

Document Center

Group Creation

View Users

Last Name	First Name	Email	Customers	User Type	Suppliers	Plants	Date Created	Last Login Dat	Avg. Uploads	Number
idir	Mehdi	mehdi.idir@mxns.com	Standard Food ...	Customer Corp...	No Data Restri...	No Data Restri...	08/16/2017 11...	10/25/2019 10...	0	67

- Disable User
- Send Email
- Apply Dashboard Templates
- Export Users
- + Add Selected Users to New Group
- + Add Selected Users to Existing Group

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- Export Users
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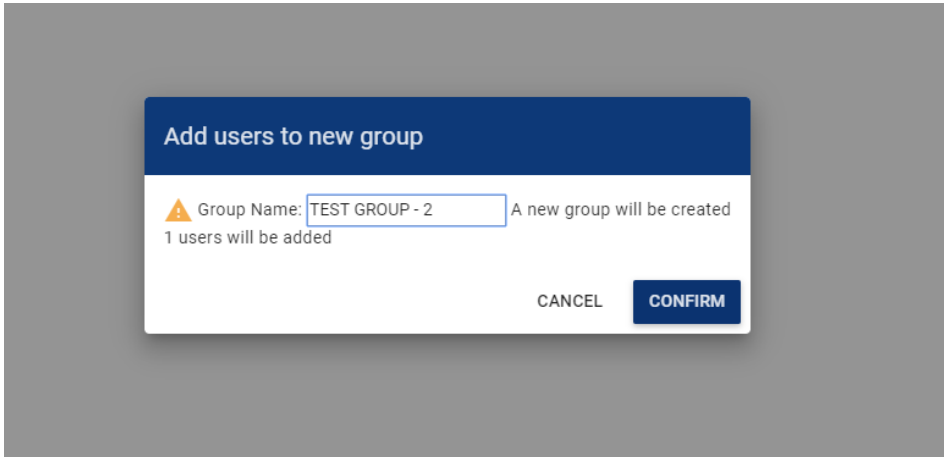


To add/create a group a user has to be highlighted from the 'View Users' page...



Any user can create a group

- Groups can not be deleted, however users can be removed from a group
- Users can be added to

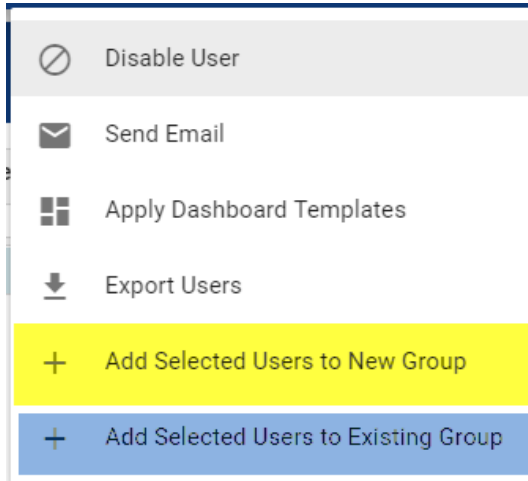


Please Note: The task of creating a group is done through “Adding Selected User to New Group”

- Window will generate with the task of assigning a Group Name
- Confirm
- Group is created and listed within the Group Manager Page (Located in Menu)

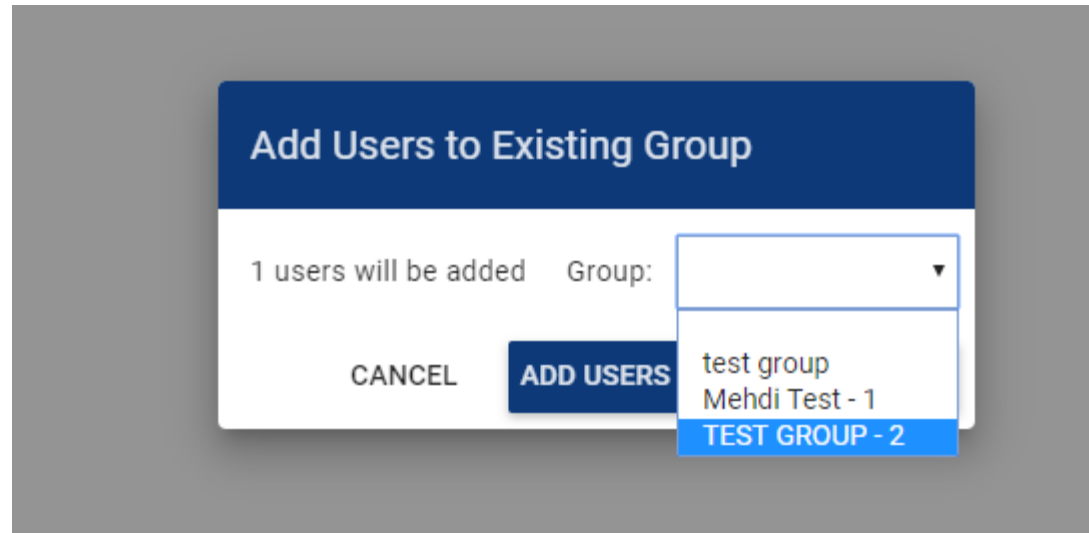
Group Manager

Group Name	Customer Name	Username	First Name	Last Name
test group	Store Audits	jennifer.derryberry@mxns.com	Jennifer	Derryberry
test group	Store Audits	sean.neilan@mxns.com	Sean	Neilan
test group	Store Audits	shawn.ritter@mxns.com	Shawn	Ritter
test group	Store Audits	tariq.weaver@mxns.com	Tariq	Weaver
Mehdi Test - 1	Store Audits	tariq.weaver@mxns.com	Tariq	Weaver
Mehdi Test - 1	Store Audits	sean.neilan@mxns.com	Sean	Neilan
TEST GROUP - 2	Store Audits	mehdi.idir@mxns.com	Mehdi	Idir
TEST GROUP - 2	Store Audits	tariq.weaver@mxns.com	Tariq	Weaver



