

SYSTEM ACCESS

USER BASICS

DISCLAIMER

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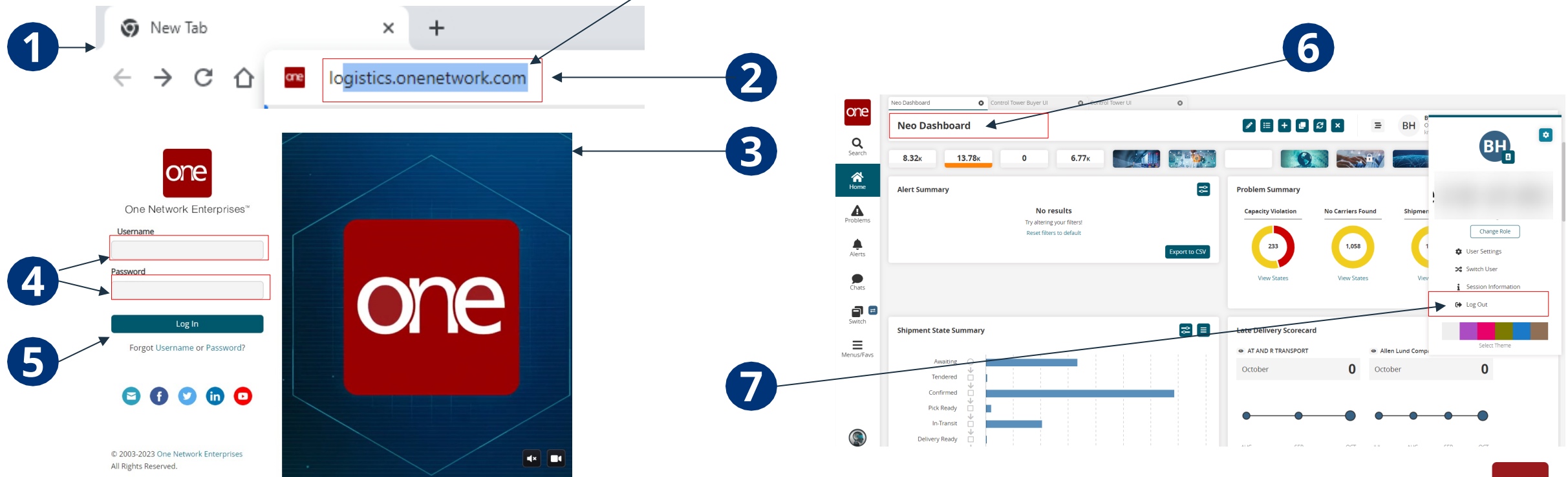
USER BASICS

System Access

- Logging into One Network
- Control Tower Dashboard
- Account and User Settings
- Resetting Your Password

