FULL VERSION

USER BASICS

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# USER BASICS

System Access

- Logging in to 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.
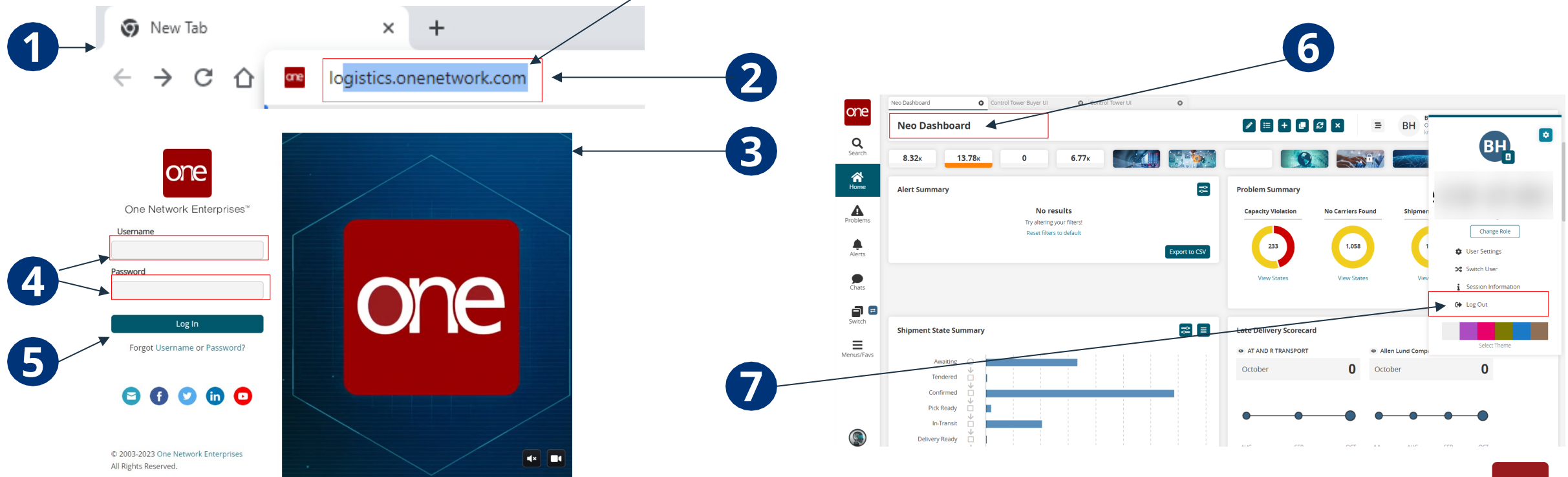
Control Tower Dashboard

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.
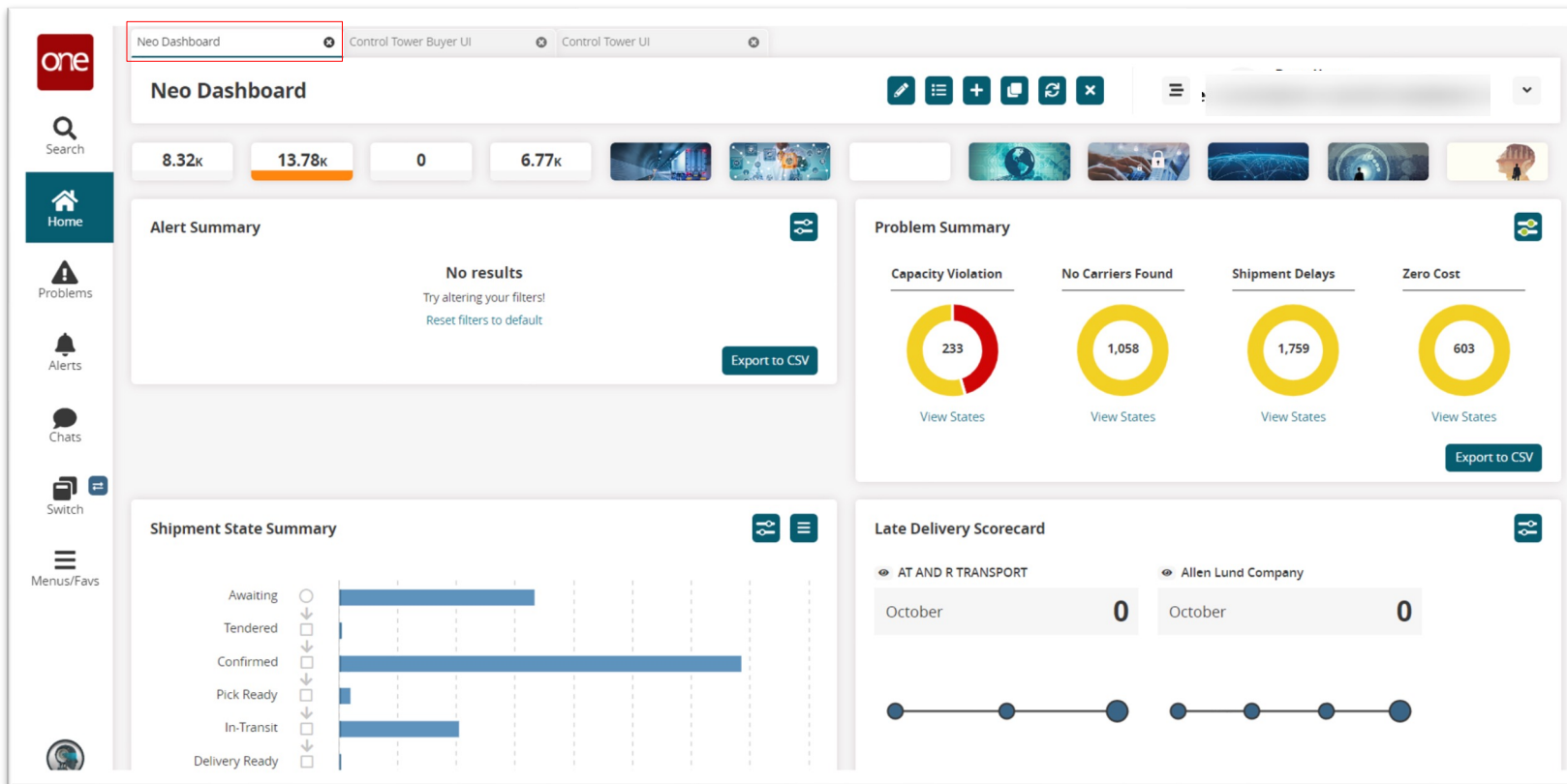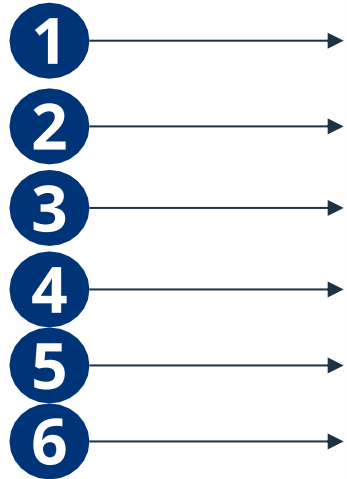
Control Tower Dashboard … Continued