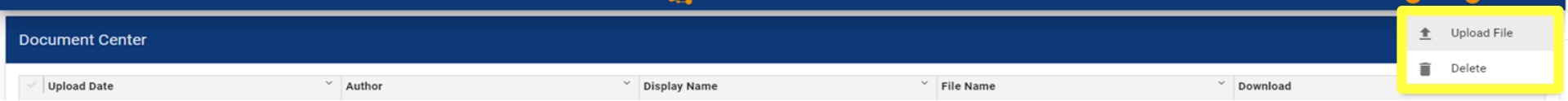
To add a user to a group:

- Return to the View Users Page search and select the user you intend to add to the group.
- Access the options icon to find the “Add Selected User to Existing Group” icon
- Window will generate with existing groups, select the intended group and complete by “add users”

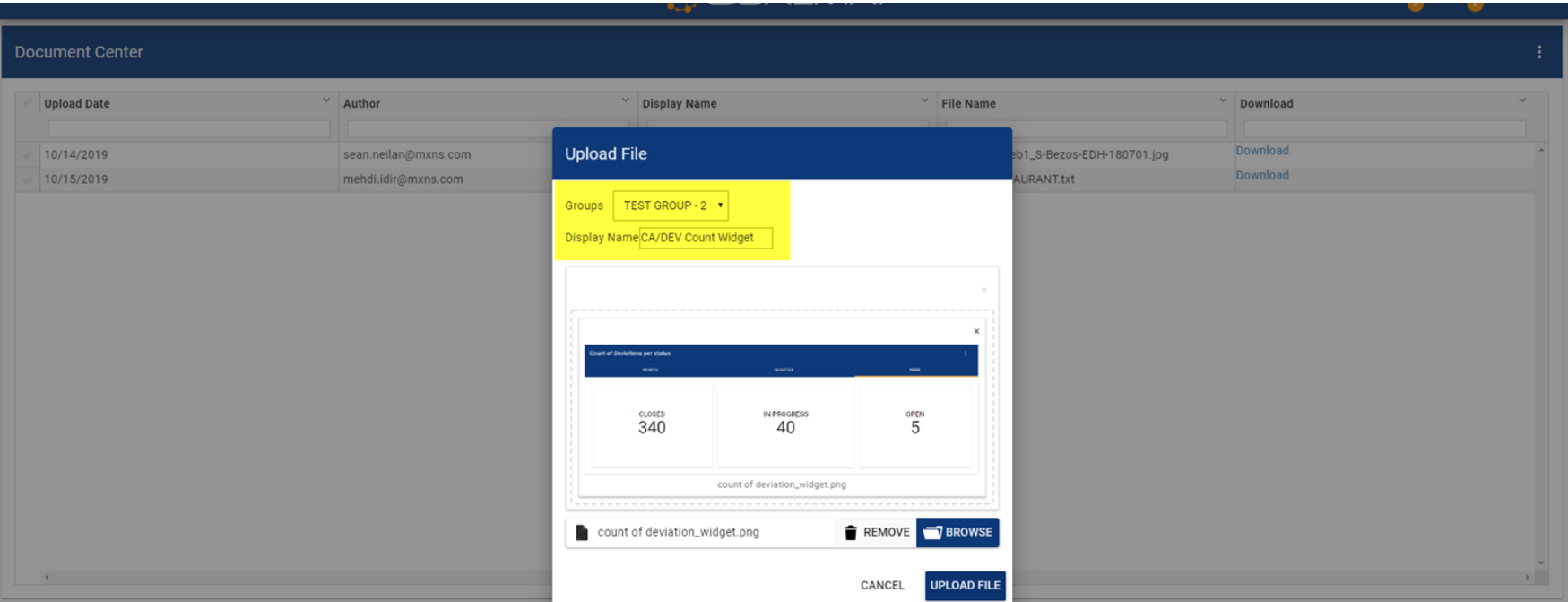


Document Center

Upload & Share



When group is created with the intended users, access the Document Center via the Menu, click the options icon and select "Upload File". Assign the group and Display Name. Note: Display Name is a unique Identifier for the file




Upload Date	Author	Display Name	File Name	Download
10/25/2019	tariq.weaver@mxns.com	CA/DEV Count Widget	count of deviation_widget.png	Download
10/25/2019	tariq.weaver@mxns.com	CA/DEV Count Widget	count of deviation_widget.png	Download
10/15/2019	mehdi.idir@mxns.com	SCRIPT STORE AUDIT	SCRIPT RESTAURANT.txt	Download
10/14/2019	sean.neilan@mxns.com	bezos kissy face	12550265_web1_S-Bezos-EDH-180701.jpg	Download

Documents are then listed within the “Document Center”

- Once a document is listed within the Document Center, sharing is just a matter of adding the group and attaching the file intended to be sent to the group
- When a document is uploaded with a group selected, the users belonging to this group will receive the email below with the name of the document shared.

Document XXX has been shared by XXX ➤ Inbox x ✕ 🖨 📧

 **qualmap@mxns.com** via amazonses.com Fri, Oct 25, 6:25 PM (3 days ago) ☆ ↶ ⋮

to me ▾

XXX has shared Document XXX with you.
[>> download.](#)