



USE CASE

032 – ADMIN USER

MDA

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TABLE OF CONTENTS

Contents

1. OVERVIEW	4
2. ACTORS	4
3. FLOWS	4
MAIN FLOW	4
View User.....	4
Edit User.....	11
Add User.....	13

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1. OVERVIEW

Vendor companies will have two types of users that can be created for SCPP applications:

1. Corporate Administrator – This is an administrator user who can perform administrative tasks for a single company. This user can also be a business user who can access the business functionality of applications.
 - a. Corporate Administrators are authorized to create and maintain company-level entities (locations, regions, roles, and users)
 - b. Corporate Administrators are authorized to handle daily system maintenance
2. User – This is a regular business user who does not have permission for administrative tasks.
 - a. Users have limited access to MDA but may be authorized to modify their own profile such as name, address, phone, fax, and email address

2. ACTORS

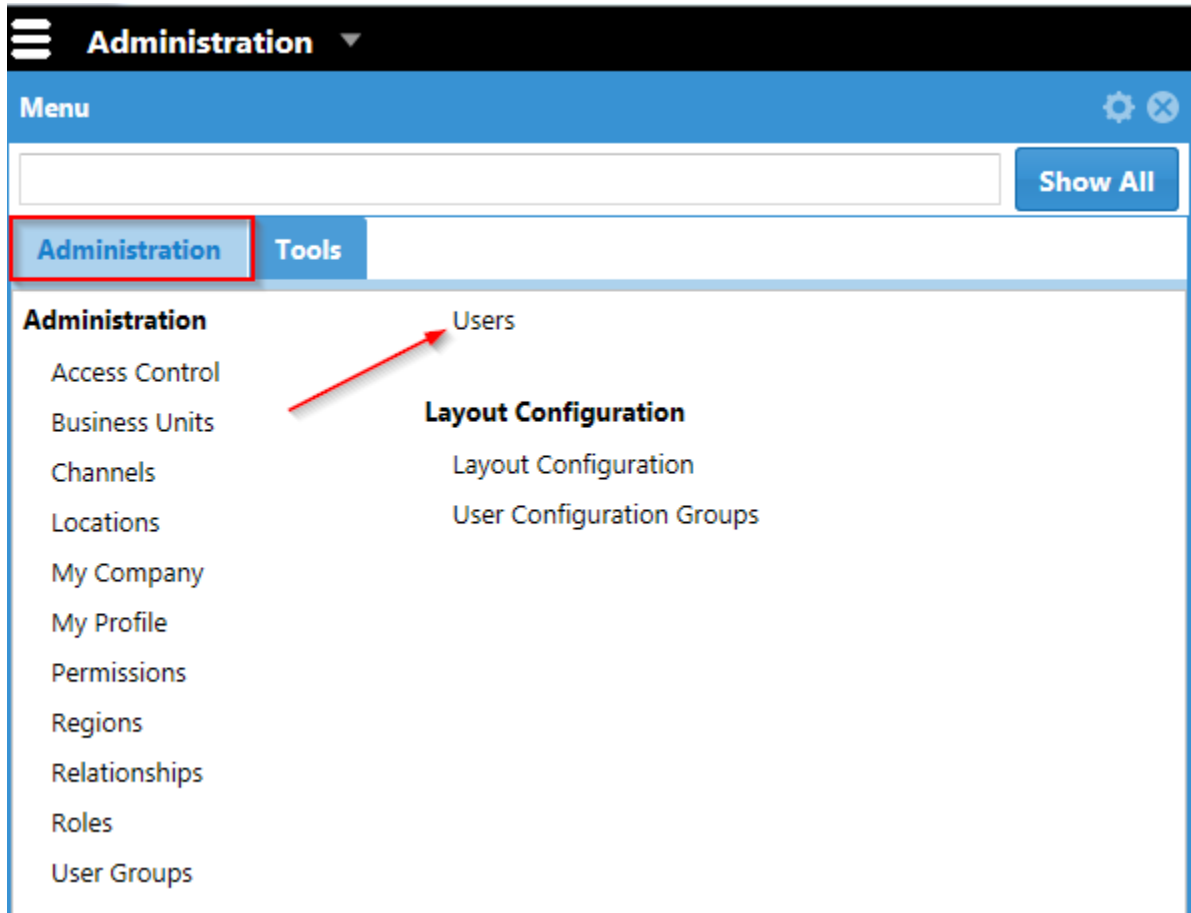
Corporate Administrators and Users

3. FLOWS

MAIN FLOW

View User

1. Upon logging into the application, click the Menu  button and then click Users under the Administration tab



2. User can navigate to the Views pane to apply a filter applies a filter to search for specific users. Click on the dropdowns in the filter window to select fields to query against and click Apply.