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.

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

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

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USER BASICS

Dashboard Setup

- Dashboard Personalization

- Dashboard Layout Configuration

- Widget Setting and Saving

- Creating a Shortcut Widget

- Creating a Favorite

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Dashboard Personalization

Dashboard serves as home page for each user which can be customized by the user by adding and removing Portlets

1. Click on the **Edit** icon at the upper right-hand corner to **add new widgets** to dashboard

2. Click the **Add** a widget button. The Add a Fixed Widget popup screen appears.

3. Select the widget and click on **Add Widget** button. The widget will appear on the dashboard

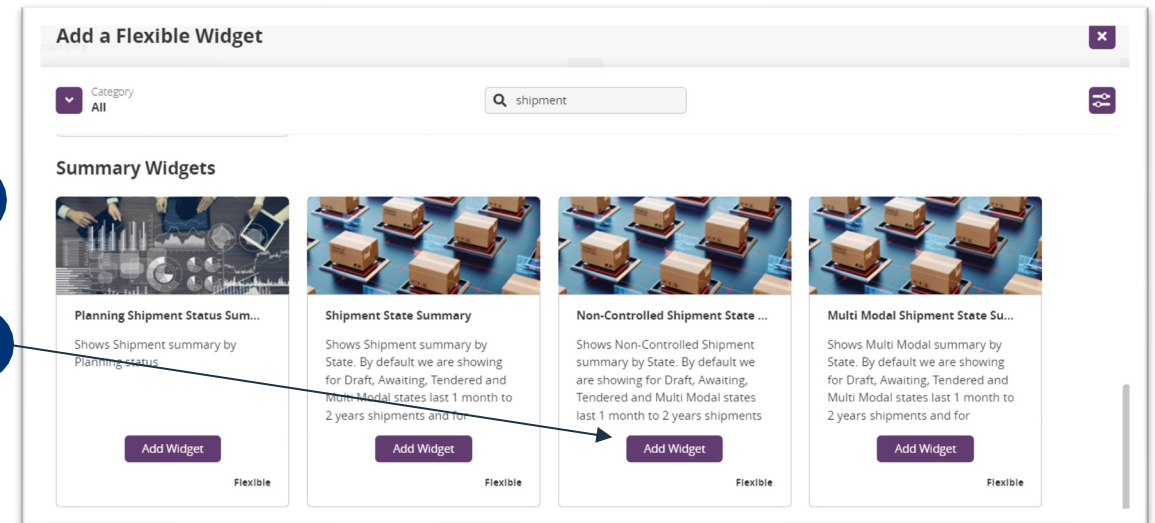4. Click on the **Save Dashboard** button to save widget to the dashboard.
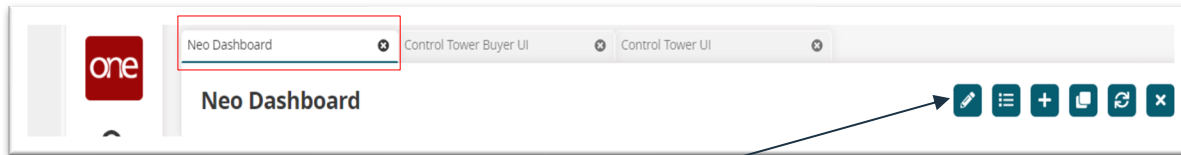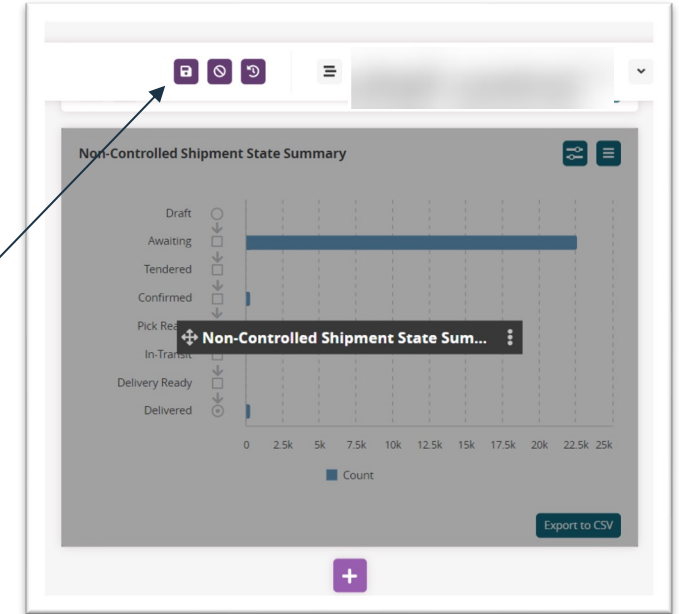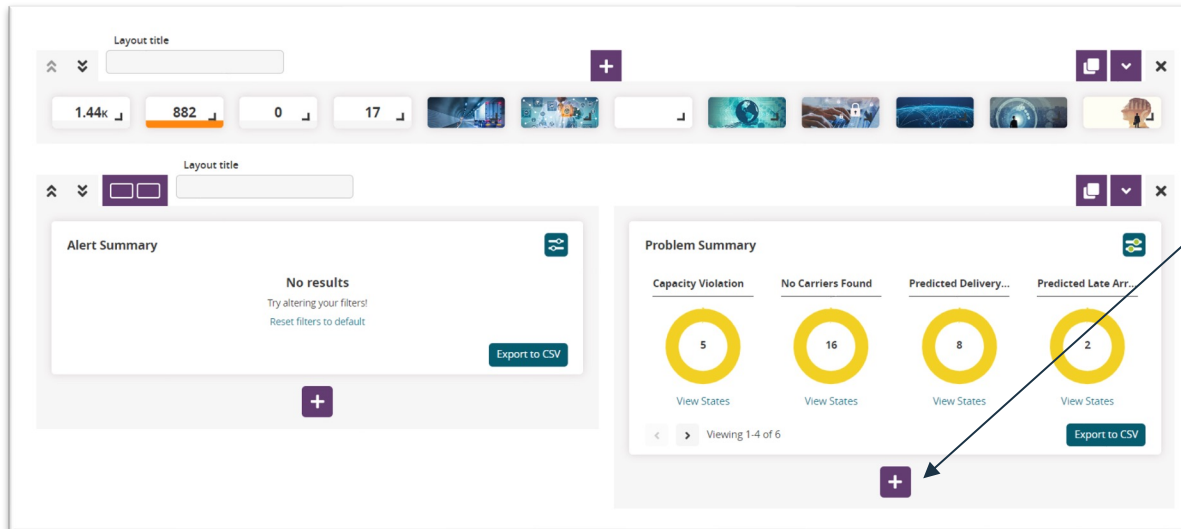
# Dashboard Layout Configuration