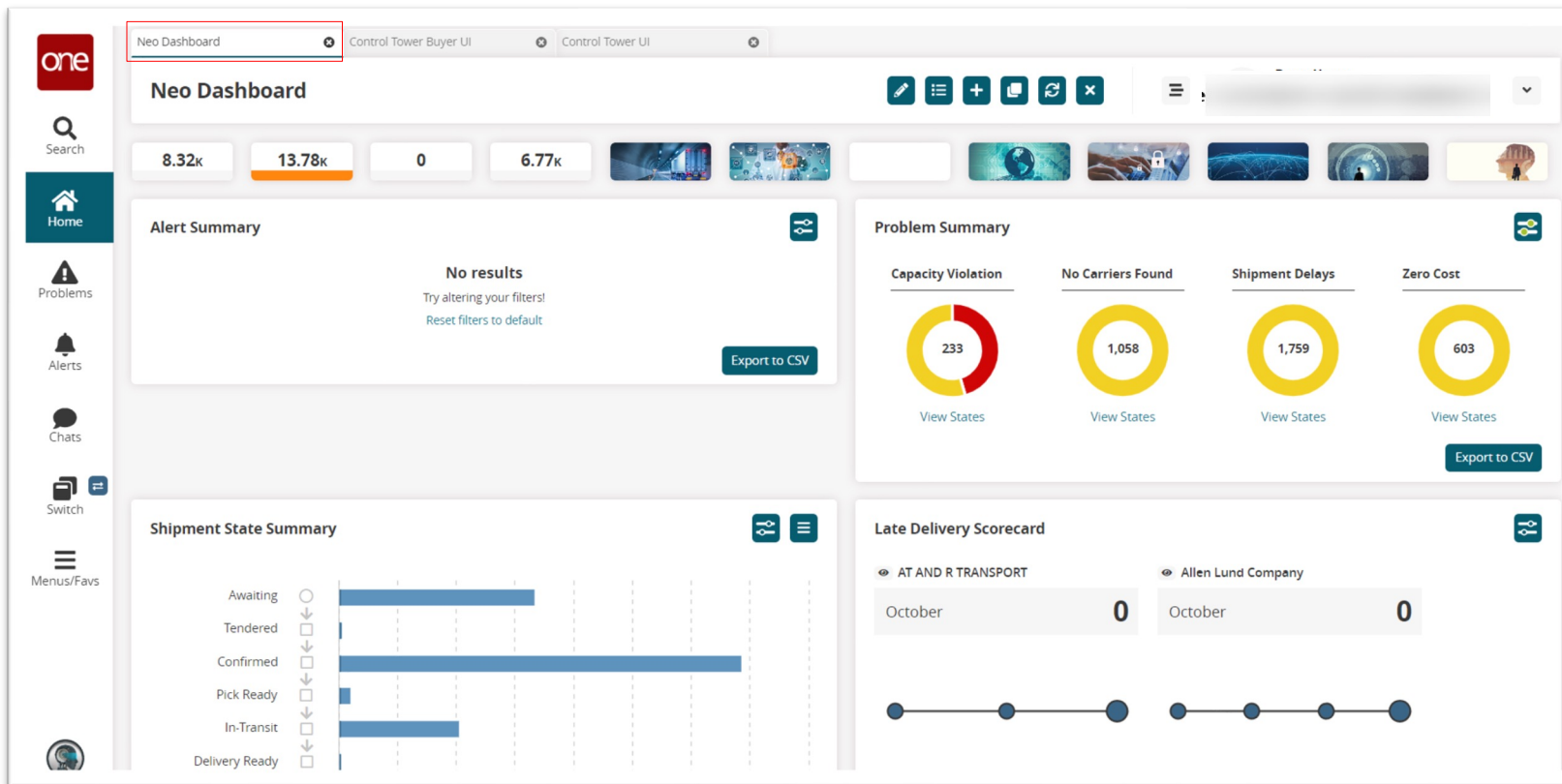
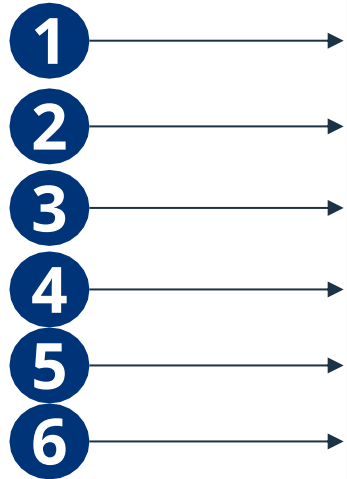
Login and Logout of the Control Tower

1. **Open** an Internet **browser** window (Google Chrome Version).
2. In your browser window, **enter** the **URL** for Control Tower <https://logon.onenetwork.com/sso/logon.sso> and press the **Enter** key on your keyboard
3. The **Login screen** for the Control Tower appears.
4. **Enter** your **username** in the Username field and enter your **password** in the Password field.
5. After entering your username and password, click the **Login** button.
6. Once logged-in, the main Control Tower screen appears.
7. Once you are done using the system, you can logout. To logout, **click** your **username** in the top **right corner** of the screen and select the **Logout** option.



Control Tower Dashboard

1. **Home icon** – pressing this icon will return you to the Dashboard tab or display the Dashboard tab if it was closed
2. **Problems icon** – pressing this icon will display the Problems status similar to **Problem Summary**
3. **Alerts icon** – pressing this icon will display Alerts details similar to **Alert Summary**
4. **Chats icon** – pressing this icon will open chat window which will allow user to initiate chat with another user in network based on configuration.
5. **Switch icon** – pressing this icon will display a list of all **open tabs** and allow you to select one to go directly to that tab
6. **Menus/Favs icon** – pressing this icon display the Menu options allowed for the user role logged-in and will also display your list of **Favorites** and the **Manage Favorites** option.



Control Tower Dashboard ... Continued

1. **Edit Dashboard** – pressing this icon will help you to edit the dashboard page.
2. **My Dashboard** – pressing this icon will help you to select/switch dashboard.
 - A. **Set Selected as Home** – For default dashboard display, select your dashboard and click on this icon
3. **New Dashboard** – pressing this icon will help you to create new dashboard.
4. **Clone Dashboard** – pressing this icon will help you to clone a dashboard.
5. **Refresh** – pressing this icon will help you to refresh the dashboard and populate default dashboard.
6. **Close Current Perspective** – pressing this icon will help you to close the current perspective.