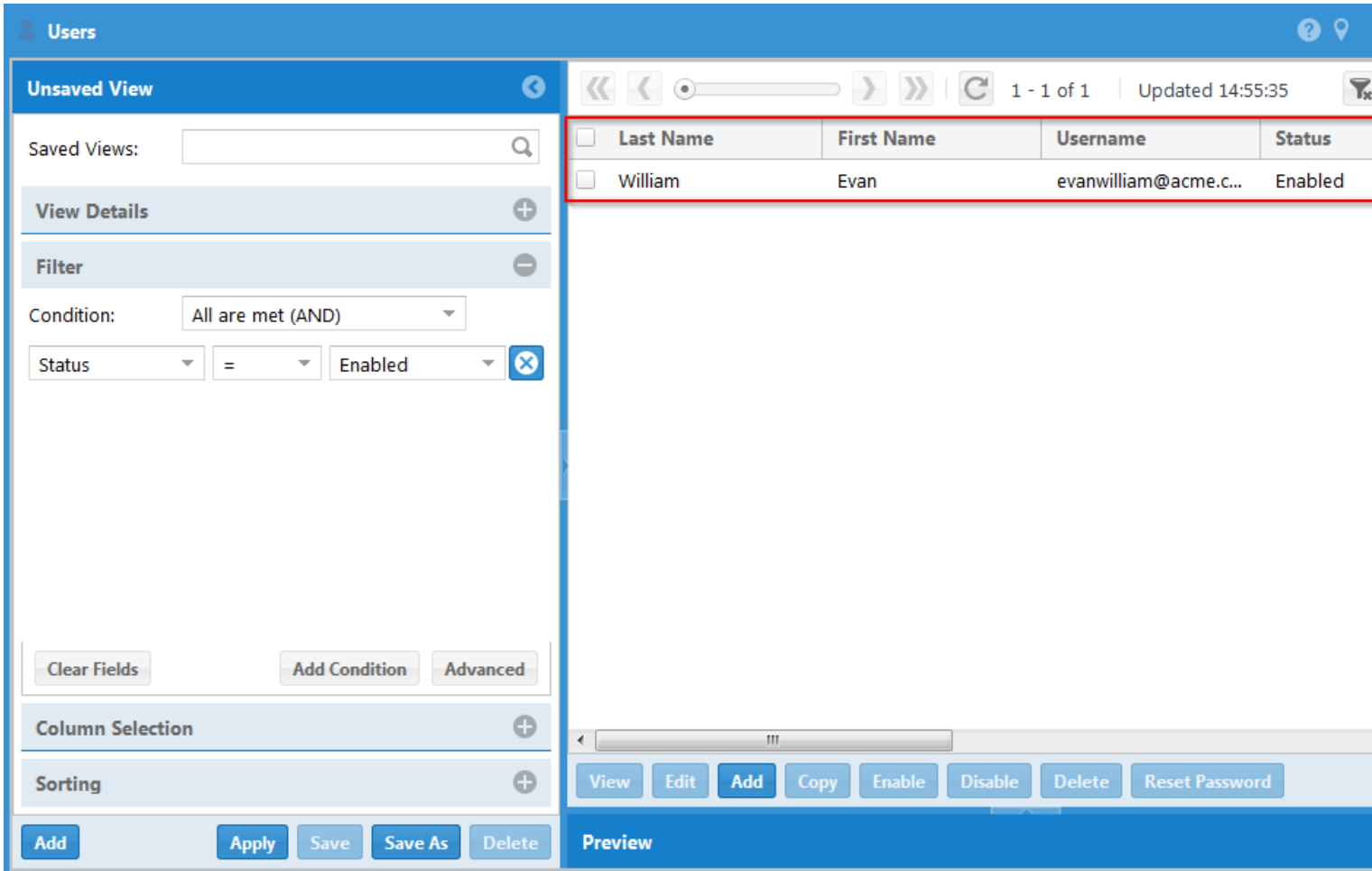
The screenshot displays the 'Users' application interface. On the left, the 'Views' pane is active, showing a 'Filter' section with a condition set to 'All are met (AND)'. Two dropdown menus are visible in the filter section, with red arrows pointing to them, indicating where to click to select fields for the query. Below the filter section are buttons for 'Clear Fields', 'Add Condition', and 'Advanced'. At the bottom of the Views pane are buttons for 'Add', 'Apply', 'Save', 'Save As', and 'Delete'. The main area on the right shows a table of users with columns for 'Last Name', 'First Name', 'Username', and 'Status'. The table contains one row: William, Evan, evanwilliam@acme.c..., Enabled. Above the table, there are navigation controls (back, forward, refresh) and a status bar indicating '1 - 1 of 1' and 'Updated 14:38:35'. Below the table, there are buttons for 'View', 'Edit', 'Add', 'Copy', 'Enable', 'Disable', 'Delete', and 'Reset Password'. At the bottom of the main area is a 'Preview' button.

