User Set-up on BGP Connect
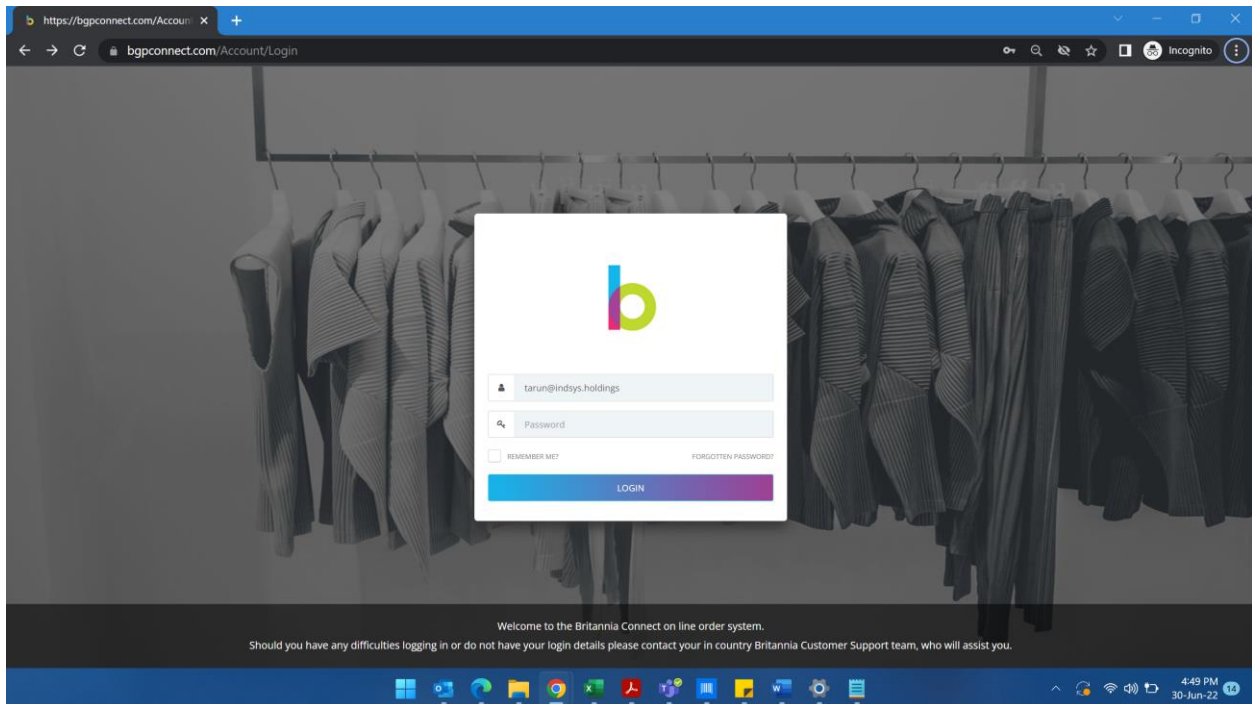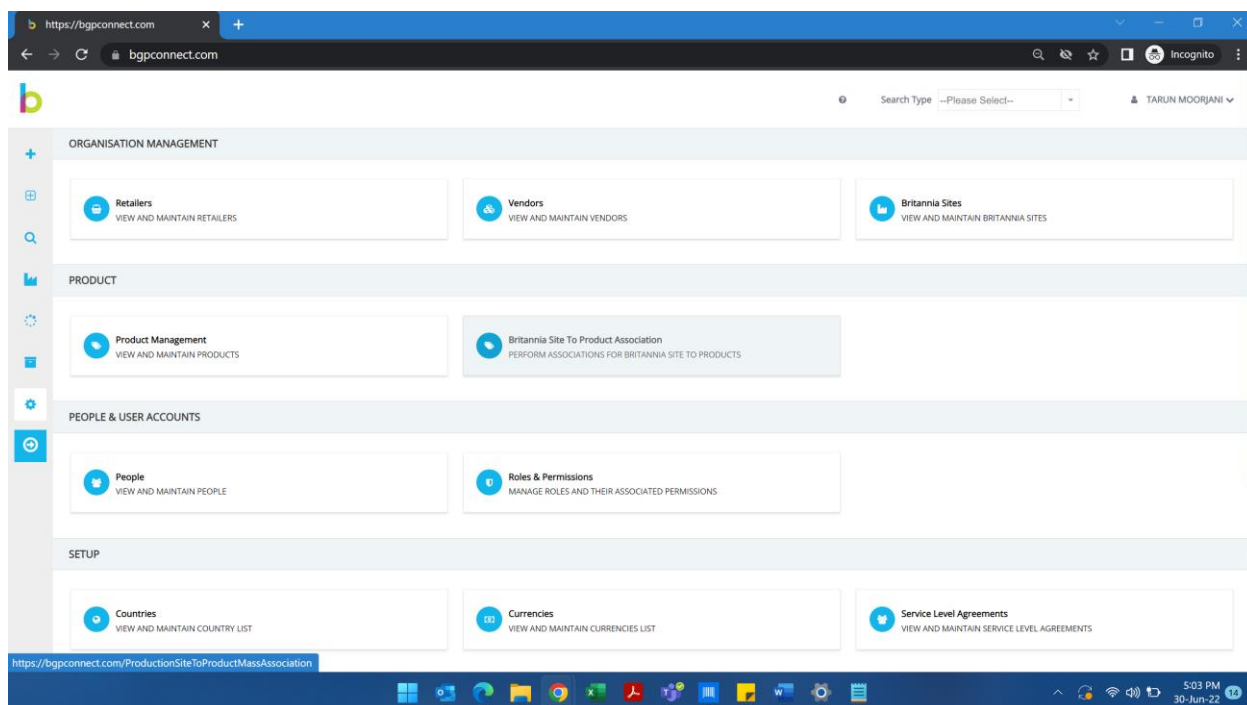
Step 1:

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

Step 2:

Click on '**People**' menu under '**People and User Accounts**' section/ tab
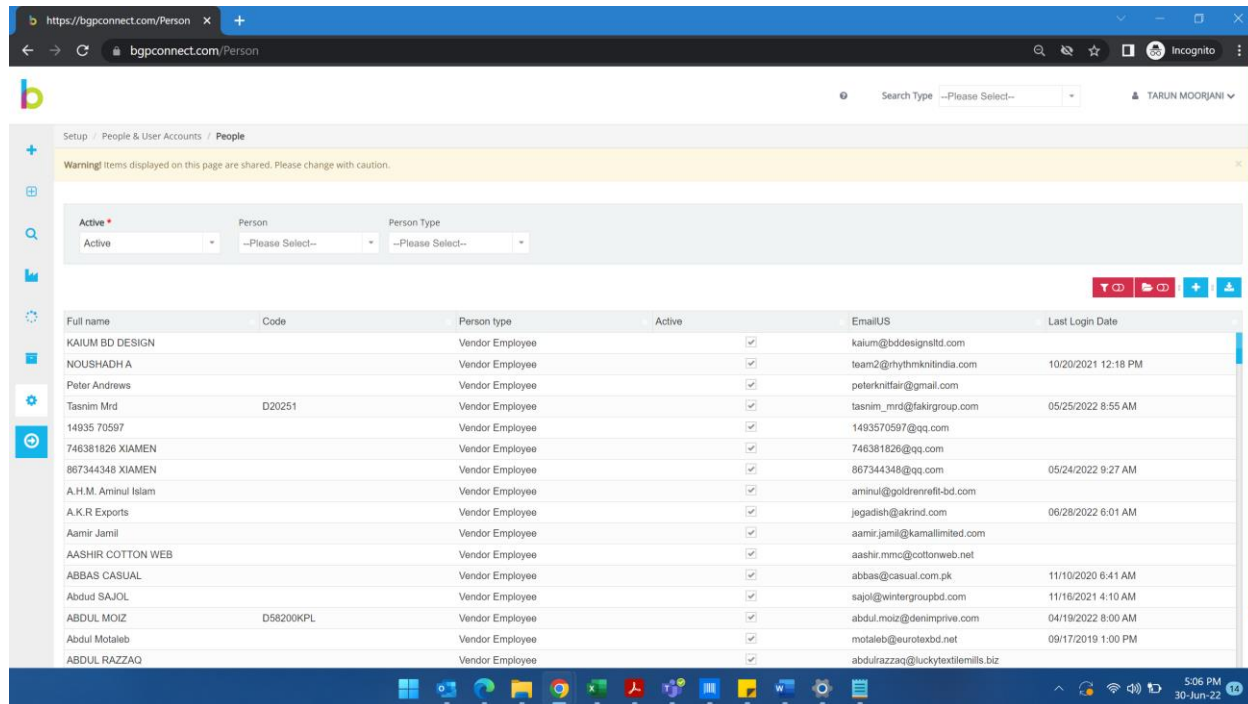
Step 3:

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.

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)

- o **Vendor Employee:** Select this option for users placing orders
- o **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

Step 4.1: Associating Organizations:

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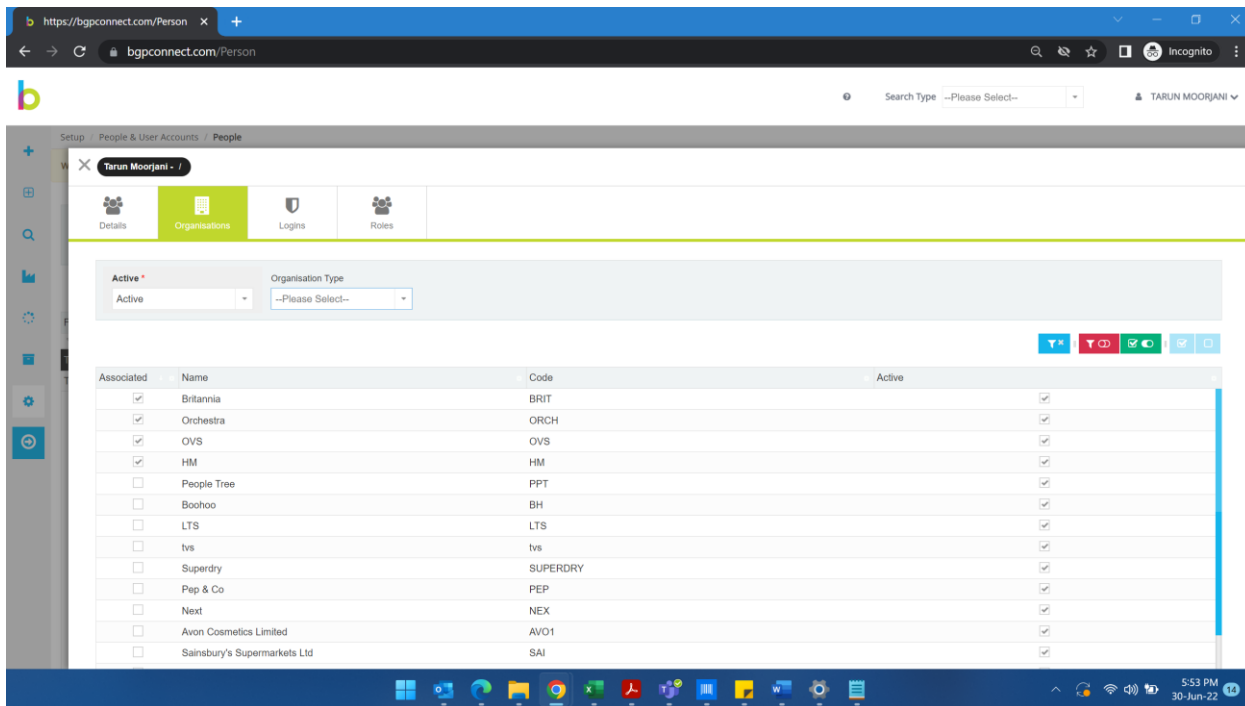
Mapping / Associating Organizations details:

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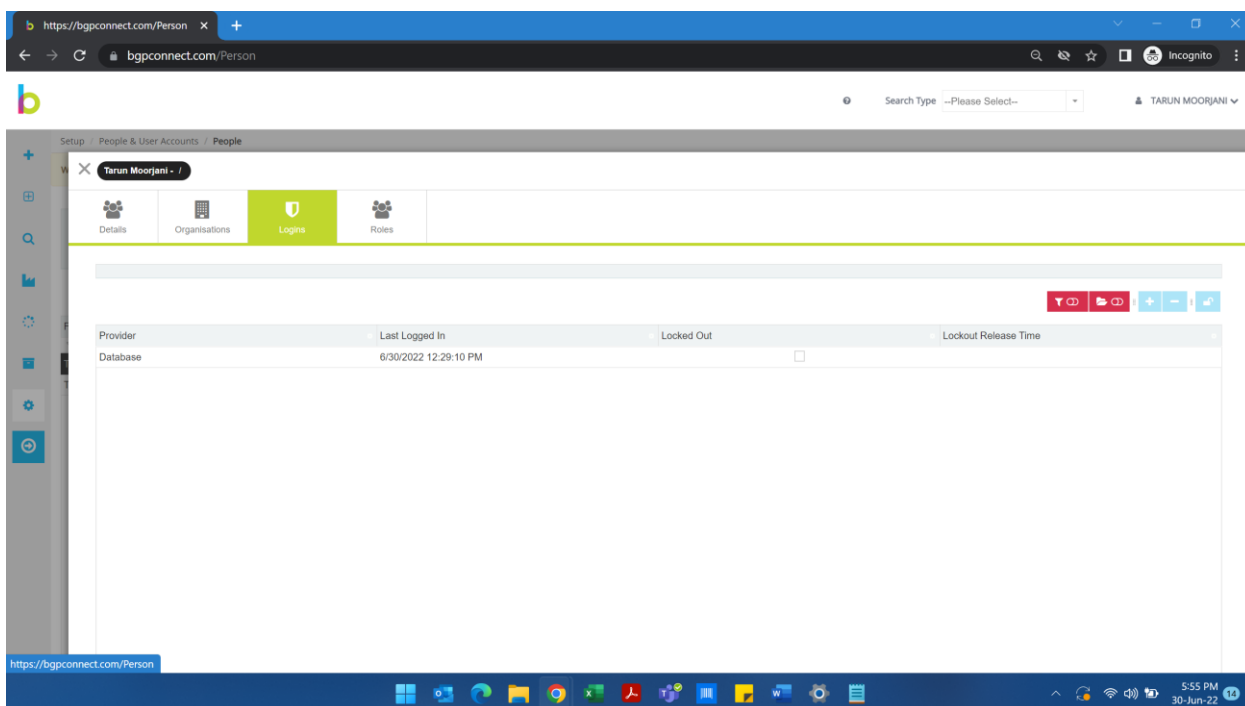

