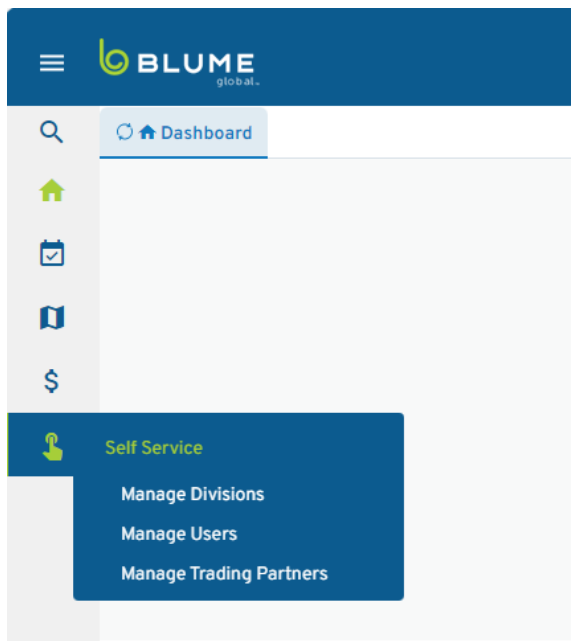


Title Account: How to add sub-user accounts in ICTSI NaviGate

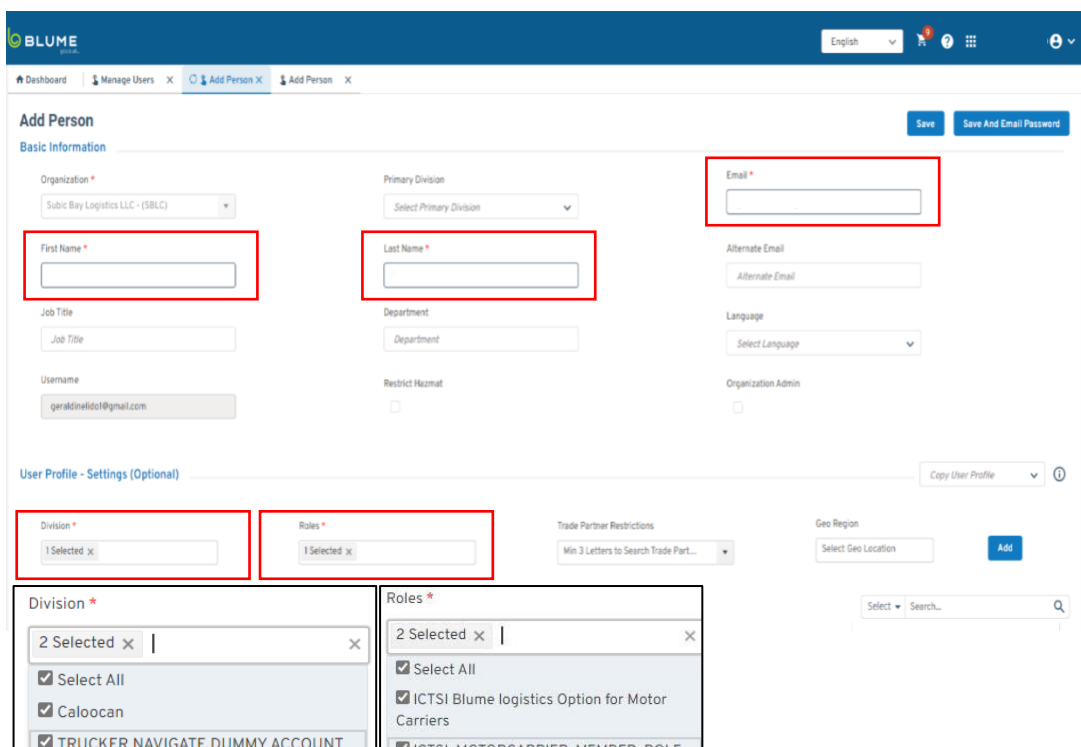
Primary account holders can add sub-users in ICTSI NaviGate to allow other users to access the account. Sub-users can be assigned specific roles, and their access can be managed at any time.

PROCEDURE:

1. Login using your primary (Admin) account. Hover your mouse to the lower left section of the screen and click on **MANAGE USERS**.



2. Fill in all the required details of the person you are adding as a sub-user, then click **SELECT ALL** from the **DIVISION** and **ROLES** drop-down. Click on **SAVE AND EMAIL PASSWORD**.