Last Name	First Name	Username	Status
William	Evan	evanwilliam@acme.c...	Enabled

The screenshot shows a user management interface with a sidebar on the left and a main table on the right. The sidebar contains sections for Views, Filter, Column Selection, and Sorting. The Filter section is active, showing a condition: "All are met (AND)". A dropdown menu is open for the "Status" field, with options "Disabled", "Enabled", and "Deleted". The "Apply" button at the bottom of the sidebar is highlighted with a red box and a red arrow. The main table displays a list of users with columns for Last Name, First Name, Username, and Status. The table shows one user: William Evan, with username evanwilliam@acme.c... and status Enabled. The interface includes navigation controls, a search bar, and various action buttons like View, Edit, Add, Copy, Enable, Disable, Delete, and Reset Password.

Last Name	First Name	Username	Status
William	Evan	evanwilliam@acme.c...	Enabled

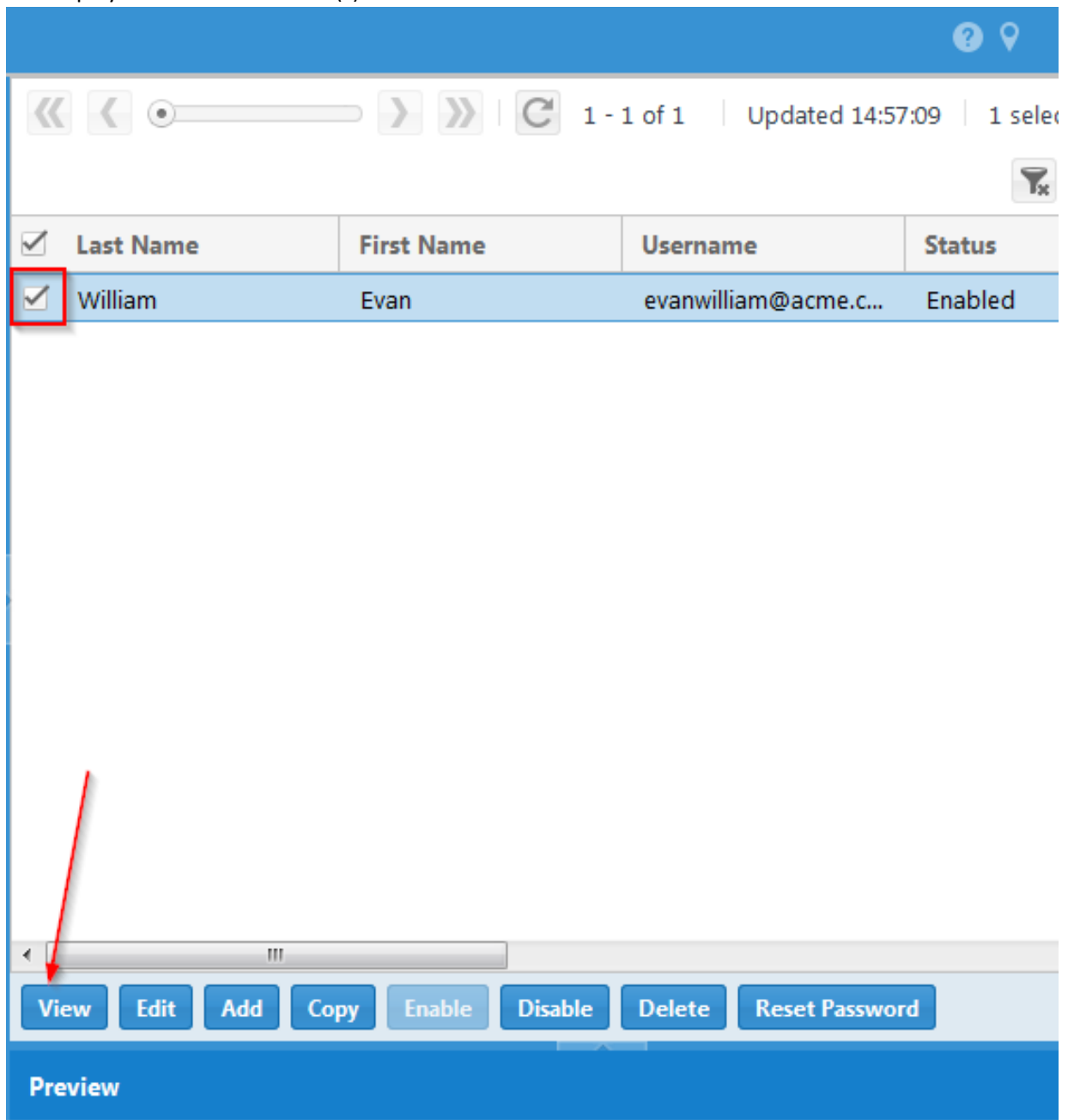
3. System refreshes the list



The screenshot displays a user management interface. On the left, there is a sidebar with sections for 'Unsaved View', 'View Details', 'Filter', 'Column Selection', and 'Sorting'. The 'Filter' section is active, showing a condition: 'All are met (AND)' with a sub-condition 'Status = Enabled'. Below the filter are buttons for 'Clear Fields', 'Add Condition', and 'Advanced'. The main area shows a table of users with columns 'Last Name', 'First Name', 'Username', and 'Status'. A red box highlights the first row of the table, which contains the user 'William Evan' with the email 'evanwilliam@acme.c...' and status 'Enabled'. At the bottom of the main area, there are buttons for 'View', 'Edit', 'Add', 'Copy', 'Enable', 'Disable', 'Delete', and 'Reset Password'. The interface also includes a top navigation bar with 'Users', a search icon, and a status bar with navigation arrows, a refresh icon, '1 - 1 of 1', and 'Updated 14:55:35'.

<input type="checkbox"/>	Last Name	First Name	Username	Status
<input type="checkbox"/>	William	Evan	evanwilliam@acme.c...	Enabled

4. User views the desired record(s) by clicking the radial next to the user and clicking the View button. User details will display for the selected user(s).