Step 4.2: Login

This menu displays the Login details of respective user.
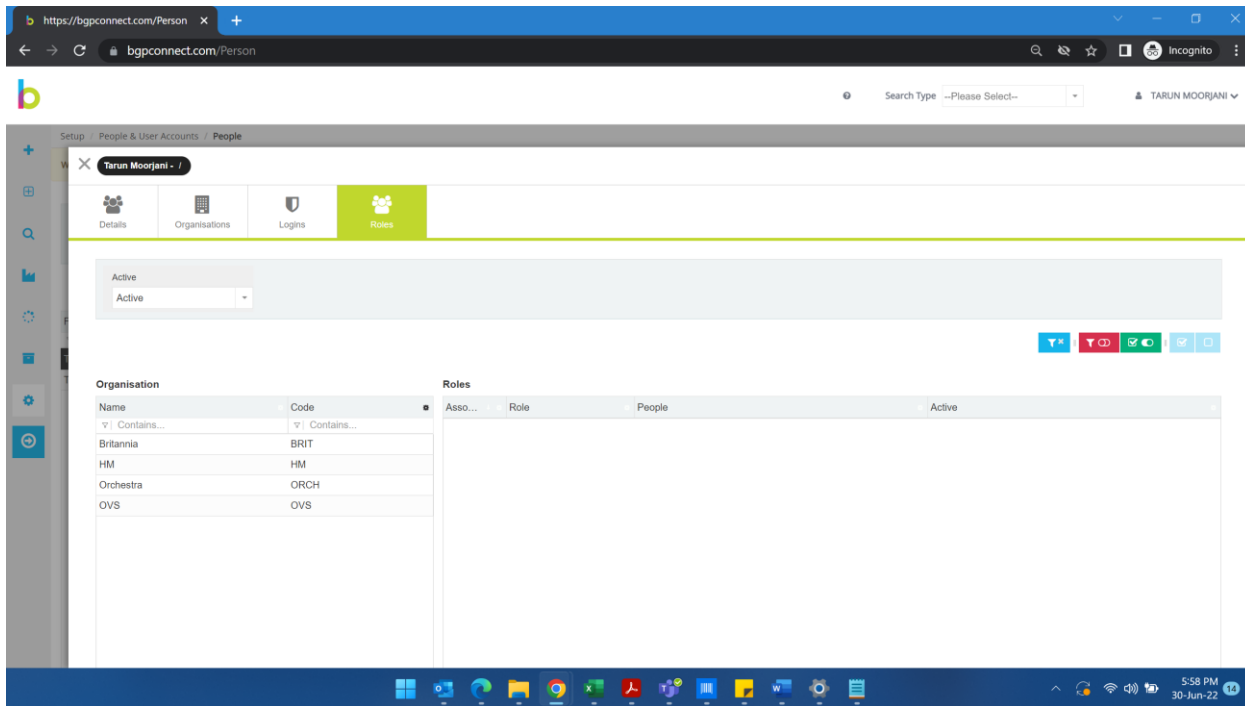
In case of User lockout, the checkbox to unlock the user.

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.
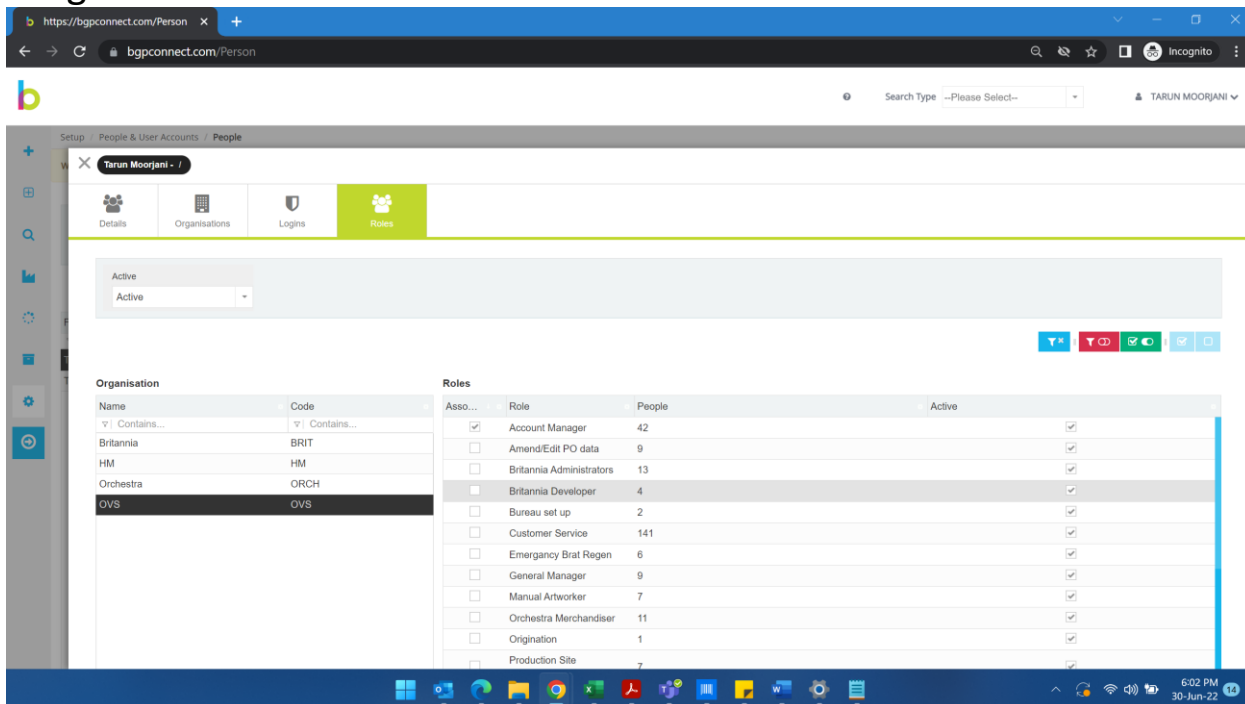
Select the Organization for which the Role must be set →

