

# FULL VERSION

## USER BASICS

# DISCLAIMER

*“This User Interface (UI) Training Manual is for informational and training purposes only. Nothing contained in this Training Manual shall be construed to amend, modify, alter, change, or supersede the terms and provisions of any applicable supply agreement, quality agreement, or other agreement or document between One Network (or any of its customers) and supplier partners or any of its carrier partners; and, if there is a conflict between the content of this Training Manual and the terms and provisions of any such agreement or document, then the terms of the applicable document(s) shall control.”*

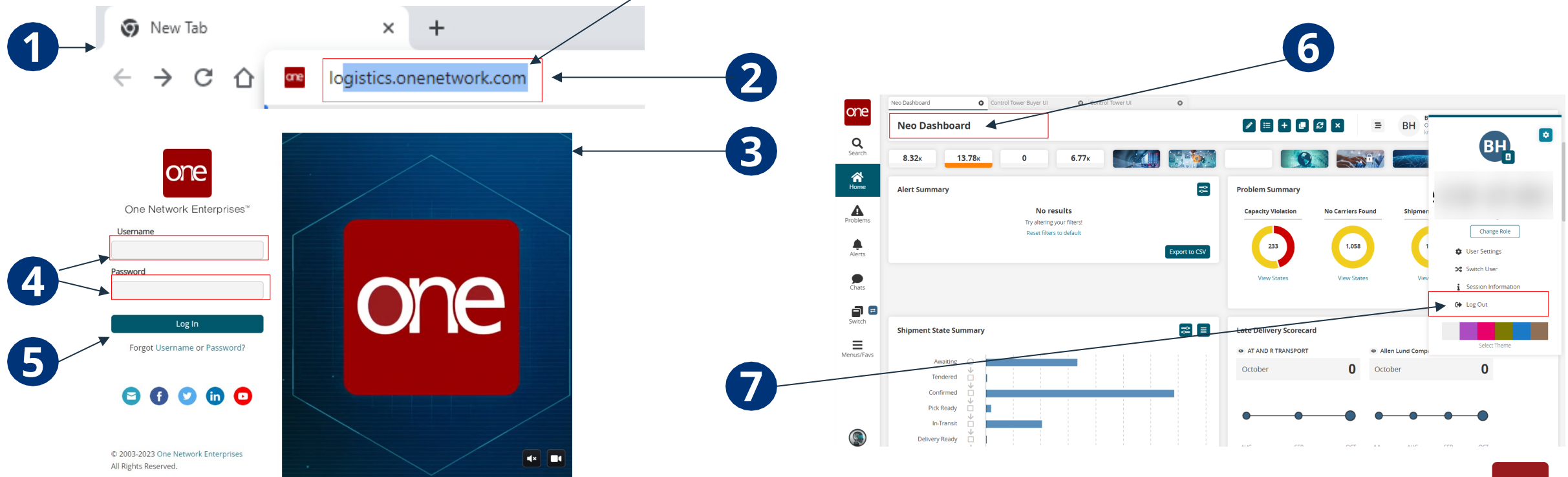
# USER BASICS

## System Access

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

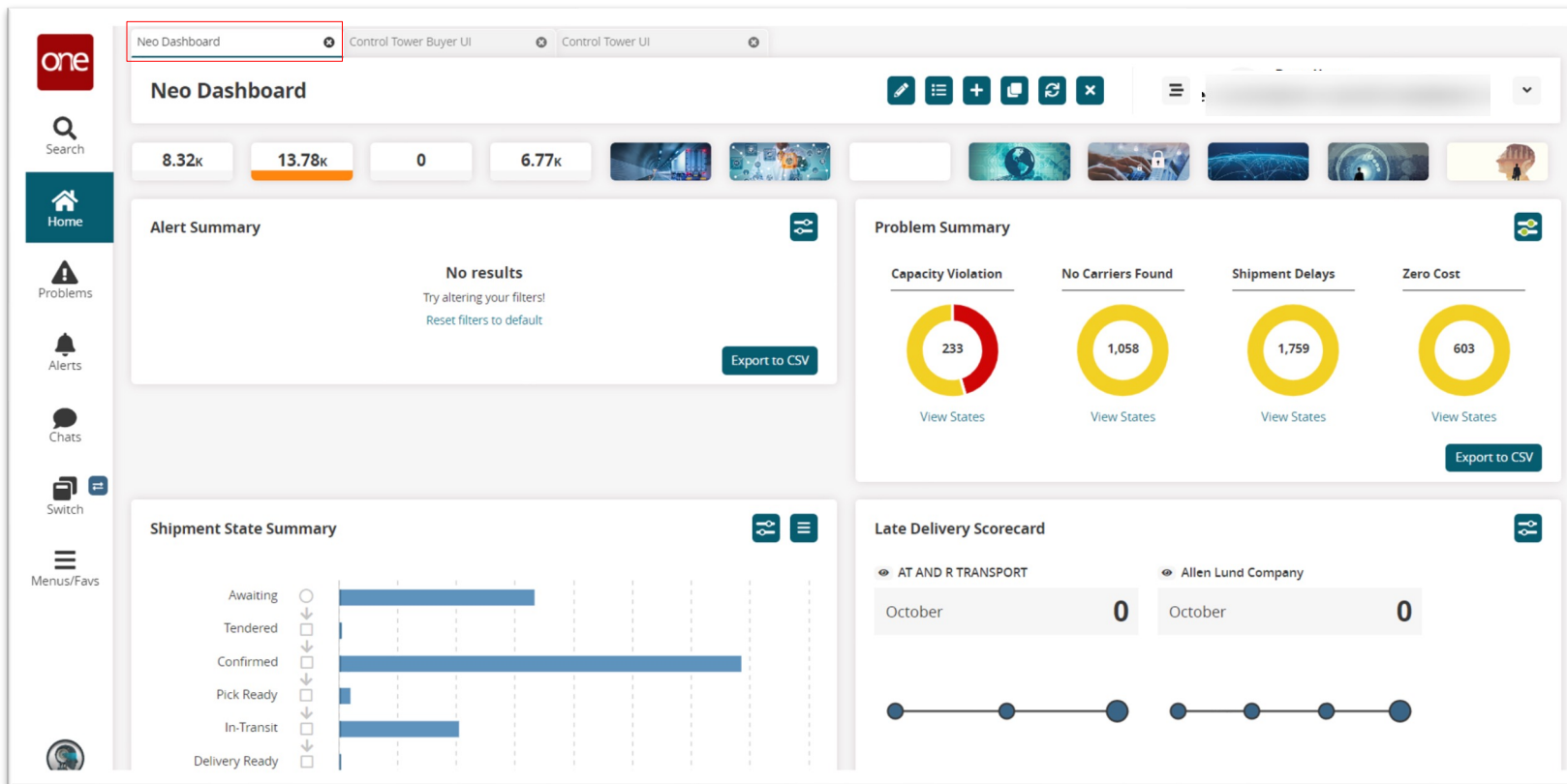
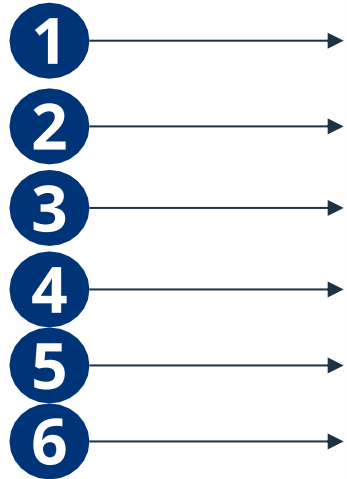
# Login and Logout of the Control Tower