The screenshot displays a user management interface. At the top, there is a blue header bar with a help icon and a location pin icon. Below the header is a navigation bar with back, forward, and refresh buttons, along with pagination information: "1 - 1 of 1" and "Updated 14:57:09". A filter icon is visible on the right. The main content area features a table with the following columns: Last Name, First Name, Username, and Status. The table contains one row with the following data: Last Name: William, First Name: Evan, Username: evanwilliam@acme.c..., Status: Enabled. The checkbox in the first column of this row is checked and highlighted with a red box. Below the table is a toolbar with buttons for View, Edit, Add, Copy, Enable, Disable, Delete, and Reset Password. A red arrow points to the View button. At the bottom, there is a blue bar labeled "Preview".

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Status
<input checked="" type="checkbox"/>	William	Evan	evanwilliam@acme.c...	Enabled

View Edit Add Copy Enable Disable Delete Reset Password

Preview

Users
?

User Details: Evan William

Name: Evan William	Username: evanwilliam@acme.com
Company Name: ACME	Status: Enabled

Details
Data Access
Solutions and Defaults

Information	Contact
First Name: Evan	Company Name: ACME
Middle Name:	Type: Corporate Administrator
Last Name: William	Location: HQ
Title:	Locale: English (US)
Gender:	Status: Enabled
Birth Date:	Channel:
Start Date:	Tax ID Number:
Configuration Group:	
	Address 1: 830 Commerce Drive
	Address 2:
	Country: United States
	State/Prov.: GA
	City: Decatur
	Postal Code: 30030
	Phone: 6784448494
	Fax:
	Primary Email: evanwilliam@acme.com
	Alternate Email:
	During Business Hours: E-mail
	After Business Hours: E-mail
Sign In Details	Audit Summary
Username: evanwilliam@acme.com	Created On: 7/25/16 14:36 EDT
Last Password Change Date/Time: 7/25/16 14:36 EDT	Last Updated On: 7/25/16 14:36 EDT

Edit

Edit User

1. User navigates to the User list page (repeat step 1 from View User instructions)
2. User applies a filter which will return the desired record or records (repeat step 2 from View User instructions)
3. System refreshes the list (repeat step 3 from View User instructions)
4. User selects a record to edit by clicking the radial next to the user and clicking the Edit button. An Edit User window will display for the selected user in the Details tab (a red asterisk will be next to required fields).