1. Click on the **Edit** icon at the upper right-hand corner for layout configuration.

2. Scroll to the bottom of the page and select either **Add Columnar Layout** or **Add Fixed Layout** as per your choice.

3. Click on the **Add Columnar Layout** icon and **select flexible layout** as per your requirement.

4. Click on the **Add Fixed Layout** icon and proceed with the given fixed layout.

5. Click on the **Add Widget** button to add a new widget in the dashboard.
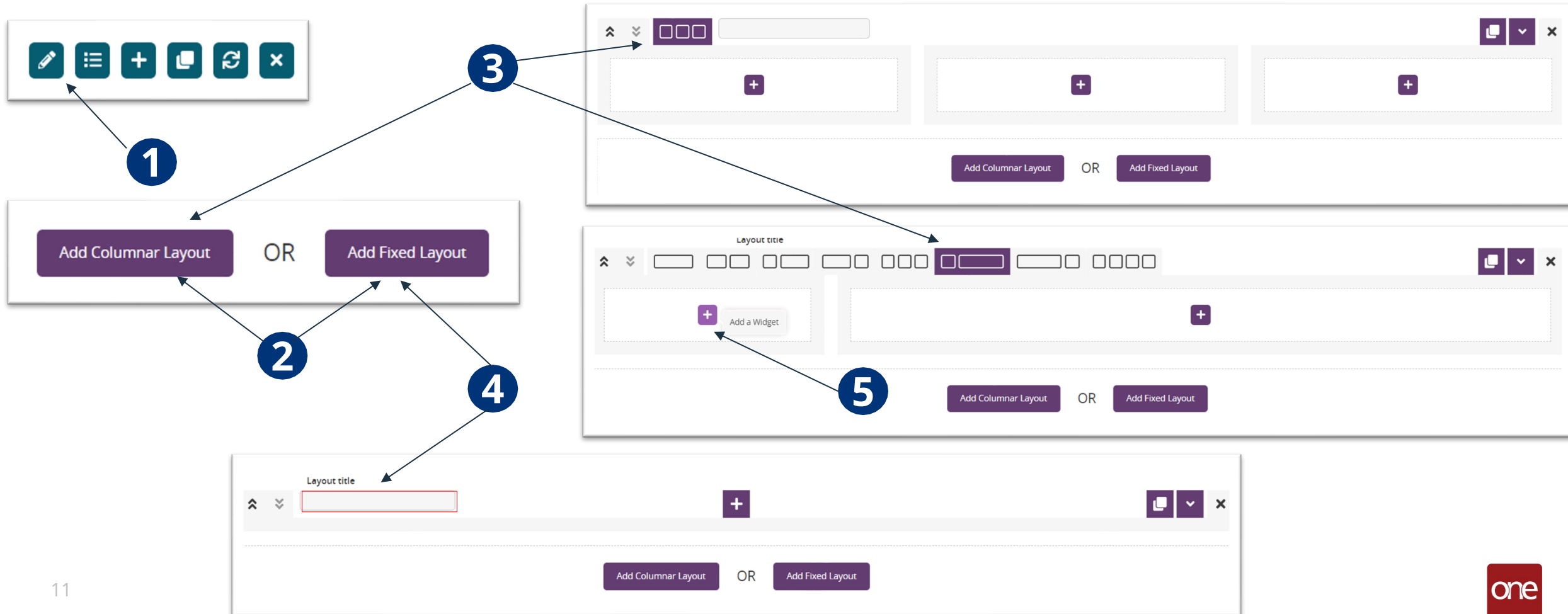
Widget Setting and Saving

