

## HOW TO ADD ADDITIONAL USERS TO YOUR TUNGSTEN NETWORK ACCOUNT

You must be the Admin of your account in order to add additional users

1. Please login in at [www.tungsten-network.com/login](http://www.tungsten-network.com/login)
2. Once you have logged in click on Your account on the top right hand side of the page
3. Click on View Your users and their rights

Your Company

<p>Company information</p> <ul style="list-style-type: none"><li>- Update company details</li><li>- Manage security settings</li><li>- Upload a company logo</li><li>- Your Tungsten account</li><li>- Purchase Tungsten Network transactions</li></ul>	<p>Contacts</p> <ul style="list-style-type: none"><li>- View and manage your contacts</li></ul>
<p>Users</p> <ul style="list-style-type: none"><li>- View your users and their rights</li></ul>	<p>Alerts &amp; notifications</p> <ul style="list-style-type: none"><li>- Support ticket alerts</li><li>- Invoicing</li></ul>
<p>Invoice information</p> <ul style="list-style-type: none"><li>- Product information</li><li>- Tax rates</li><li>- Ship from details</li><li>- Remit details</li><li>- Static data</li><li>- Units of measurement</li></ul>	

4. You can now view current users. You can transfer Admin rights to another user by clicking admin.
5. You can amend a current user's profile or access rights by clicking on the edit button

Current administrator

First name	Ashritha
Last name	Hazra
Email	ashritha.hazra3@ge.com

Portal users

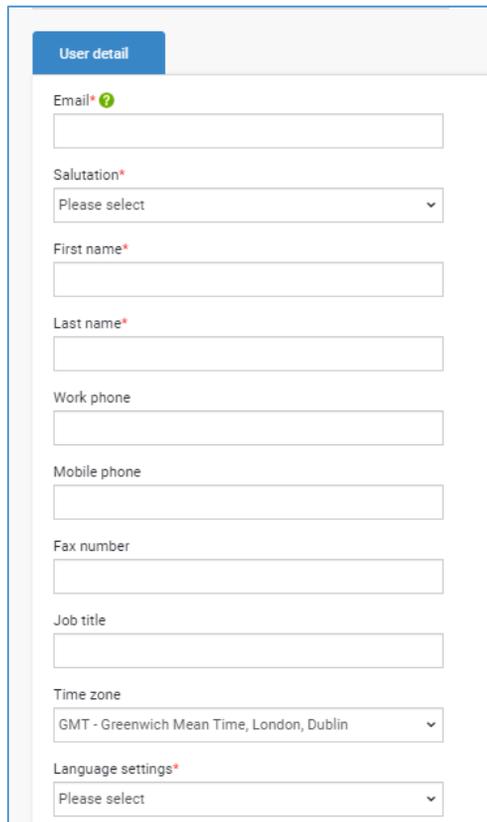
First name	Last name	Login name	Administrator	Administrator rights	Edit	Delete
Ashritha	Hazra	ashritha.hazra3@ge.com	Administrator			
John	Smith	j.smith@ge-testing.com		<b>TRANSFER</b>		

Navigation: < < 1 > > Page size: 250

Displaying page 1 of 1, items 1 to 2 of 2

**ADD**

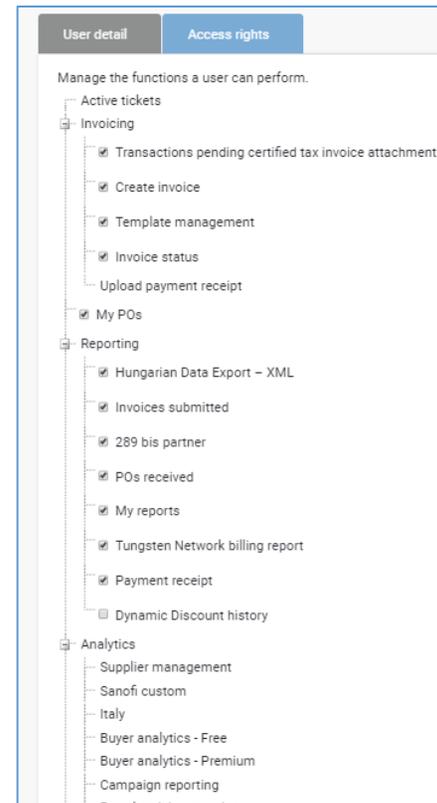
- Click 'Add' to add a new User  
Enter their details and click save.  
The user will now receive an email to set their login credentials



The screenshot shows the 'User detail' form with the following fields:

- Email\***: Text input field with a help icon.
- Salutation\***: Dropdown menu with 'Please select'.
- First name\***: Text input field.
- Last name\***: Text input field.
- Work phone**: Text input field.
- Mobile phone**: Text input field.
- Fax number**: Text input field.
- Job title**: Text input field.
- Time zone**: Dropdown menu with 'GMT - Greenwich Mean Time, London, Dublin' selected.
- Language settings\***: Dropdown menu with 'Please select'.

- After saving you can click on the 'Access Rights' tab to determine their access level. Click save when completed



The screenshot shows the 'Access rights' tab with the following sections and options:

- Manage the functions a user can perform.**
  - Active tickets
  - Invoicing
    - Transactions pending certified tax invoice attachment
    - Create invoice
    - Template management
    - Invoice status
    - Upload payment receipt
  - My POs
  - Reporting
    - Hungarian Data Export - XML
    - Invoices submitted
    - 289 bis partner
    - POs received
    - My reports
    - Tungsten Network billing report
    - Payment receipt
    - Dynamic Discount history
  - Analytics
    - Supplier management
    - Sanofi custom
    - Italy
    - Buyer analytics - Free
    - Buyer analytics - Premium
    - Campaign reporting
    - Postal activity reporting