Users

Edit User

Details | Data Access | Solutions and Defaults

Information

First Name*: Evan
 Middle Name:
 Last Name*: William
 Title:
 Type: Corporate Administratc
 Location: HQ
 Locale: English (US)
 Configuration Group:
 Company Name: **ACME**
 Status: Enabled
 Gender: (none)
 Birth Date:
 Start Date:
 Channel: (none)
 Tax ID Number:

Contact

Address 1*: 830 Commerce Drive
 Address 2:
 Country*: United States
 State/Prov.: GA
 City*: Decatur
 Postal Code: 30030
 Primary Email*: evanwilliam@acme.com
 Alternate Email:
 Phone*: 6784448494
 Fax:
 During Business Hours: E-mail
 After Business Hours: E-mail

Sign In Details

Username: **evanwilliam@acme.com**

Password:
 Password*:
 Confirm Password*:

Password must.:

- ✓ Contain at least one lowercase alphabetic character
- ✓ Contain at least one special character
- ✓ Not contain three or more consecutive identical characters
- ✓ Contain at least one uppercase alphabetic character
- ✓ Contain at least one number
- ✓ Not be identical to Username
- ✓ Be at least 8 character(s) in length

Save Cancel

5. User updates the desired fields

- User selects the "Save" button and pending the systems validation of entered data, a message reading 'User updated successfully' will display in the Users window

Users

← User Details: Evan William

Messages
 ⓘ User updated successfully.

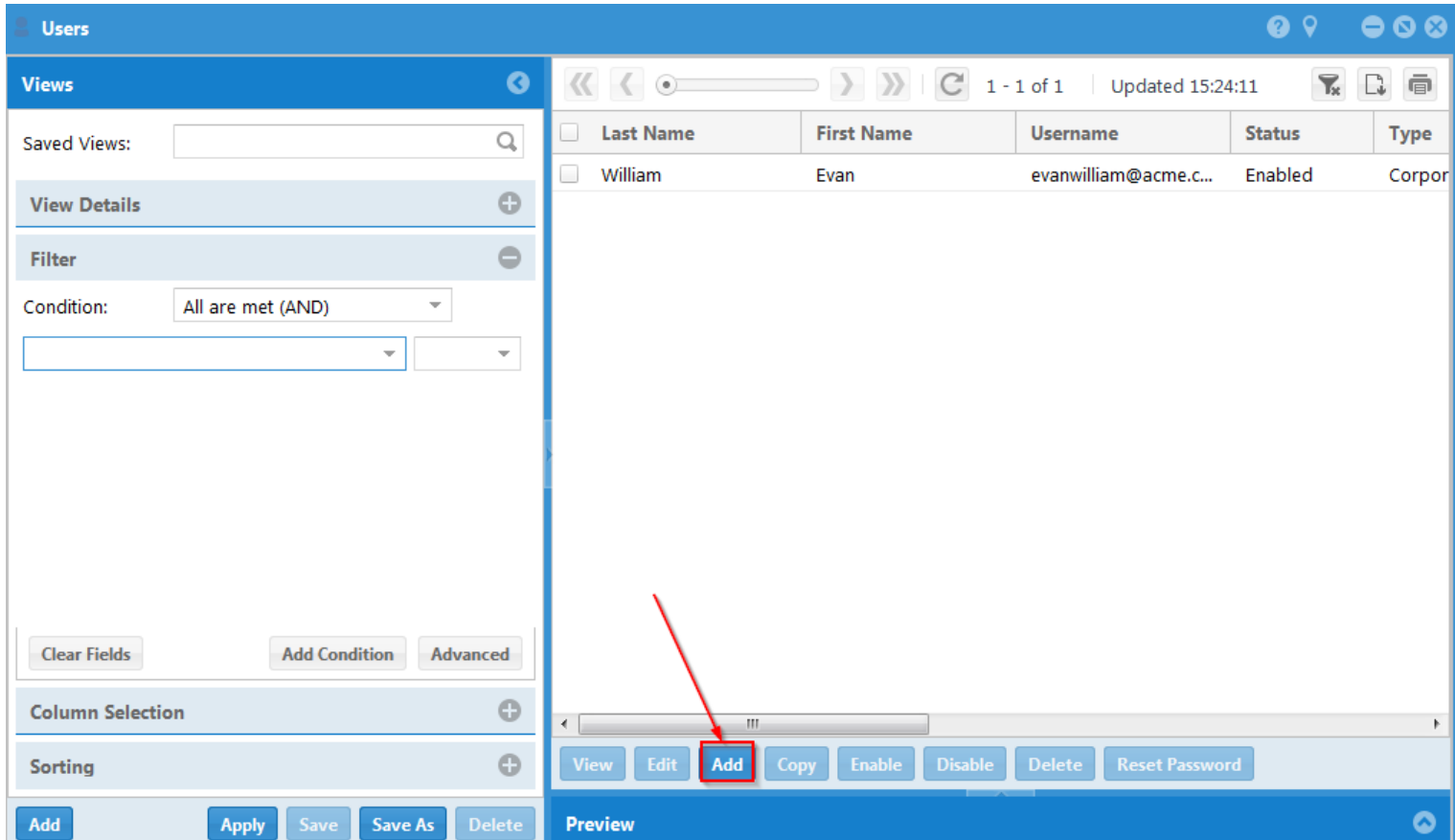
Name: **Evan William** Username: **evanwilliam@acme.com**
 Company Name: **ACME** Status: **Enabled**