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
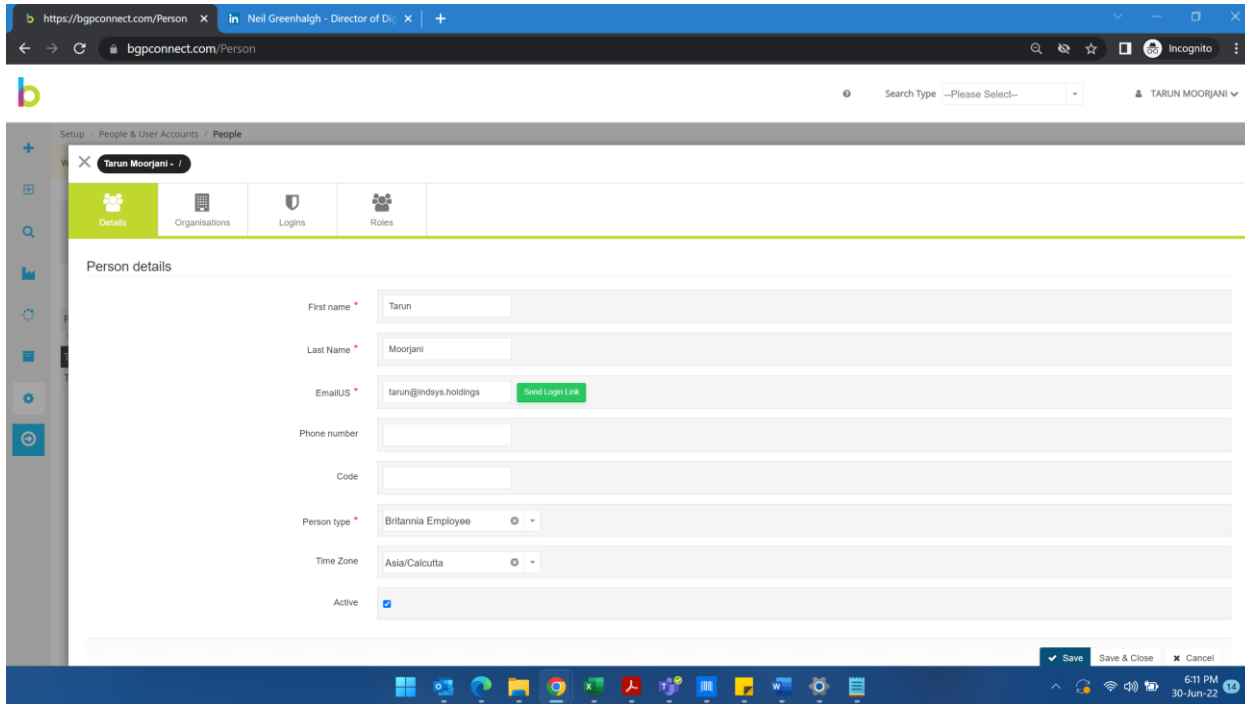
for general vendors select 'V**endor'**

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