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.

**My Dashboards** [Close]

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 [Home] [View]

[Set Selected as Home] [Create a Dashboard]

1. Edit Dashboard icon

2. My Dashboard icon

3. New Dashboard icon

4. Clone Dashboard icon

5. Refresh icon

6. Close Current Perspective icon

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 a user interface for account and user settings. It features a sidebar menu on the left with options for 'Change Role', 'User Settings', 'Session Information', and 'Log Out'. Below the menu is a 'Select Theme' bar with six color swatches. The main content area shows a 'User Settings' panel with 'User Information' and 'UI Preferences' sections. The 'User Information' section includes fields for First Name (Byron), Last Name (Horne), Email, and Mobile Phone Number. The 'UI Preferences' section includes fields for Locale (English) and Time Zone ((GMT-04:00) Eastern Daylight Time (America/Indianapolis)). There is also a toggle for 'Disable External Email Notification Until' and a 'Change Role' button. A 'Session Information' panel is also visible, showing 'User Information', 'Server Information', and 'Version Information'. A 'Log Out' dialog box is shown at the bottom, asking 'Are you sure you want to Log Out?' with 'No' and 'Yes' buttons. Arrows and numbered circles (1-5) link the list items to their corresponding UI elements.

# 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



# USER BASICS

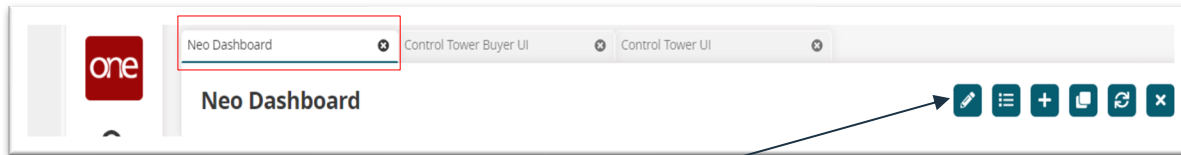
## Dashboard Setup

- Dashboard Personalization
- Dashboard Layout Configuration
- Widget Setting and Saving
- Creating a Shortcut Widget
- Creating a Favorite