Details **Data Access** **Solutions and Defaults**

Information		Contact	
First Name: Evan	Company Name: ACME	Address 1: 830 Commerce Drive	Phone: 6784448494
Middle Name:	Type: Corporate Administrator	Address 2:	Fax:
Last Name: William	Location: HQ	Country: United States	Primary Email: evanwilliam@acme.com
Title:	Locale: English (US)	State/Prov.: GA	Alternate Email:
Gender:	Status: Enabled	City: Decatur	During Business Hours: E-mail
Birth Date:	Channel:	Postal Code: 30030	After Business Hours: E-mail
Start Date:	Tax ID Number:		
Configuration Group:			
Sign In Details		Audit Summary	

Add User

1. User navigates to the User list page (repeat step 1 from View User instructions)
2. In the User list page, click the Add button to add a new user under the company



The screenshot displays the 'Users' management interface. On the left, there is a sidebar with sections for 'Views', 'Filter', 'Column Selection', and 'Sorting'. The main area shows a table with one user entry. Below the table, a row of action buttons is visible, with the 'Add' button highlighted by a red arrow.

<input type="checkbox"/>	Last Name	First Name	Username	Status	Type
<input type="checkbox"/>	William	Evan	evanwilliam@acme.c...	Enabled	Corpor

Buttons: View, Edit, **Add**, Copy, Enable, Disable, Delete, Reset Password

- An Add User window will display. In the details tab (which displays when complete step 2), user enters values in all required open text and dropdown fields.