1. Click on the **Edit** icon at the upper right-hand corner for widget setting.

2. **Select** the **widget** for setting > Click on ⋮ > Select setting

3. **Modify** the parameters as applicable.

4. For any **Date parameter** you can use different pattern as per your choice.

5. **Save** the dashboard changes.

6. **Cancel** the dashboard changes.

7. **Revert** back to original.

8. **Close** the current perspective.
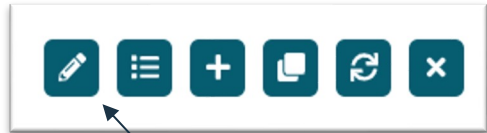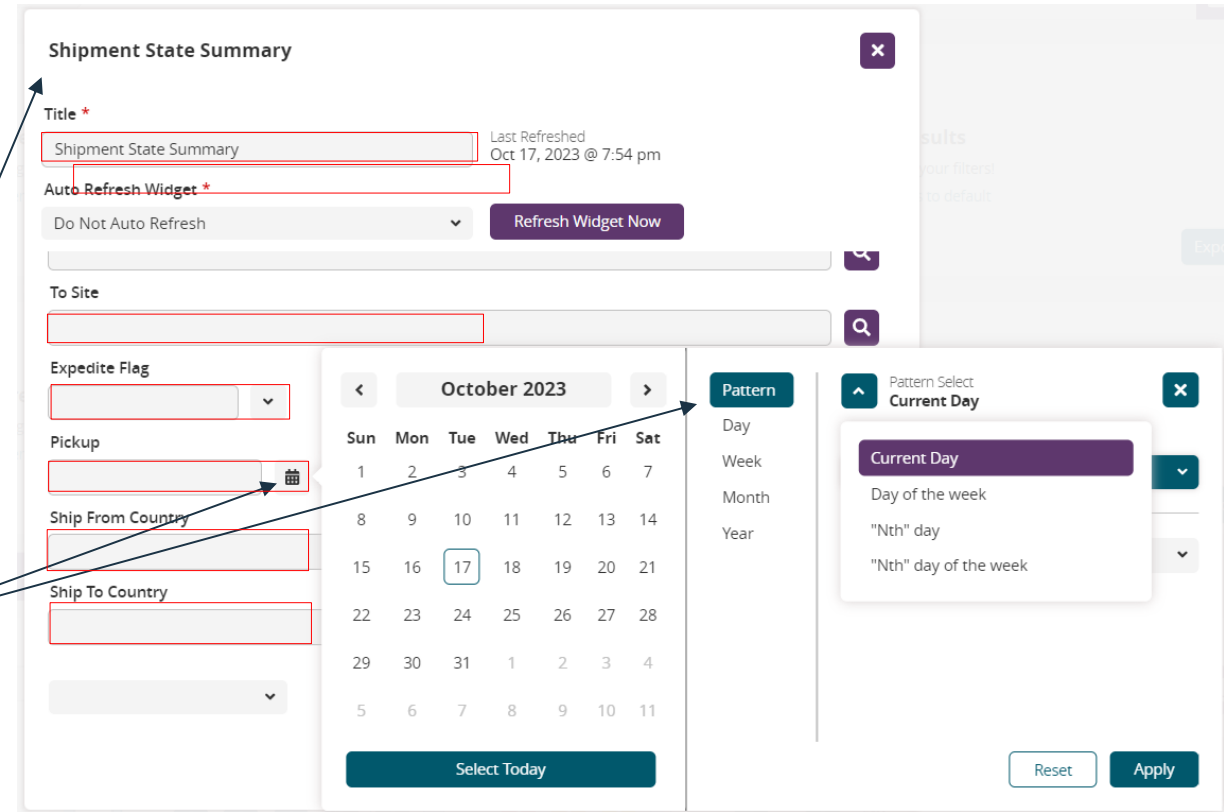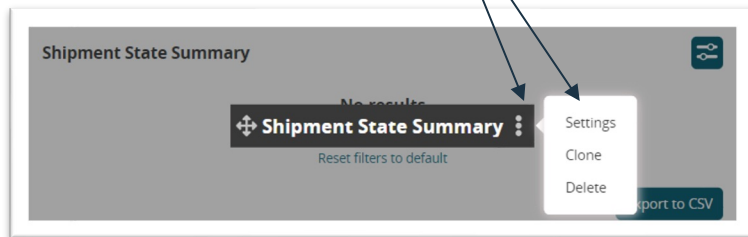
Creating a Shortcut Widget