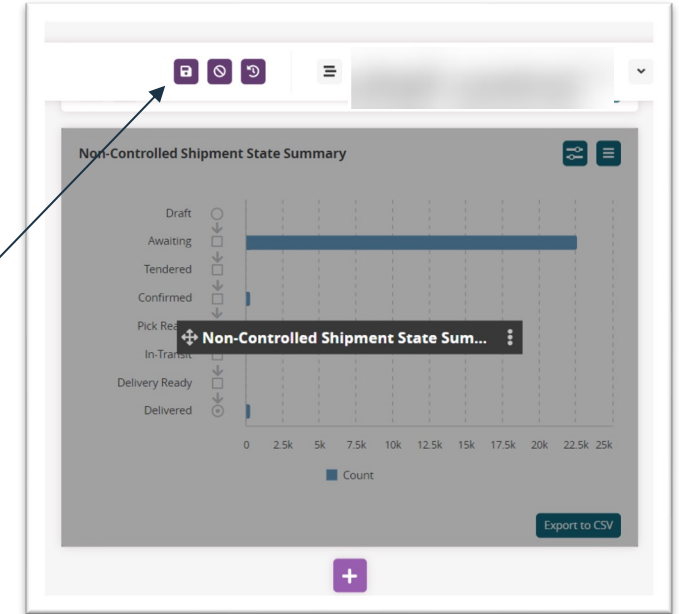
# Dashboard Personalization

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

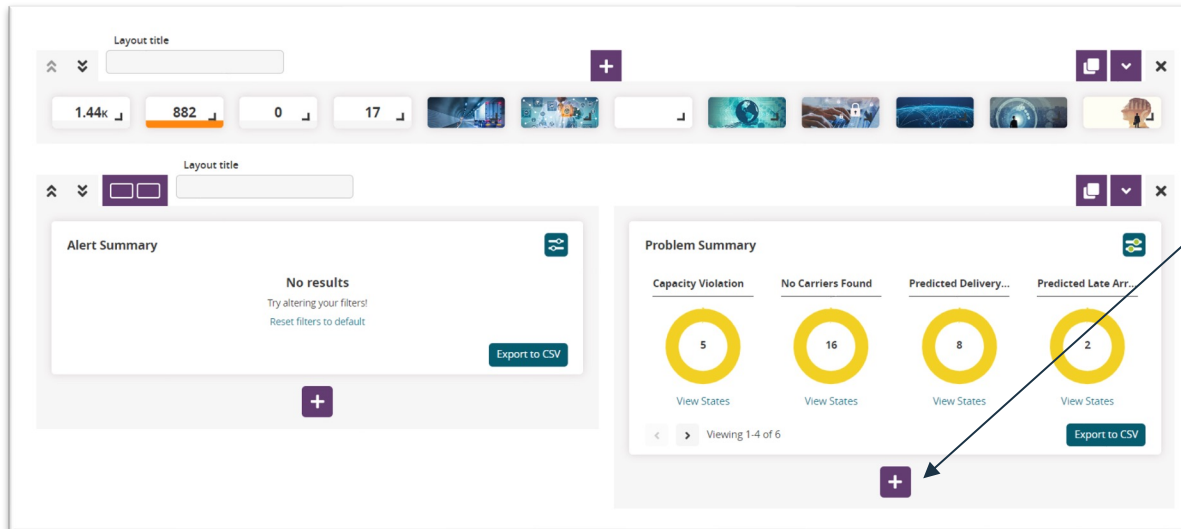
1. Click on the **Edit** icon at the upper right-hand corner to **add new widgets** to dashboard
2. Click the **Add** a widget button. The Add a Flexible Widget popup screen appears.
3. Select the widget and click on **Add Widget** button. The widget will appear on the dashboard
4. Click on the **Save Dashboard** button to save widget to the dashboard.