Users

Add User

Details | Data Access | Solutions and Defaults

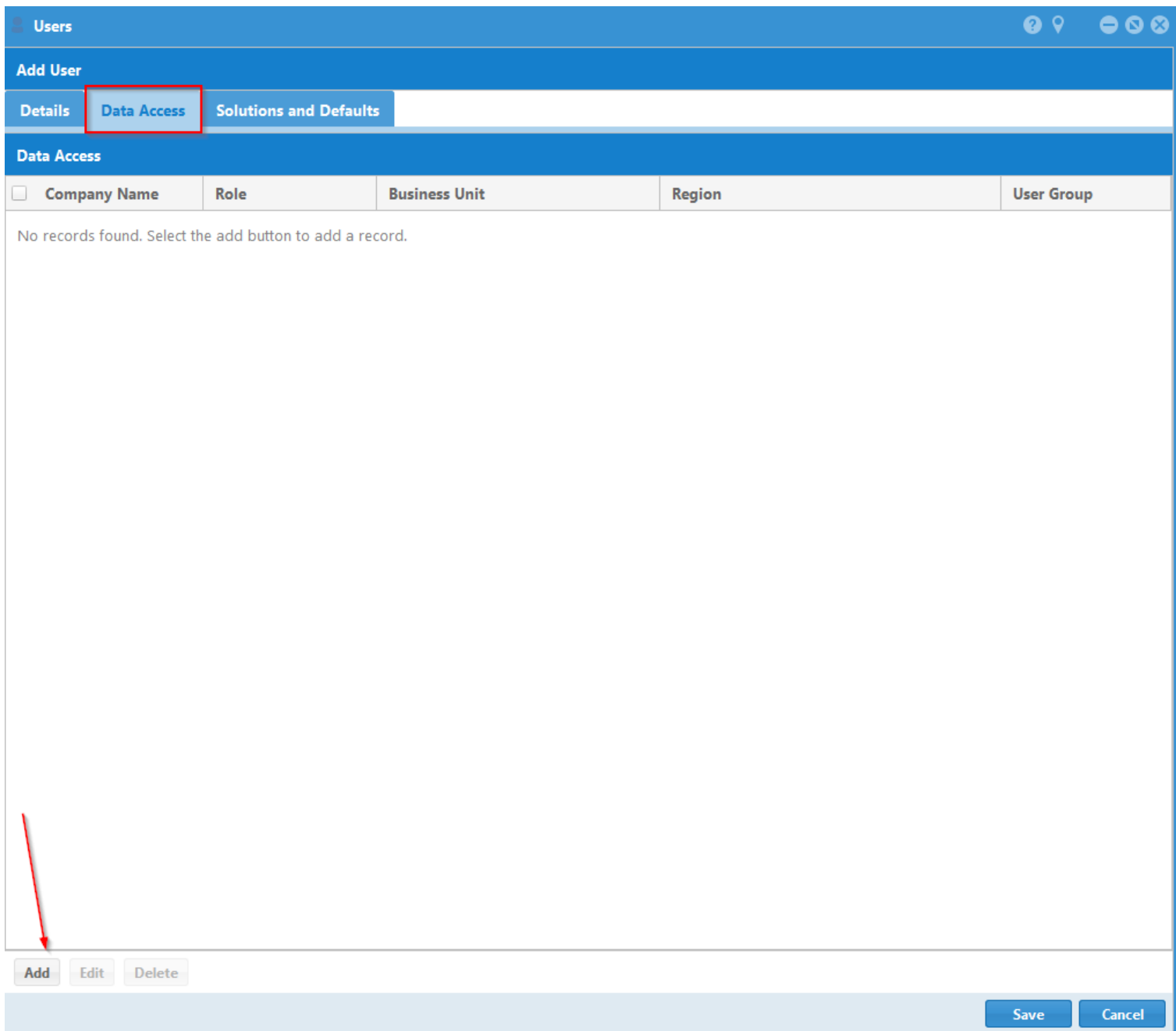
Information

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">First Name:*</td><td><input type="text"/></td></tr> <tr><td>Middle Name:</td><td><input type="text"/></td></tr> <tr><td>Last Name:*</td><td><input type="text"/></td></tr> <tr><td>Title:</td><td><input type="text"/></td></tr> <tr><td>Type:</td><td>User</td></tr> <tr><td>Location:</td><td>HQ</td></tr> <tr><td>Locale:</td><td>English (US)</td></tr> <tr><td>Configuration Group:</td><td><input type="text"/></td></tr> <tr><td>Company Name:</td><td>ACME</td></tr> <tr><td>Status:</td><td>Enabled</td></tr> <tr><td>Gender:</td><td>(none)</td></tr> <tr><td>Birth Date:</td><td><input type="text"/></td></tr> <tr><td>Start Date:</td><td><input type="text"/></td></tr> <tr><td>Channel:</td><td>(none)</td></tr> <tr><td>Tax ID Number:</td><td><input type="text"/></td></tr> </table>	First Name:*	<input type="text"/>	Middle Name:	<input type="text"/>	Last Name:*	<input type="text"/>	Title:	<input type="text"/>	Type:	User	Location:	HQ	Locale:	English (US)	Configuration Group:	<input type="text"/>	Company Name:	ACME	Status:	Enabled	Gender:	(none)	Birth Date:	<input type="text"/>	Start Date:	<input type="text"/>	Channel:	(none)	Tax ID Number:	<input type="text"/>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Address 1:*</td><td>830 Commerce Drive</td></tr> <tr><td>Address 2:</td><td><input type="text"/></td></tr> <tr><td>Country:*</td><td>United States</td></tr> <tr><td>State/Prov.:</td><td>GA</td></tr> <tr><td>City:*</td><td>Decatur</td></tr> <tr><td>Postal Code:</td><td>30030</td></tr> <tr><td>Primary Email:*</td><td><input type="text"/></td></tr> <tr><td>Alternate Email:</td><td><input type="text"/></td></tr> <tr><td>Phone:*</td><td>6784448494</td></tr> <tr><td>Fax:</td><td><input type="text"/></td></tr> <tr><td>During Business Hours:</td><td>E-mail</td></tr> <tr><td>After Business Hours:</td><td>E-mail</td></tr> </table>	Address 1:*	830 Commerce Drive	Address 2:	<input type="text"/>	Country:*	United States	State/Prov.:	GA	City:*	Decatur	Postal Code:	30030	Primary Email:*	<input type="text"/>	Alternate Email:	<input type="text"/>	Phone:*	6784448494	Fax:	<input type="text"/>	During Business Hours:	E-mail	After Business Hours:	E-mail
First Name:*	<input type="text"/>																																																						
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Alternate Email:	<input type="text"/>																																																						
Phone:*	6784448494																																																						
Fax:	<input type="text"/>																																																						
During Business Hours:	E-mail																																																						
After Business Hours:	E-mail																																																						