1. Click on **Edit** Dashboard
2. **Add** a Widget
3. Search **Shortcut**
4. Select **Add Widget**
5. Select **Settings** on the added Shortcut Widget
6. Provide a **Name** for your Shortcut, search and **Select** the **Menu** to which the Shortcut will be applied, **Select** Image and **Apply Changes**.
7. Finally, the **Shortcut** is **Available** in the **Dashboard**.
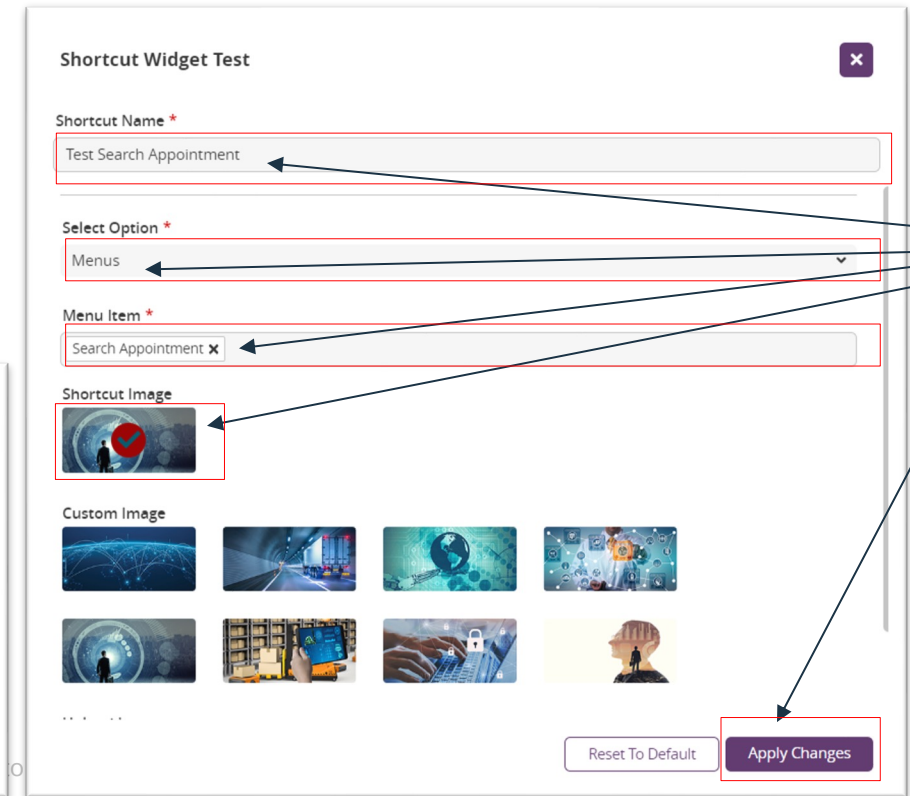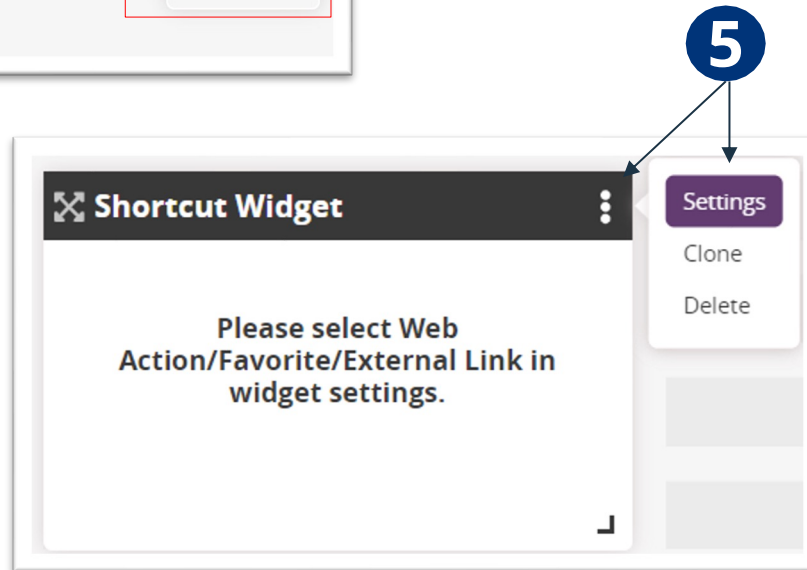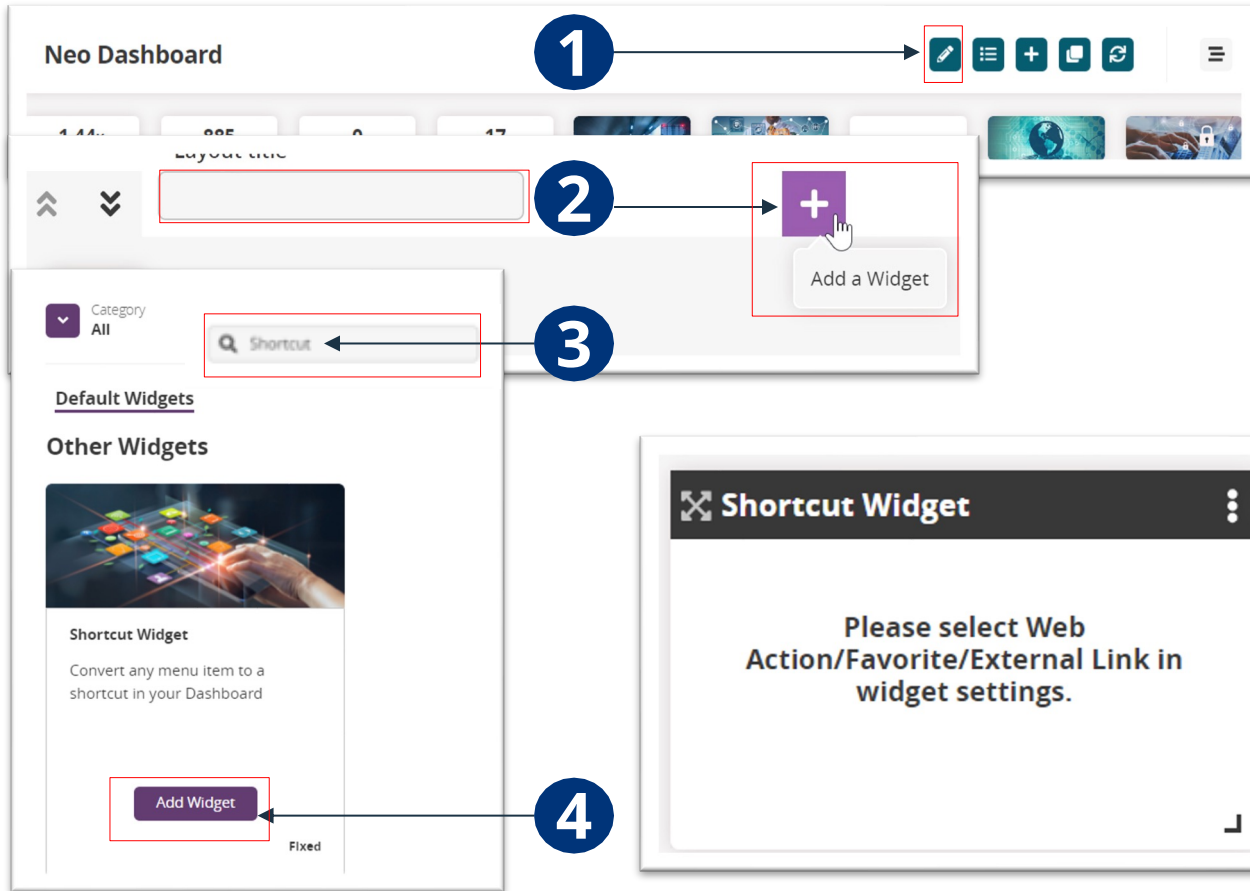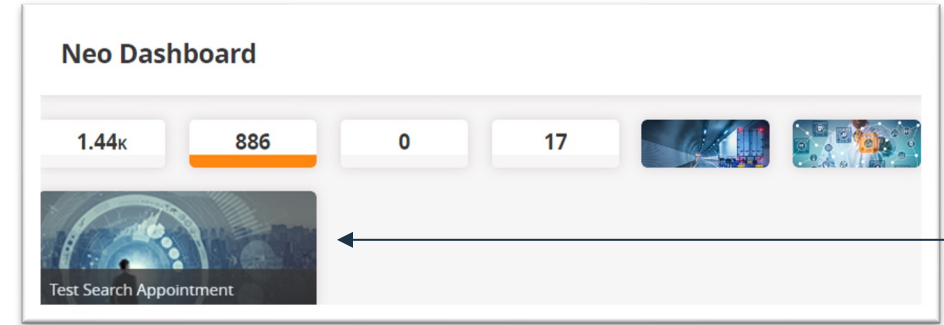
Creating a Favorite