1

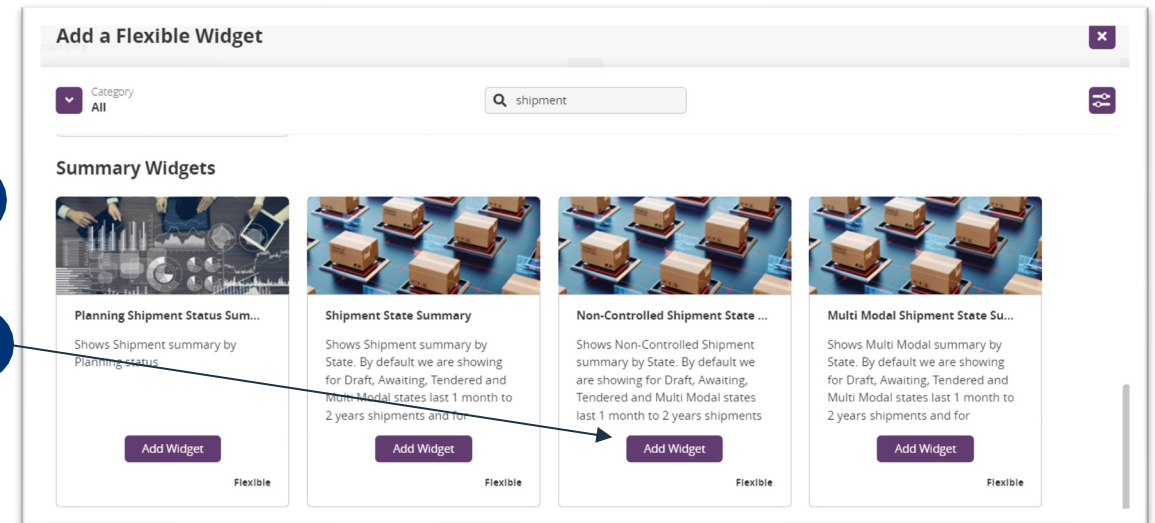


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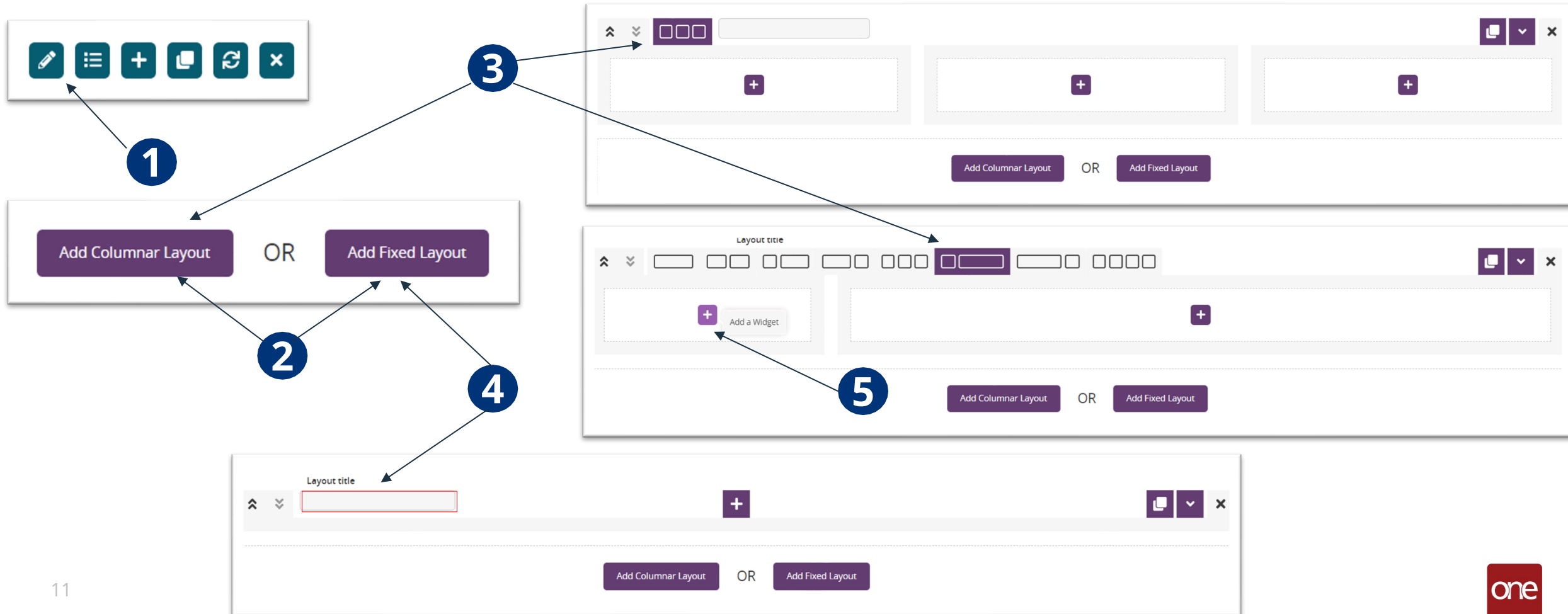
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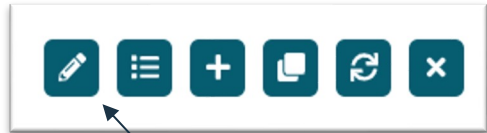