My Dashboards

System Defined Dashboards

- Global Trade Dashboard
No Changes View
- Neo Analytics Dashboard
No Changes View
- Neo Dashboard
Last edit on Oct 17, 2023 View
- Supplier Historical Dashboard
No Changes View
- Supplier Operations Dashboard View

Set Selected as Home Create a Dashboard

1. Edit Dashboard icon (pencil)

2. My Dashboard icon (list)

3. New Dashboard icon (+)

4. Clone Dashboard icon (document)

5. Refresh icon (circular arrow)

6. Close Current Perspective icon (X)

2.A. Set Selected as Home button

Account and User Setting

1. **Change Role** which allows the user to **switch to a different role** if the user is configured for multiple roles
2. **User Settings** which control user specific information
3. **Session Information** which provides details about the session user has logged-in
4. **Logout** which allows the User to log-out of the system.
5. **Select Themes** which controls the color scheme of the Screens

The image displays several key UI components:

- Change Role:** A button in the top right corner of the main dashboard.
- User Settings:** A panel containing:
 - User Information:** Fields for First Name (Byron), Last Name (Horne), Email, and Mobile Phone Number.
 - UI Preferences:** Fields for Locale (English) and Time Zone ((GMT-04:00) Eastern Daylight Time (America/Indianapolis)).
 - Disable External Email Notification Until:** A toggle switch and a date picker.
 - Override Per Role:** A dropdown menu.
- Session Information:** A panel providing session details:
 - User Information:** User Name and Role Type (ONE NOC Manager Role (TMS.TRANSPORTATION_MANAGER)).
 - Server Information:** Server Id (116.11), Current Time (Oct 17, 2023 6:50 PM EDT), and POD Name (rtvn9001-uat-ui-deployment-5898f5497d-r758h).
 - Version Information:** Version (3.8.1127255) and Build Date (Sep 29, 2023 2:43 am EDT).
 - Hot Patch Artifacts:** A list of artifact IDs: 1127366, 1127712, 1128429, 1128454, and 1128469.
- Log Out:** A dialog box asking "Are you sure you want to Log Out?" with "No" and "Yes" buttons.
- Select Another Role:** A dialog box for role selection.
- Select Theme:** A row of colored squares at the bottom of the dashboard.

Account and User Setting ... Continued

1. Edit **First Name, Last Name, Email**
2. Select **Time zone** as per your location.
3. **UI Preferences:**
 1. Select **Perspective** options
 2. Tab **Header Color**
 3. **Number** format
 4. **Currency** format

Neo Dashboard ✕ User Settings ✕

User Settings

User Information | UI Preferences

First Name

Last Name

Email

Mobile Phone Number

Locale

Time Zone

Disable External Email Notification Until

📅 🕒 (Disable external email Notification until provided date)

➤ Override Per Role

Neo Dashboard ✕ User Settings ✕ ★ 🔄 ✕

User Settings

User Information | **UI Preferences**

Max Open Perspectives If Exceeds Max Open Perspective NEO Animations Show Perspectives As Tabs

Select Table Header Color

Data Display

Number

Decimal Separator	Minimum Fraction Digits	Number Of Digits In Group	Grouping Separator	Maximum Fraction Digits	Leading Zero
<input type="text" value="."/>	<input type="text" value="0"/>	<input type="text" value="123,456,789"/>	<input type="text" value=","/>	<input type="text" value="3"/>	<input type="text" value="0."/>

Currency

Decimal Separator	Minimum Fraction Digits	Number Of Digits In Group	Grouping Separator	Maximum Fraction Digits	Leading Zero
<input type="text" value="."/>	<input type="text" value="2"/>	<input type="text" value="123,456,789"/>	<input type="text" value=","/>	<input type="text" value="2"/>	<input type="text" value="0."/>

Export/Import Settings

Field Delimiter

(Re)setting your Password

1. **Select** the “**Forget Password?**” link under the Login button to set or change your password.
2. **Enter** your email address associated with your One Network user account in the “**Email Address**” field and then press the “Send Email” button.

Note – if you receive an error message stating, “No account exists for the provided email address”, please confirm you entered your email address correctly. Contact an administrator user for your company if you are having issues with your email address or if you do not remember your email address and they can check in the system.

3. An email containing a link to reset your password will be sent to the email address you provided. **Click** on **link** and follow the instructions to update your **new password**.



Thank You!