Creating a sample Favorite for Shipments deliverable in next 7D, Status is "No Carriers in Tender Plan " for a particular site.

1. Open **Search Shipments** report from Menu

2. Select the **State**(Awaiting), **Freight Control** (Controlled), **Consignee** (Add site), **Status**(No Carriers in Tender Plan)

3. **Delivery Date Range** – Use Pattern for dynamic population of date range from **Today to next 7D**.

4. Click on **Search** to display the report.

5. Click on **Save as Favorite** in the Report output.

6. Provide **Name, Description, check the relative date** for dynamic population of date range.

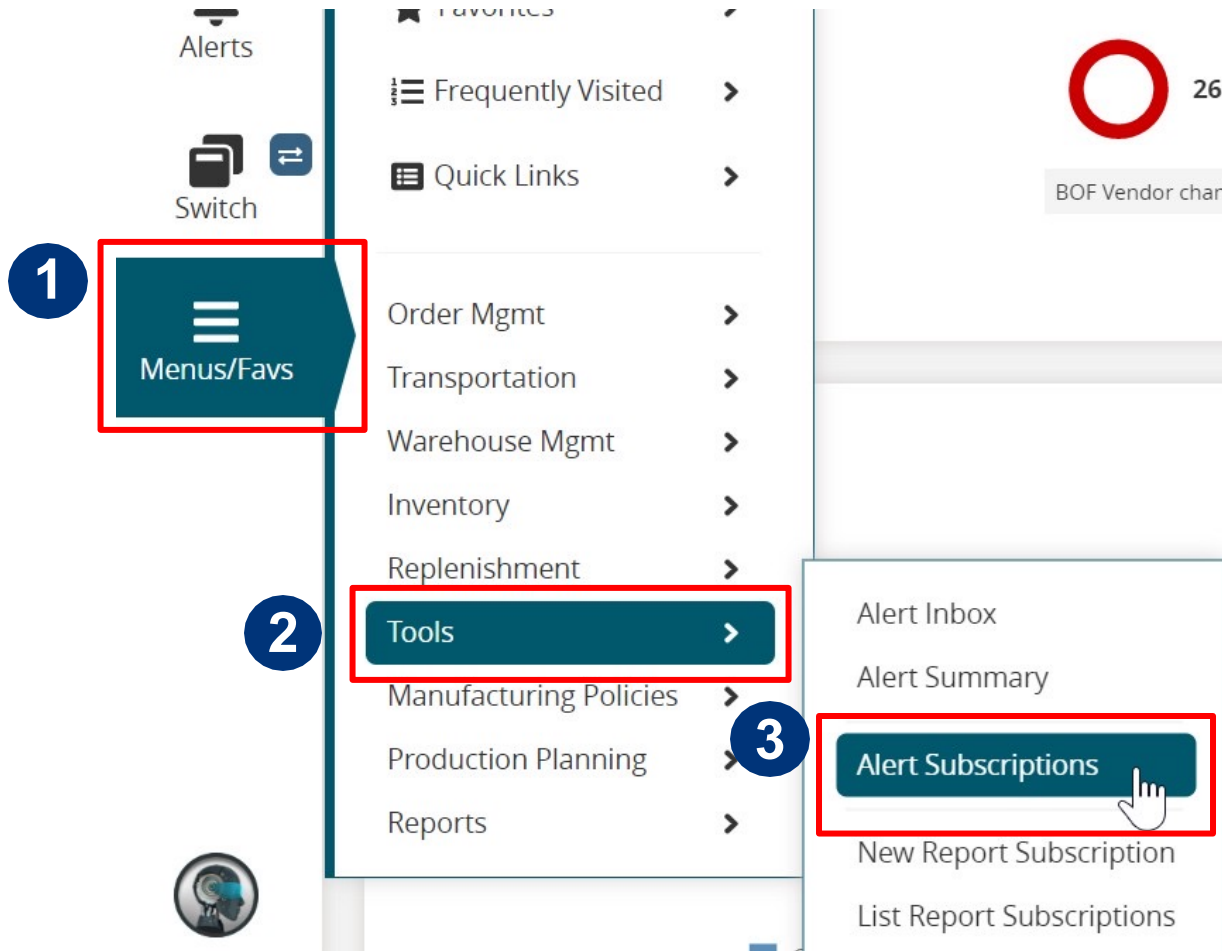7. Finally, the **Favorite** will be available for your use.
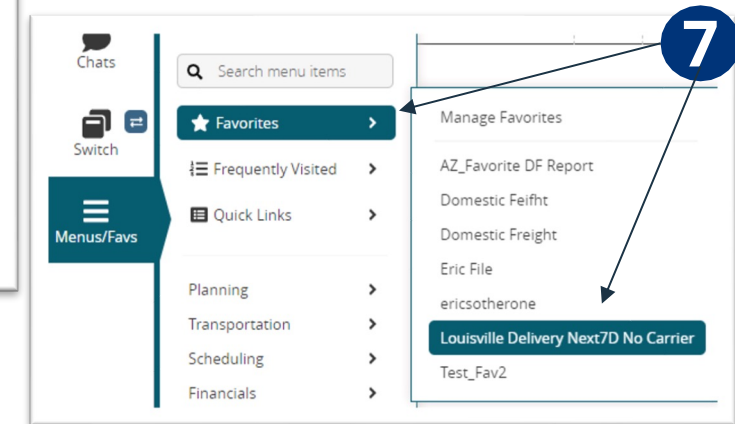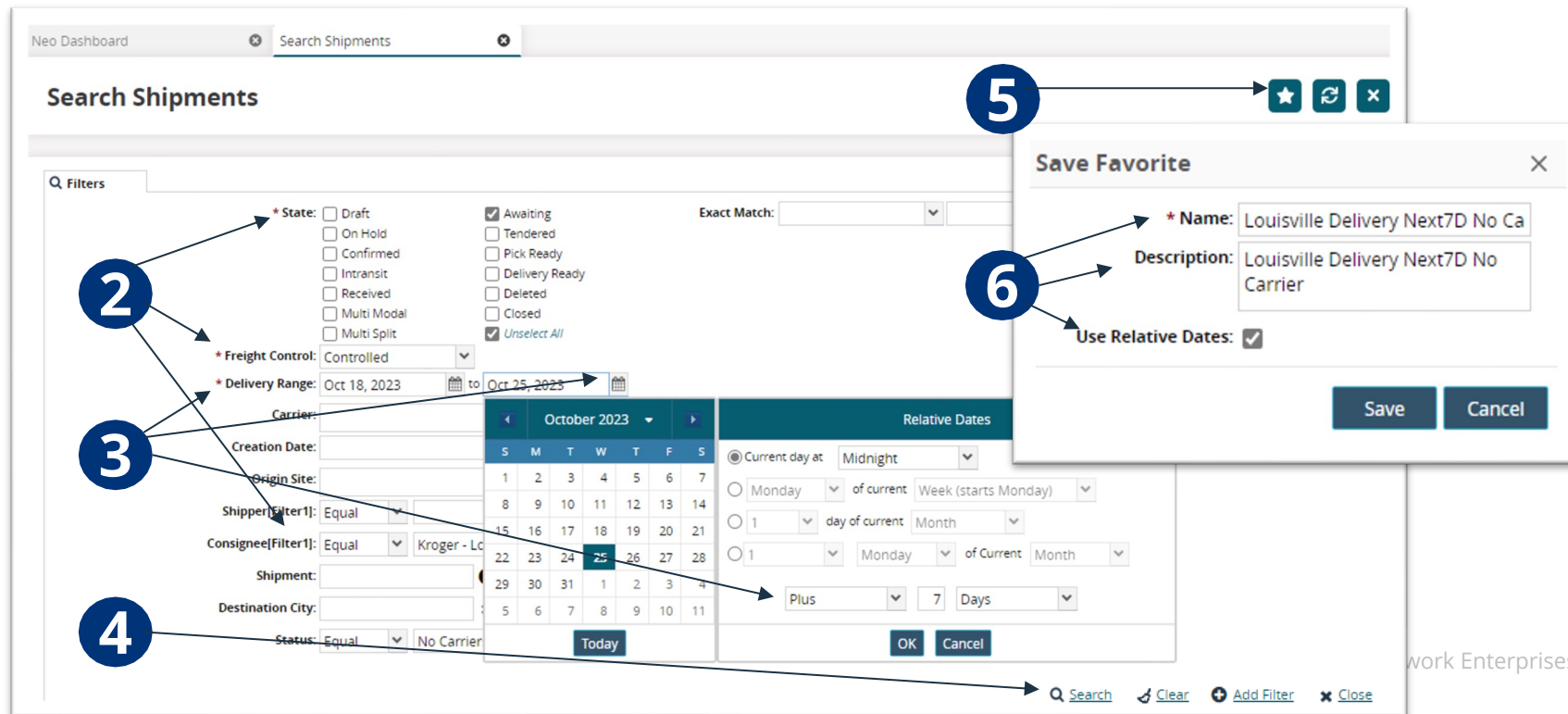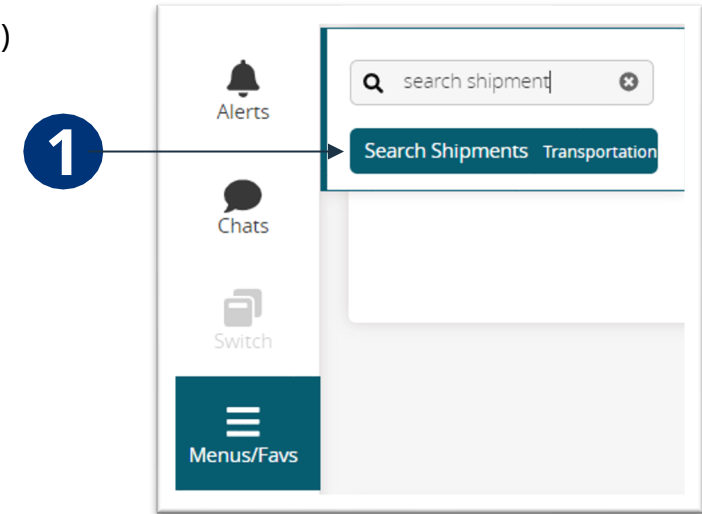
Setting-up Alerts