# Dashboard Layout Configuration

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.



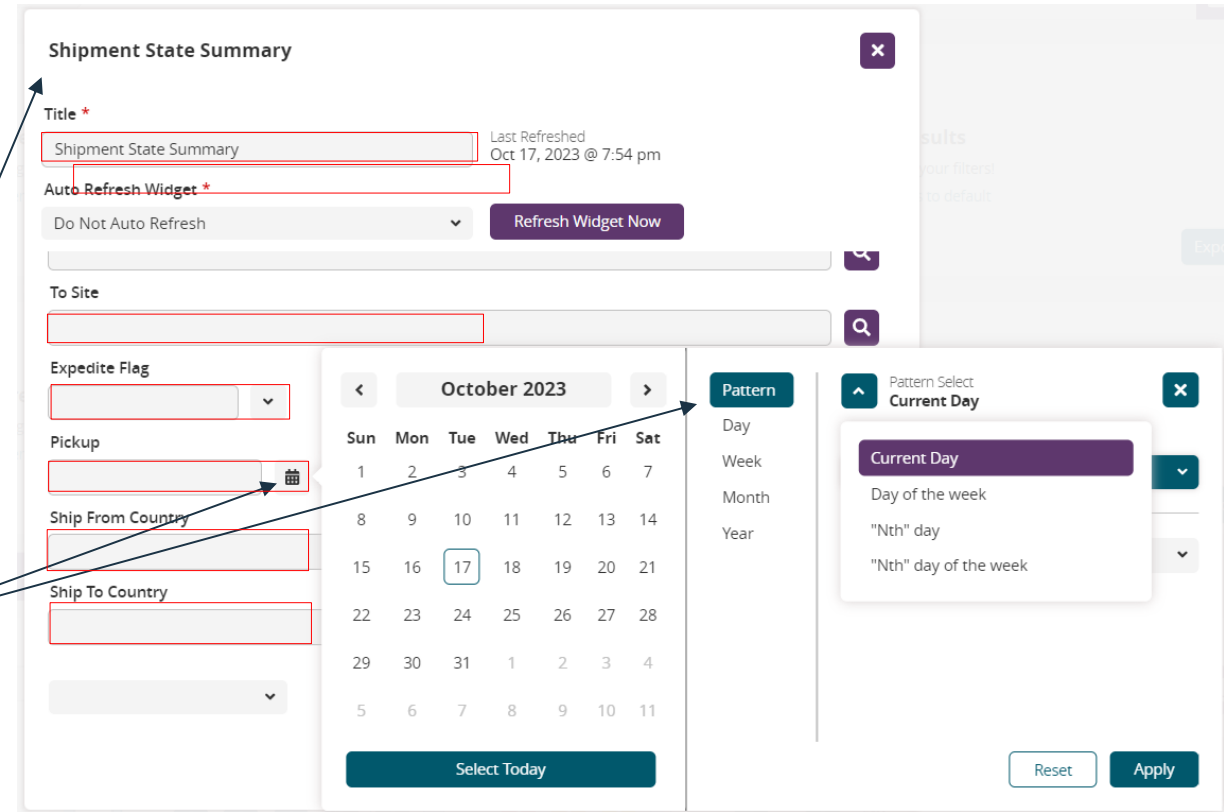
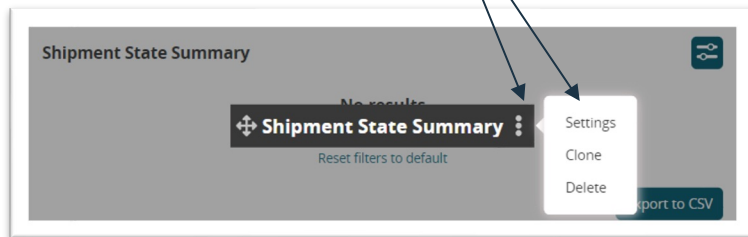
# Widget Setting and Saving

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.



