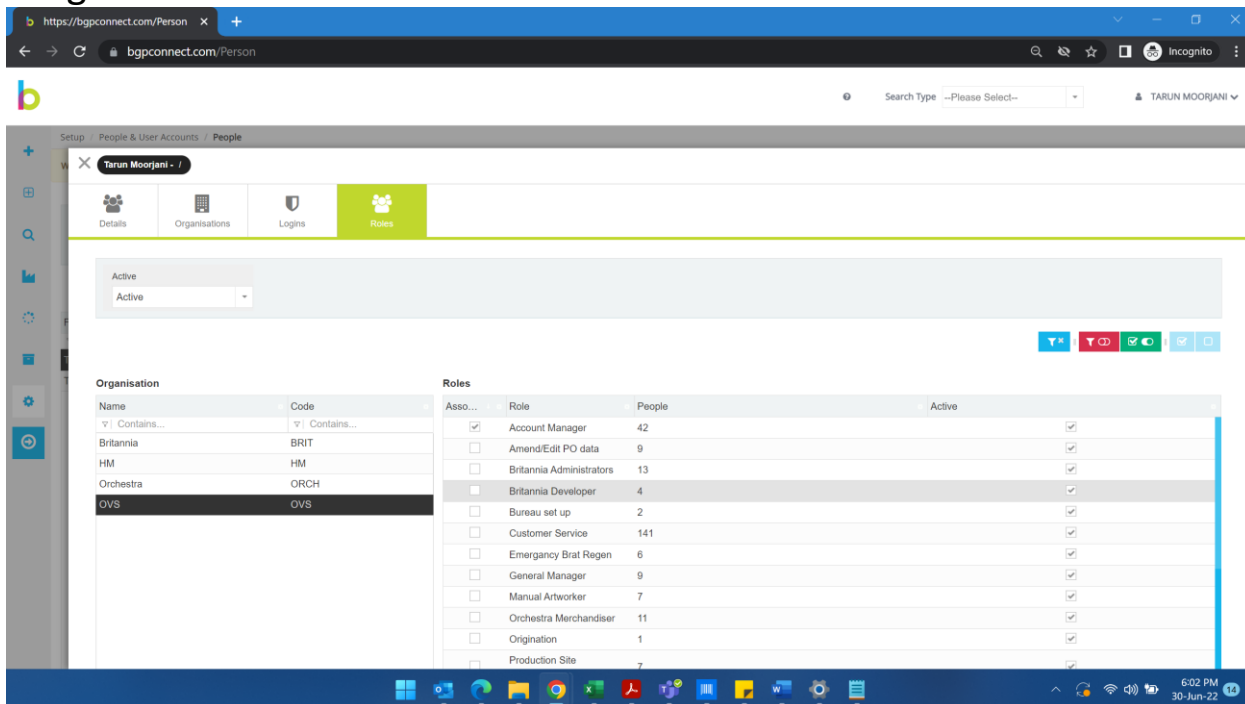
Select the Organization for which the Role must be set →



Select the Role for respective organization by enabling the checkbox of respective role

Note: Only for admins and support teams select Account manager / Customer service team

for general vendors select 'Vendor'

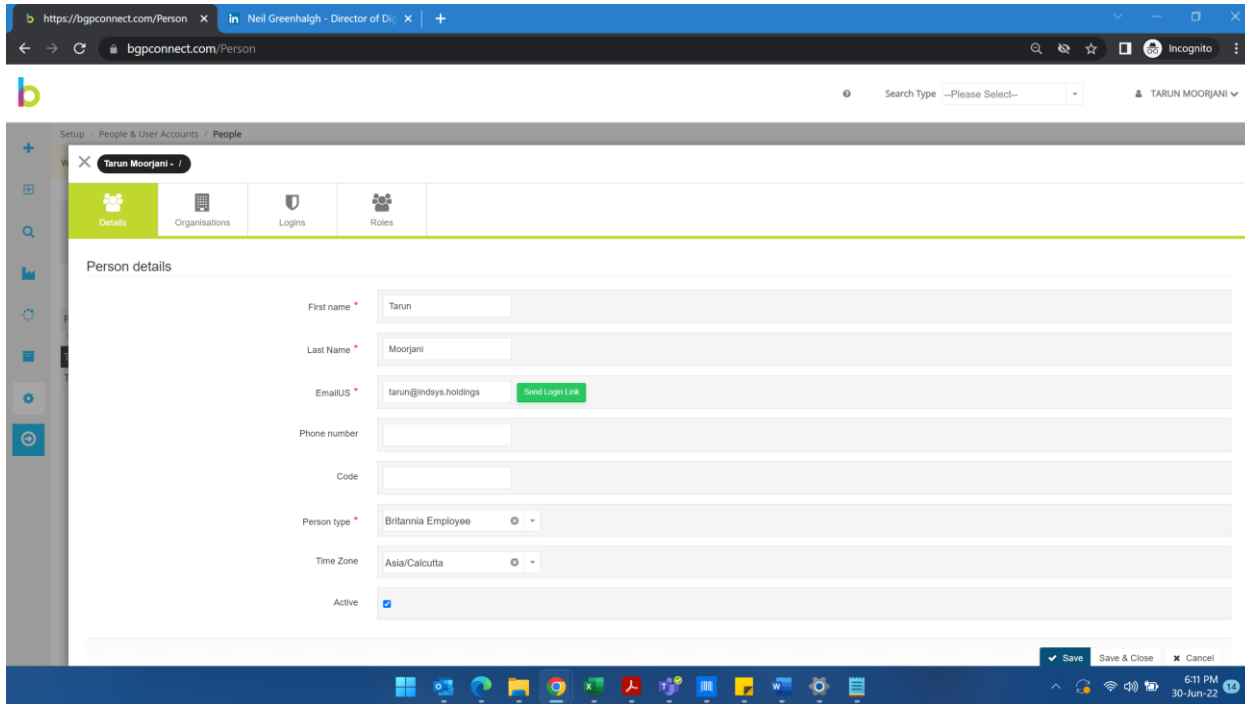


Step 5: Send Registration Link:

Once Organization and its respective roles are set → Go back to '**Details**' tab and click on the '**Send Login Link**' button.

This will send the login link to the respective user via mail to the registered email ID.

The users will be prompted to change their default set password



The screenshot shows a web browser window with the URL <https://bgpconnect.com/Person>. The page displays the 'Person details' for 'Tarun Moorjani'. The interface includes a sidebar with navigation options: Details, Organisations, Logins, and Roles. The 'Details' tab is active. The form fields are as follows:

Field	Value
First name *	Tarun
Last Name *	Moorjani
EmailUS *	tarun@indsys.holdings
Phone number	
Code	
Person type *	Britannia Employee
Time Zone	Asia/Calcutta
Active	<input checked="" type="checkbox"/>

A green button labeled 'Send Login Link' is located next to the EmailUS field. At the bottom right of the form, there are buttons for 'Save', 'Save & Close', and 'Cancel'. The Windows taskbar at the bottom shows the time as 6:11 PM on 30-Jun-22.