

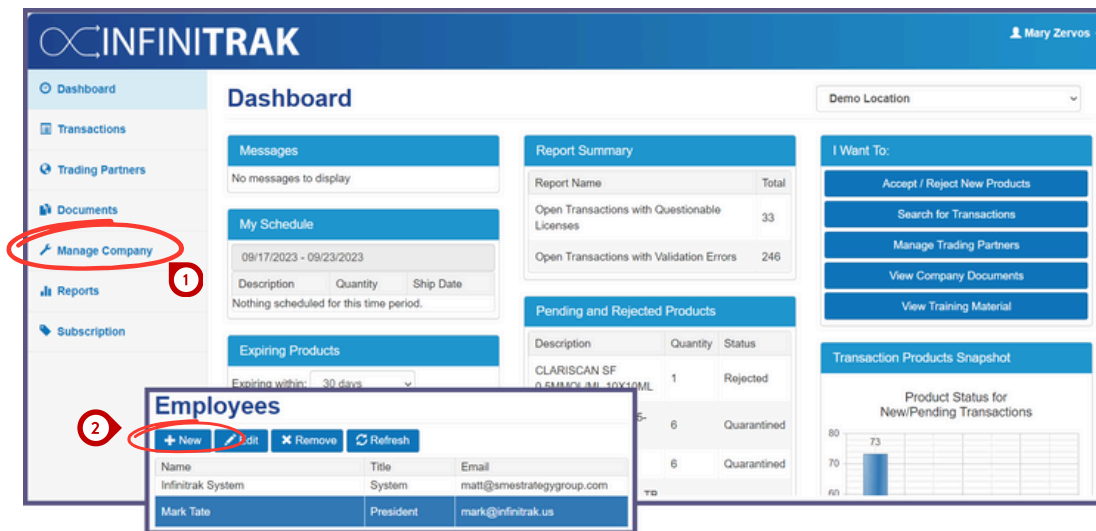
User Access

InfiniTrak offers unlimited users. Furthermore, administrators are able to control who can access the platform and what kind of access they have.



HOW TO CREATE USER ACCOUNTS

- From the dashboard, on the left, select 'Manage Company', then select 'Locations & Employees'
- Scroll to 'Employees' and select 'New'.



- Enter the user's first & last name, title, and email address.
- Assign User Rights. (By default, all rights are assigned)
- Select 'Save'

Employee

User Details

First Name:*

Last Name:*

Title:*

Email Address:*

User Rights

☐ Manage Company

☐ Manage Users

☐ Manage Locations

☐ Manage Reports

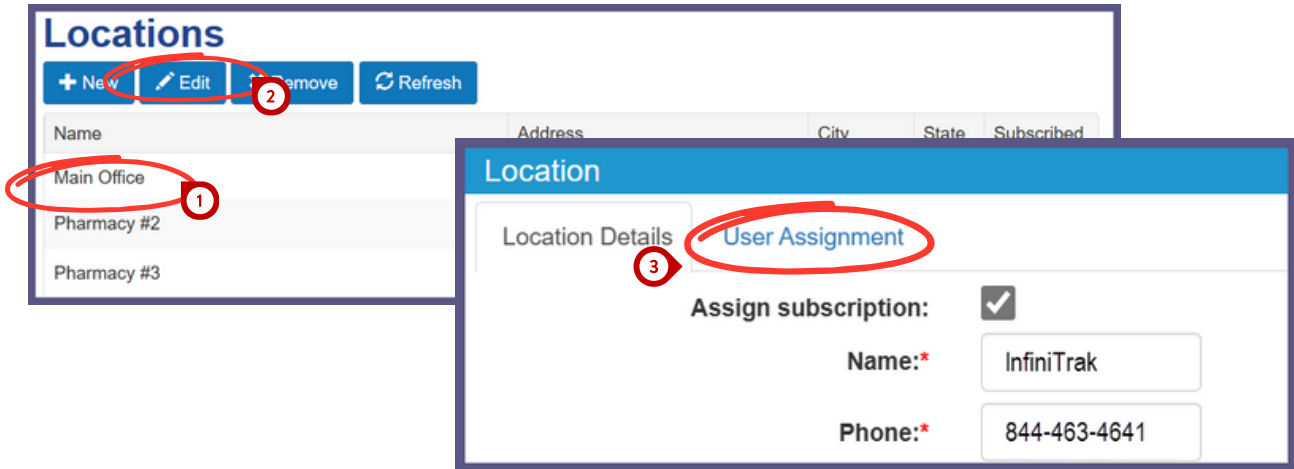
☐ Manage Subscriptions

Save

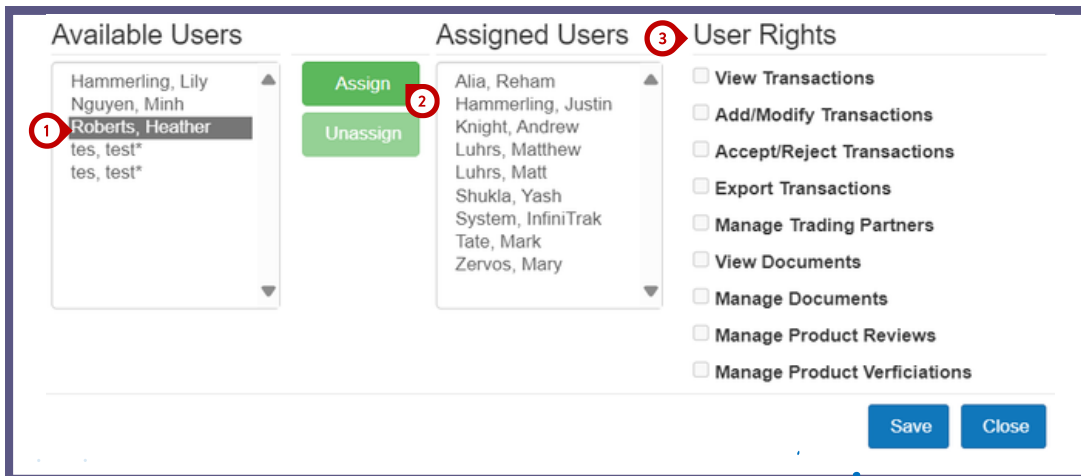
Close

- Manage Company - add/delete/edit anything in 'Manage Company' section.
- Manage Users - add/delete/edit employee information.
- Manage Locations - add/delete/edit locations & create user assignments.
- Manage Subscription - view invoices, edit payment information.

- Next, assign the user to a location. Users can be assigned to multiple locations but will only have access to the locations they are assigned to.
- Choose the location and select 'Edit'
- At the top of the page, select the 'User Assignment' tab.



- Locate and select the user under 'Available Users' and select 'Assign' (To select multiple users, hold the Ctrl key as you select the names).
- Select the User under 'Assigned Users' and select the 'User Rights' for each user (Holding the Ctrl key allows the admin to assign multiples at once).
- Select Save



Check out the
Video Tutorial



- View Transactions
- Add/Modify Transactions - create transactions
- Accept/Reject Transactions
- Export Transactions - export an entire transaction
- Manage Trading Partners - request supplier connections
- View Documents - view documents uploaded to the portal
- Manage Documents - upload documents to the portal.
- Manage Product Reviews - activate the Suspect Product Wizard
- Manage Product Verifications - Conduct a product verification

InfiniTrak offers
Single Sign On
using SAML.