1

2



3

4

5

6

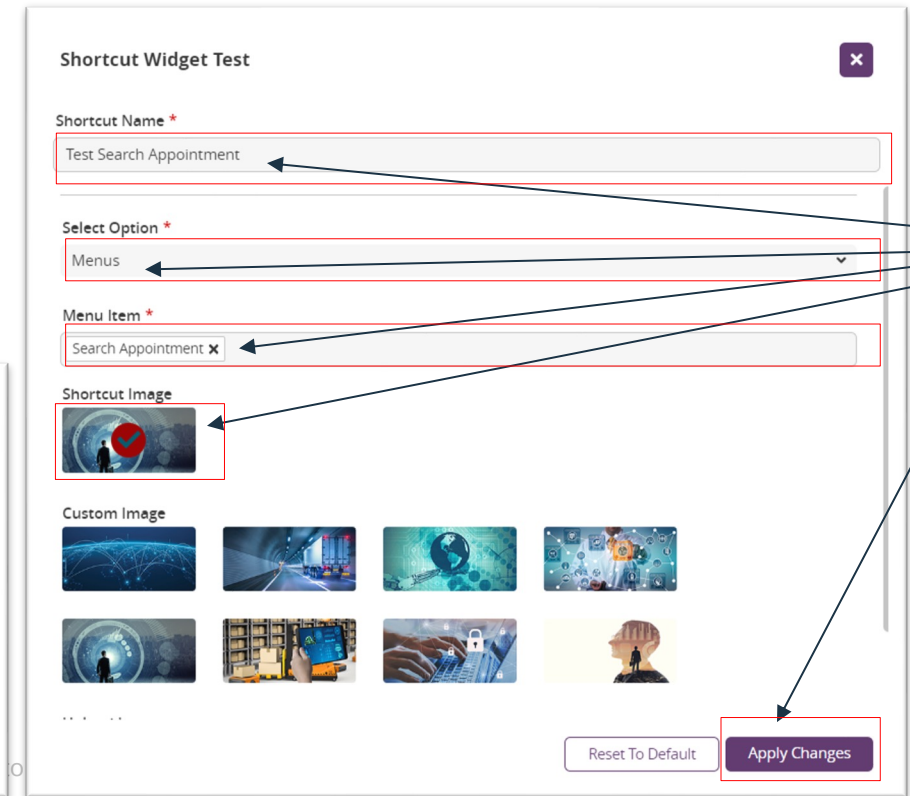
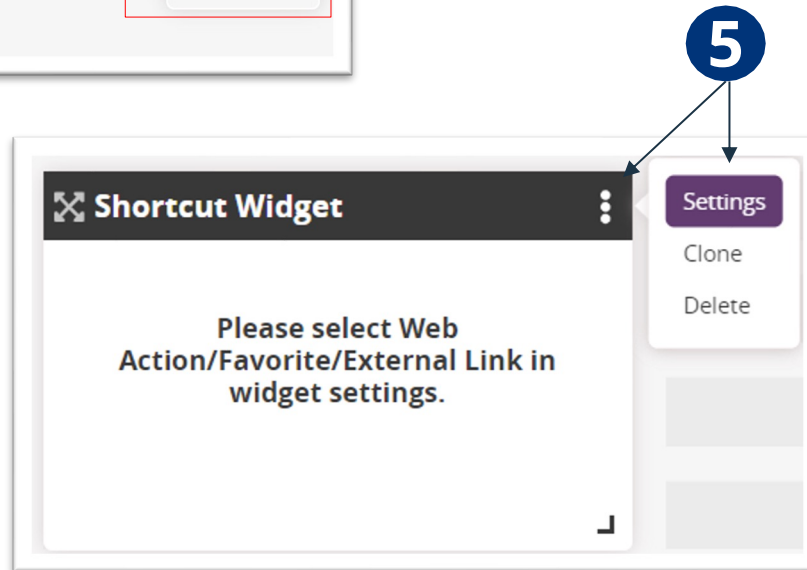
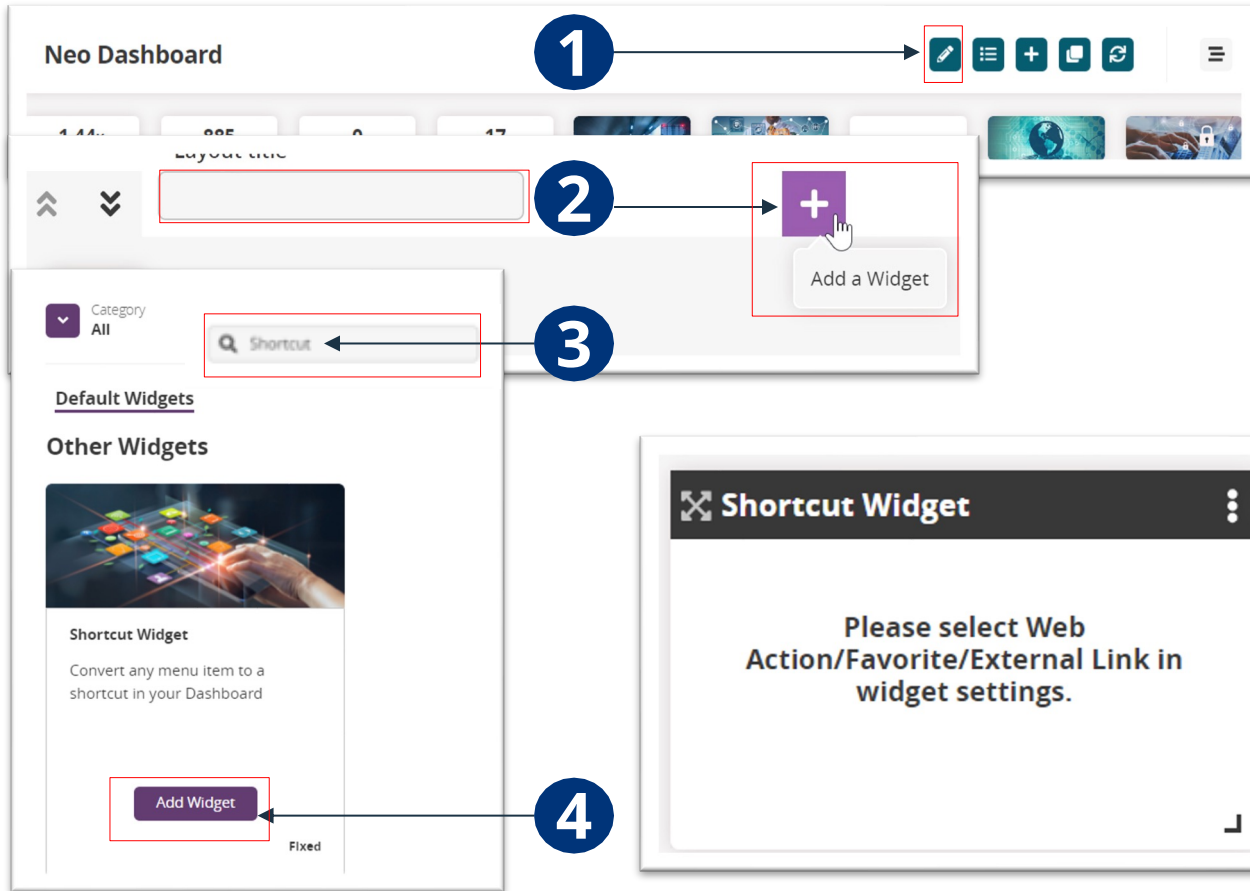
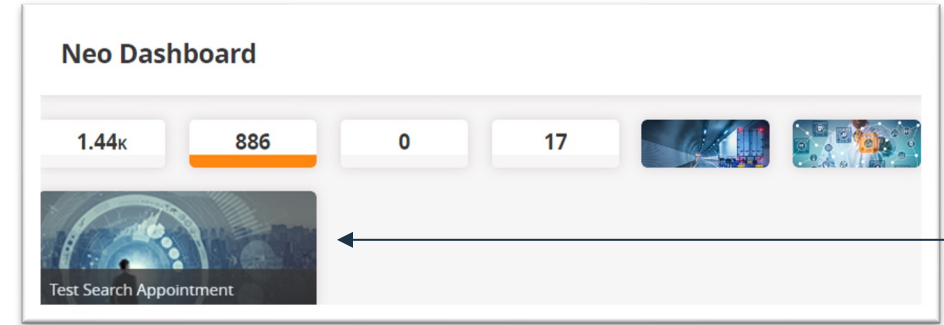
7