Subscribing to an Alert

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Creating an Alert Subscription

1. Go to 1. **Menus** -> 2. **Tools** -> 3. **Alert Subscriptions**

4. Click on "**New Subscriptions**"

Creating an Alert Subscription

1. **Fill** in the **mandatory fields** as identified in One Network with an **asterisk** (*****) but also highlighted here within each section.
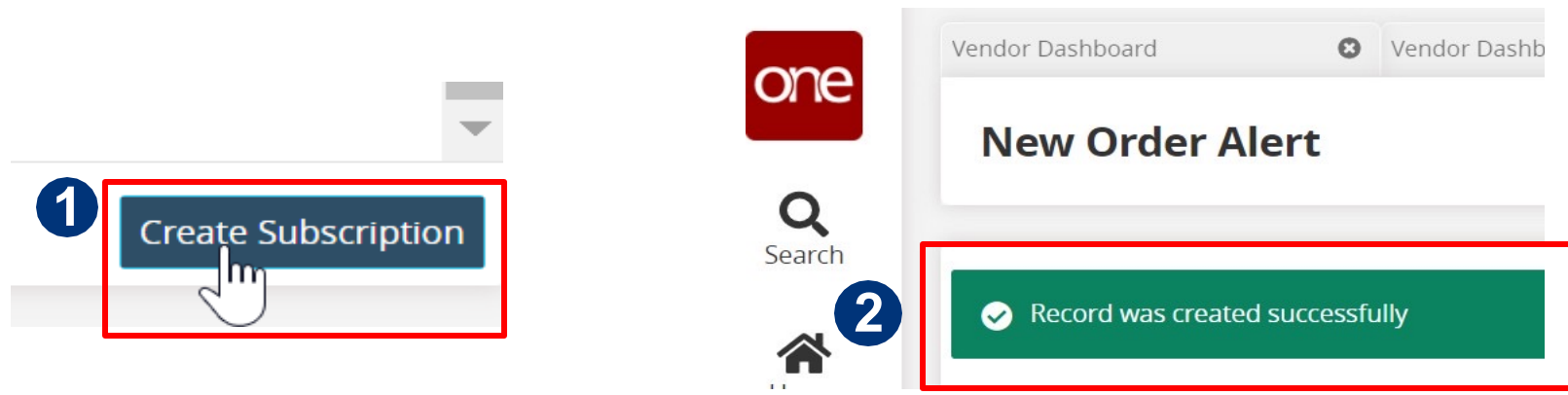

Note: You can customize and filter your Alert Subscriptions within the various fields shown here. Within One Network, you will scroll down from sections 1 to 3.

1: **Alert Information** and **Alert Type**, 2: **Alert Filters**, 3: **Additional Information**

You can give each Alert a **personalized** ***Subscription name** to help identify that alert easily

Creating an Alert Subscription

1. To finalize the creation of the Subscription, click on "**Create Subscription**"

2. A pop-up will appear to confirm the creation of your Subscription

3. Return to the Alert Subscriptions tab and Refresh the page to see the newly added Alert

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Alert Headings Overview

Please take note of the headings below for the following slides:

1. **Category**
2. **Alert Type**
3. **Alert Type**
4. **Alert Filters**
5. **Additional Information**

Thank You!

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