

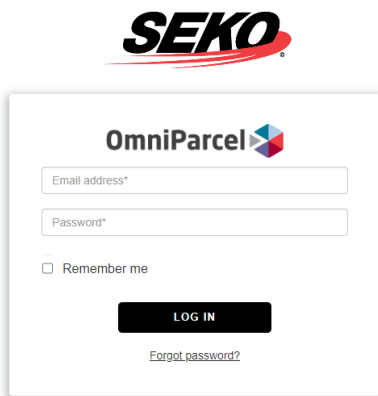
HOW TO
**ADD A NEW USER
TO OMNIPARCEL**



OMNIPARCEL

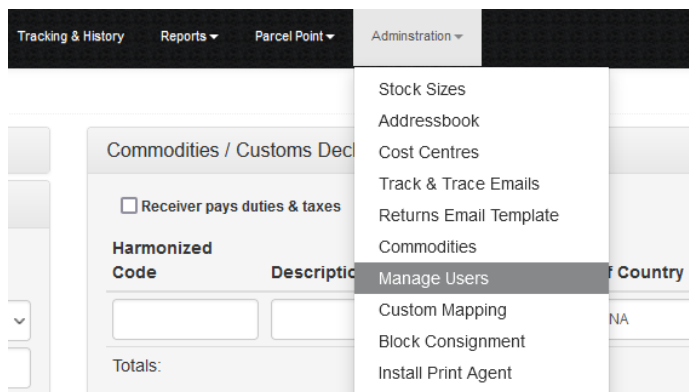
How to Add a New User

1. Log in to OmniParcel by entering your log in details at <http://www.omniparcel.com>

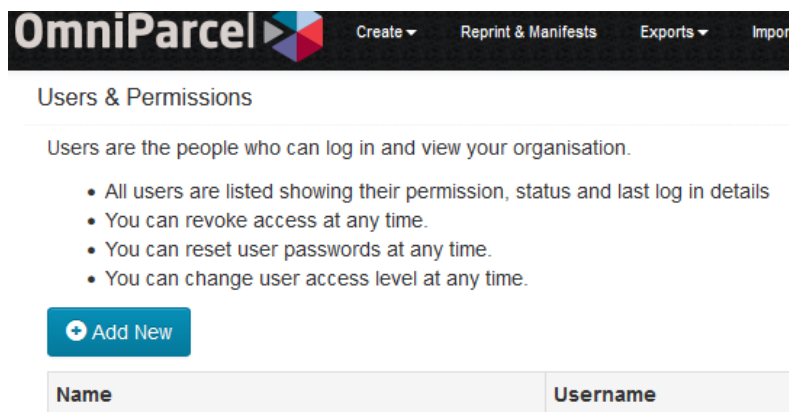


The image shows the OmniParcel login page. At the top is the SEKO logo. Below it is the OmniParcel logo. The form contains two input fields: 'Email address*' and 'Password*'. There is a checkbox for 'Remember me' and a 'LOG IN' button. A link for 'Forgot password?' is located below the button.

2. Navigate to Administration > Manage Users on the main menu.



3. To add a new user, click on the blue 'Add New' button.



The image shows a screenshot of the 'Users & Permissions' page in the OmniParcel application. The page header includes the OmniParcel logo and navigation links: 'Create', 'Reprint & Manifests', 'Exports', and 'Import'. The main heading is 'Users & Permissions'. Below the heading is a description: 'Users are the people who can log in and view your organisation.' followed by a bulleted list of user management capabilities:

- All users are listed showing their permission, status and last log in details
- You can revoke access at any time.
- You can reset user passwords at any time.
- You can change user access level at any time.

Below the list is a blue button with a plus sign and the text 'Add New'. At the bottom of the page, there is a table with two columns: 'Name' and 'Username'.

3. Proceed to fill in the fields as shown below.

OmniParcel

Create Reprint & Manifests Exports Imports Bulk Printing RTS Tracking & His

Edit

Grant or update user access level below.

Username / Email: Beryl@thebeach.com

Full Name: Beryl Beach

Default Cost Centre: -- ALL--

Time zone: (UTC+10:00) Canberra, Melbourne, Sydney

Set New Password:

Hide Pricing Details: No

5. Choose the required level of access for the new user by selecting from the below options.

	Invoices	Edit Settings	Printing	Tracking
<input checked="" type="radio"/> Full Admin Access		✓	✓	✓
<input type="radio"/> Standard User			✓	✓
<input type="radio"/> Read Only				✓
	View current & historical invoices	Manage cost centers, track & trace emails, integrations, etc	Create shipments, bulk import & print, etc	Tracking History only

Save User Return to users

6. Click Save User – the new user has now been created.

7. You will be directed back to the Users page where you may check the new user’s permissions by clicking on ‘Impersonate’. Please note, you will then need to log out when complete and log in using your own log in details.

Beryl Beach	Beryl@thebeach.com	Full Admin Access	Test account for Sales Team	All	08-Jul-2022	Impersonate
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