8



# Creating a Shortcut Widget

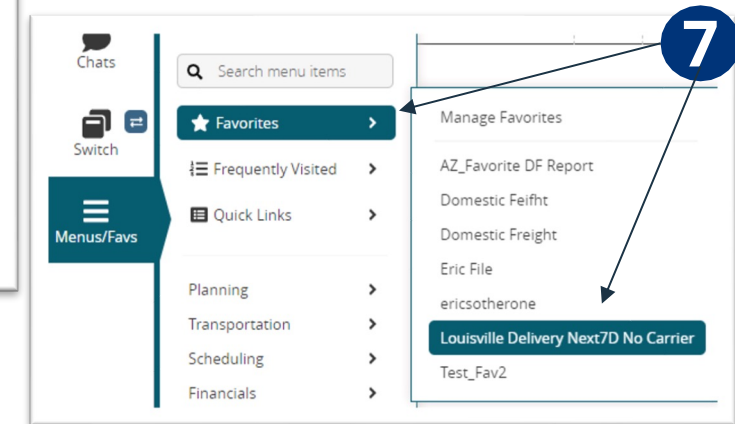
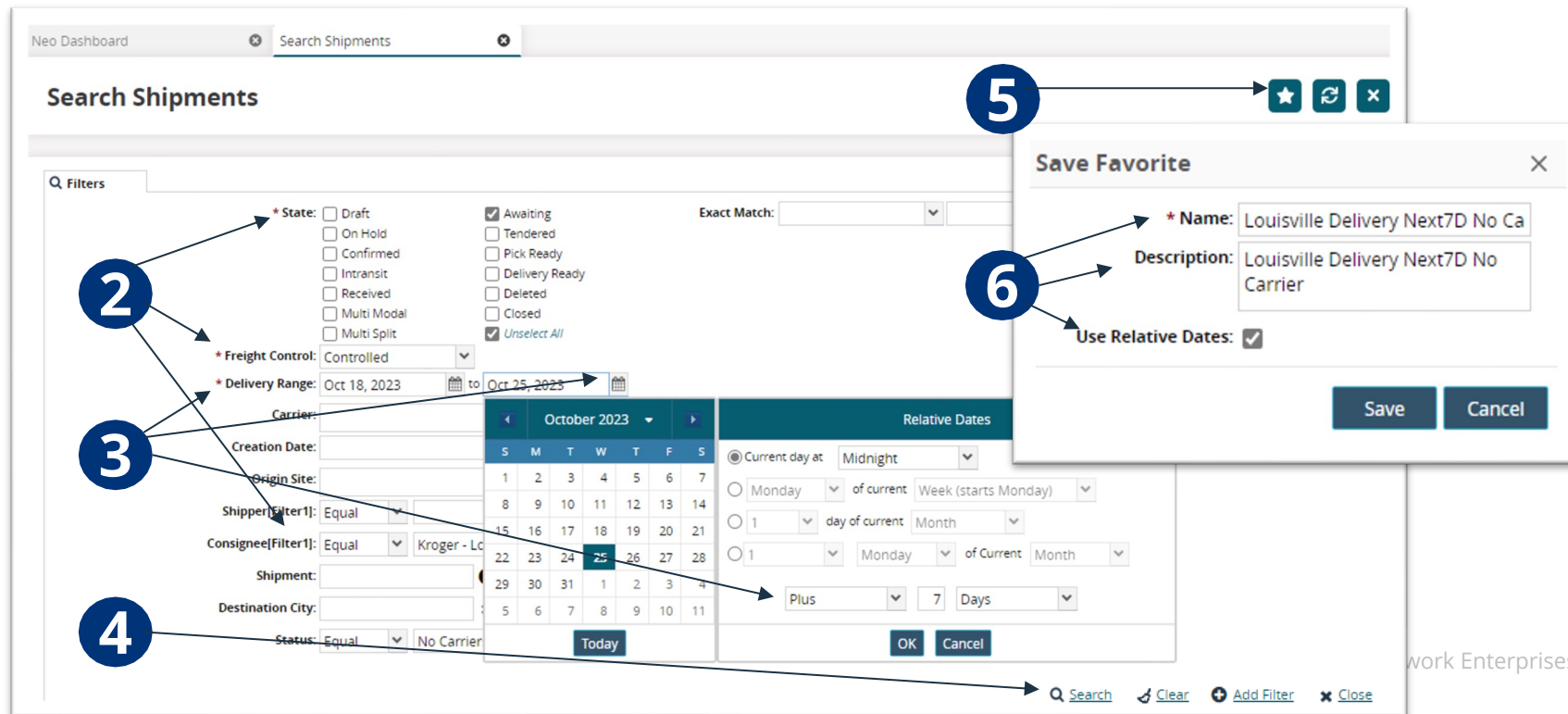
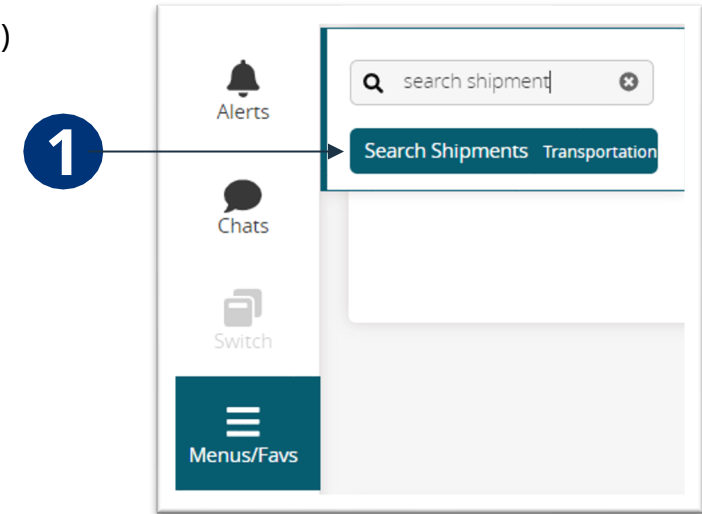
1. Click on **Edit** Dashboard
2. **Add** a Widget
3. Search **Shortcut**
4. Select **Add Widget**
5. Select **Settings** on the added Shortcut Widget
6. Provide a **Name** for your Shortcut, search and **Select** the **Menu** to which the Shortcut will be applied, **Select** Image and **Apply Changes**.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