Sign In Details

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Username:*</td><td><input type="text"/></td></tr> <tr><td>Password:</td><td><input type="password"/></td></tr> <tr><td>Confirm Password:*</td><td><input type="password"/></td></tr> </table>	Username:*	<input type="text"/>	Password:	<input type="password"/>	Confirm Password:*	<input type="password"/>	<p>Password must.:</p> <ul style="list-style-type: none"> Contain at least one lowercase alphabetic character Contain at least one special character Not contain three or more consecutive identical characters Contain at least one uppercase alphabetic character Contain at least one number Not be identical to Username
Username:*	<input type="text"/>						
Password:	<input type="password"/>						
Confirm Password:*	<input type="password"/>						

4. Upon filling out the required fields, click the Data Access tab to assign the Vendor role to the user.



Users

Add User

Details **Data Access** Solutions and Defaults

Data Access

<input type="checkbox"/>	Company Name	Role	Business Unit	Region	User Group
No records found. Select the add button to add a record.					

Add Edit Delete

Save Cancel

5. Upon clicking Add, User selects Burlington Stores, Inc. from the 'Company Name' dropdown and selects 'Vendor' from the 'Role' dropdown. Leave 'All Regions' Click OK.

Configure Data Access

Company Name: Burlington Stores, Inc.

Role: Vendor

Business Unit:

- All Child Business Units
- Select Business Units

Region:

- All Regions
- Selected Regions

User Group: (none)

All Regions must be selected for Region if All Business Units is selected for Business Unit

OK Cancel

Configure Data Access

Company Name:* ▼

Role:* ▼

Business Unit:* All Business Units
 All Child Business Units
 Select Business Units

Available Selected

Burlington Stores, Inc. >> > < <<

Region:* All Regions ⓘ All Regions must be selected for Region if All Business Units is selected Business Unit
 Selected Regions

Available Selected

User Group: ▼

Users

Add User

Details | **Data Access** | Solutions and Defaults

Data Access

<input type="checkbox"/>	Company Name	Role	Business Unit	Region	User Group
<input type="checkbox"/>	Burlington Stores, Inc.	Vendor	-- All --	-- All --	

- Click the Solutions and Defaults tab mark only the checkbox next to the Transportation LifeCycle Management tab to Allow Access to the application. Under defaults, click the dropdown to select the Region that goods will be sent to (EAST for Burlington's NJ DC, WEST for Burlington's CA DC). Click Save. User will be brought to the User Details window and a 'User created successfully' message will display.

The screenshot shows the 'Add User' window with the 'Solutions and Defaults' tab selected. The 'Solutions' table is as follows:

Solution ↑	Allow Access
Administration	<input type="checkbox"/>
Transportation LifeCycle Management	<input checked="" type="checkbox"/>

The 'Defaults' section contains two dropdown menus:

- Region: -- All --
- Business Unit: -- All --

At the bottom right, there are 'Save' and 'Cancel' buttons.

Users
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✖

← 📄 User Details: John Smith

Messages ✖

i User created successfully.

Name: John Smith	Username: johnsmith@acme.com	
Company Name: ACME	Status: Enabled	

Details
Data Access
Solutions and Defaults

Information	Contact
First Name: John	Company Name: ACME
Middle Name:	Type: User
Last Name: Smith	Location: HQ
Title:	Locale: English (US)
Gender:	Status: Enabled
Birth Date:	Channel:
Start Date:	Tax ID Number:
Configuration Group:	

Edit

7. In the User list page (from Step 1), the newly created user record will display

The screenshot displays the 'Users' management interface. The left sidebar contains navigation and filtering options, while the main area shows a table of users. A red box highlights the newly created user record.

<input type="checkbox"/>	Last Name	First Name	Username	Status
<input type="checkbox"/>	Smith	John	johnsmith@acme.com	Enabled
<input type="checkbox"/>	William	Evan	evanwilliam@acme.c...	Enabled

Below the table, a toolbar contains buttons for 'View', 'Edit', 'Add', 'Copy', 'Enable', 'Disable', 'Delete', and 'Reset Password'. The 'Add' button is highlighted in blue.