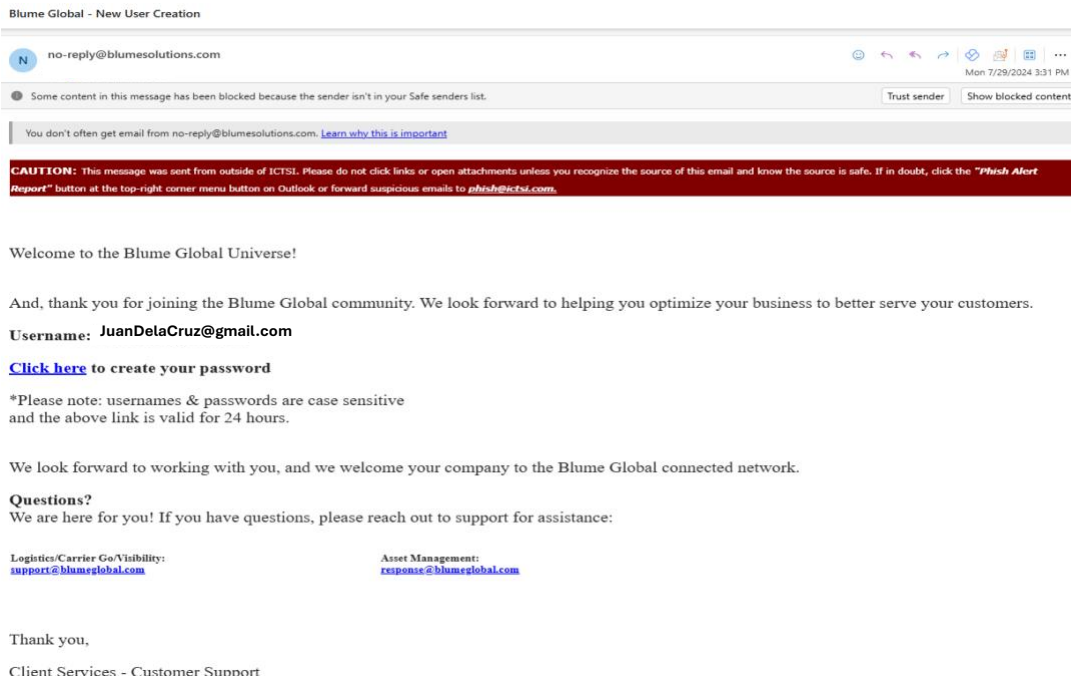
A screenshot of the 'Add Person' form in the BLUME system. The form is titled 'Add Person' and has a 'Save' button and a 'Save And Email Password' button. It is divided into two sections: 'Basic Information' and 'User Profile - Settings (Optional)'. In the 'Basic Information' section, there are fields for 'Organization' (Subic Bay Logistics LLC - (SBLC)), 'Primary Division' (Select Primary Division), 'Email' (required, highlighted with a red box), 'First Name' (required, highlighted with a red box), 'Last Name' (required, highlighted with a red box), 'Job Title', 'Department', 'Username' (geraldfido1@gmail.com), 'Restrict Hozmat' (checkbox), 'Alternate Email', 'Language' (Select Language), and 'Organization Admin' (checkbox). In the 'User Profile - Settings (Optional)' section, there are dropdowns for 'Division' (1 Selected x, highlighted with a red box) and 'Roles' (1 Selected x, highlighted with a red box). Below these are 'Trade Partner Restrictions' (Min 3 Letters to Search Trade Part...), 'Geo Region' (Select Geo Location), and a 'Copy User Profile' button. At the bottom, there are two dropdowns for 'Division' and 'Roles', both showing '2 Selected x' and 'Select All' options. The 'Division' dropdown also shows 'Caloocan' and 'TRUCKER NAVIGATE DUMMY ACCOUNT'. The 'Roles' dropdown also shows 'ICTSI Blume logistics Option for Motor Carriers' and 'ICTSI MOTORCARRIER NEWBIE ROLE'.

3. If you already have existing sub-users and want to create another with the same Division and Roles:

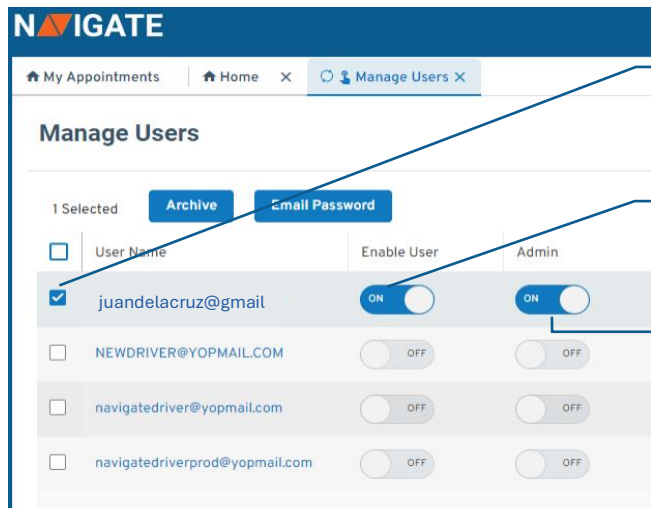
- Enter the new sub-user's **First** and **Last name**.
- Click **Copy User Profile**.
- Select an existing sub-user from the list whose Division and Role you wish to duplicate.

The screenshot shows the 'Add Person' form in the BLUME system. The form is divided into two main sections: 'Basic Information' and 'User Profile - Settings (Optional)'. In the 'Basic Information' section, the 'First Name' and 'Last Name' fields are highlighted with red boxes. In the top right corner, the 'Save And Email Password' button is highlighted with a red box. In the 'User Profile - Settings (Optional)' section, the 'Copy User Profile' button is highlighted with a red box. The form includes fields for Organization, Primary Division, Email, Alternate Email, Language, Organization Admin, Job Title, Department, Restrict Password, Divisions, Roles, Trade Partner Restrictions, and Geo Region.

4. Sub-user/s will receive an email with their **username**, confirming that their account has been successfully created. They must click the link provided in the email to set up their password.



- Under **MANAGE USERS**, you can **remove, enable/disable**, and assign a user as an account admin.



To remove a user, tick the box beside the email address and click on **ARCHIVE**.

To enable or disable a user, toggle this switch under Enable User.

To assign a user as an admin, toggle this switch under Admin.