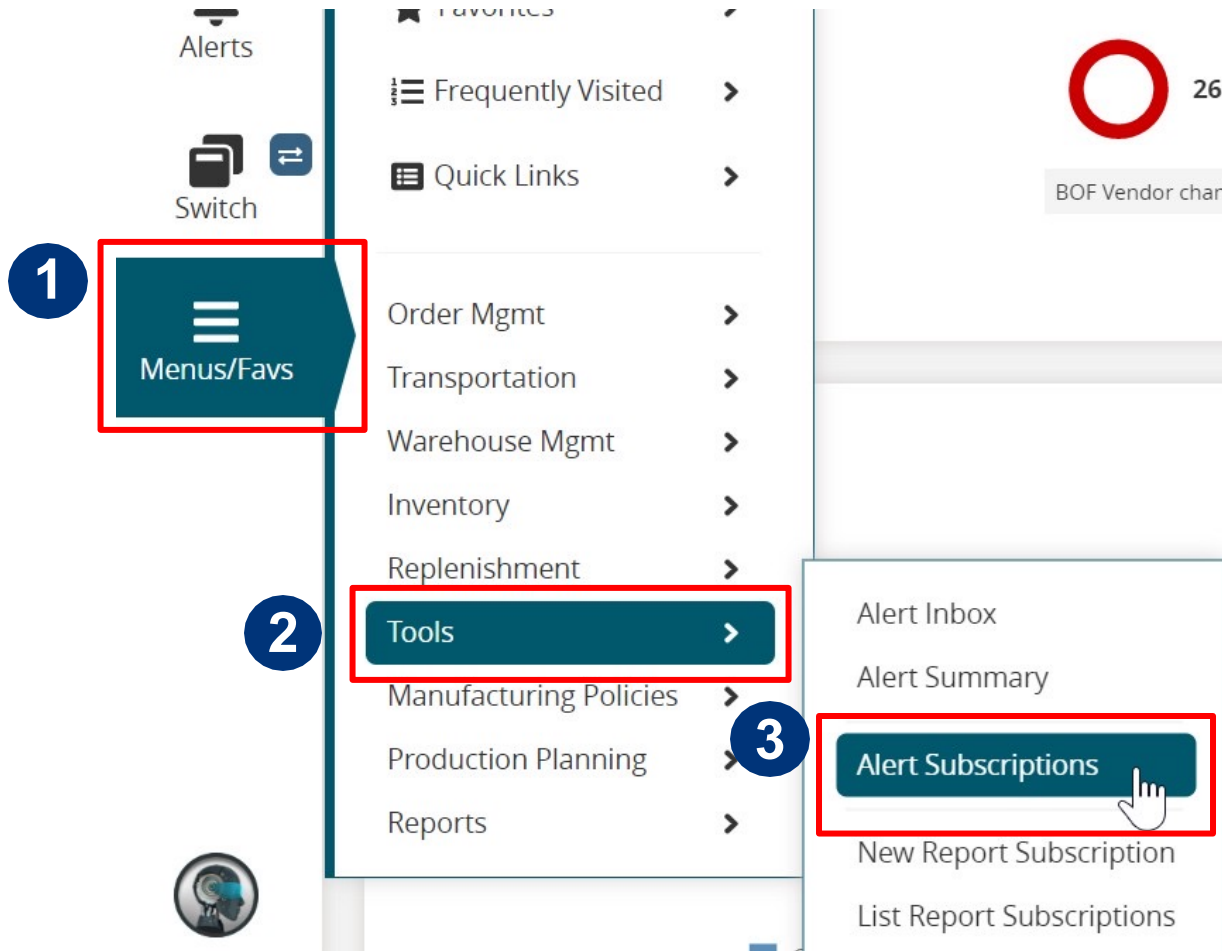


# Setting-up Alerts

## Subscribing to an Alert

# 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.

**1**

**2**

**3**

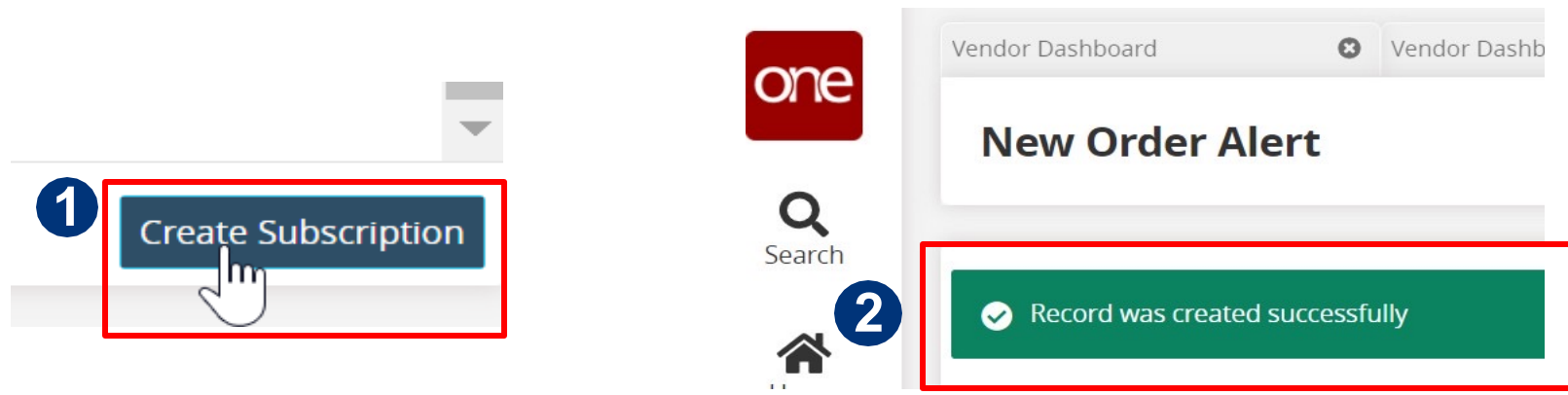
Note: You can customize and filter your Alert Subscriptions within the various fields shown here. Within One Network, you will scroll down from sections 1 to 3.

- 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 Subscriptionstab and Refresh the page to see the newly added Alert



The image shows a screenshot of the "Alert Subscriptions" table in a web application. The table has several columns: Subscription Name, Alert Type, Subscription Type, Partner Types, Priority, System Delivery, Email Delivery, Mobile Delivery, Author/Organization, Generates Problems, and Assn. The table contains several rows of data. A "Refresh" button is highlighted with a red box and a blue circle containing the number "3".

Subscription Name	Alert Type	Subscription Type	Partner Types	Priority	System Delivery	Email Delivery	Mobile Delivery	Author/Organization	Generates Problems	Assn
Shipment Event	Shipment Event Alert	Regular Subscription			Yes			jsmit3@its.jnj.com		
Shipment Event Alert	Shipment Event Alert	Regular Subscription			Yes			jsmit3@its.jnj.com		
EDI Issue	EDI Issue	Regular Subscription			Yes			jsmit3@its.jnj.com		
Vendor Requested PO Change	Vendor Requested Purchase Order Change	Regular Subscription			Yes			jsmit3@its.jnj.com		
Vendor Accepted Order	Vendor Accepted Order	Regular Subscription			Yes			jsmit3@its.jnj.com		
BOF Vendor Change Request	BOF Vendor Change Request	Regular Subscription			Yes			jsmit3@its.jnj.com		
BOF Vendor Confirmed With Changes To Promise Quantiv	BOF Vendor Confirmed With Changes To Promise Quantiv	Regular Subscription			Yes			jsmit3@its.jni.com		

# 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!