TOOL USER GUIDE

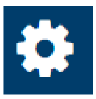
COMPANY USERS EMAILS & SECURITY

CONTENTS

1. COMPANY USERS, EMAIL & SECURITY

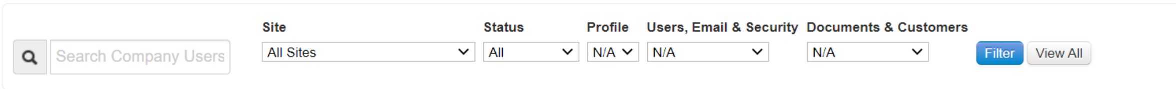
1.1. MANAGE USERS

Step 1: Log in to your Foods Connected account

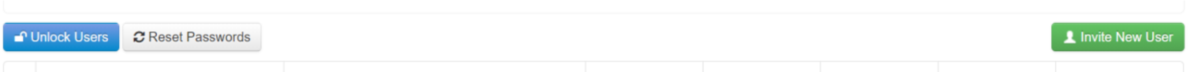
Step 2: Locate the settings tab in the top right-hand corner 

Step 3: Navigate to ‘Manage Users’ under ‘Company Users, Email & Security’

Step 4: Users can be searched for; and filters can also be used as shown below

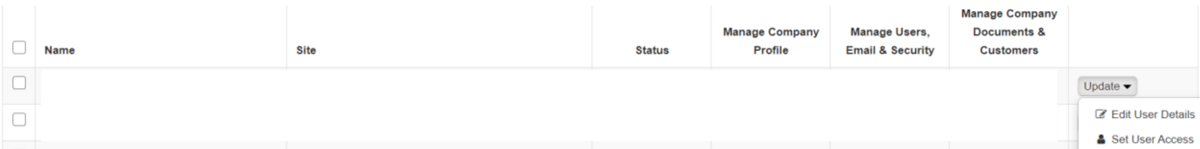


Step 5: Users can also be unlocked; passwords can be reset, and users can be invited using the buttons as shown below

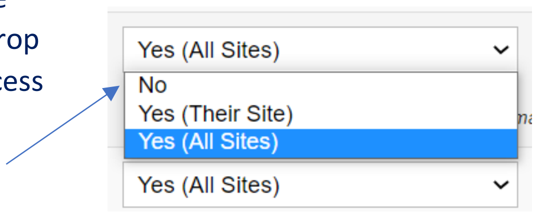


Step 6: Name of users, their associated site, status, and access roles (Manage Company Profile, Manage Users, Email & Security and Manage Company Documents & Customers) can be viewed.

Step 7: User details can be edited using the 'Update' button drop down as noted below.

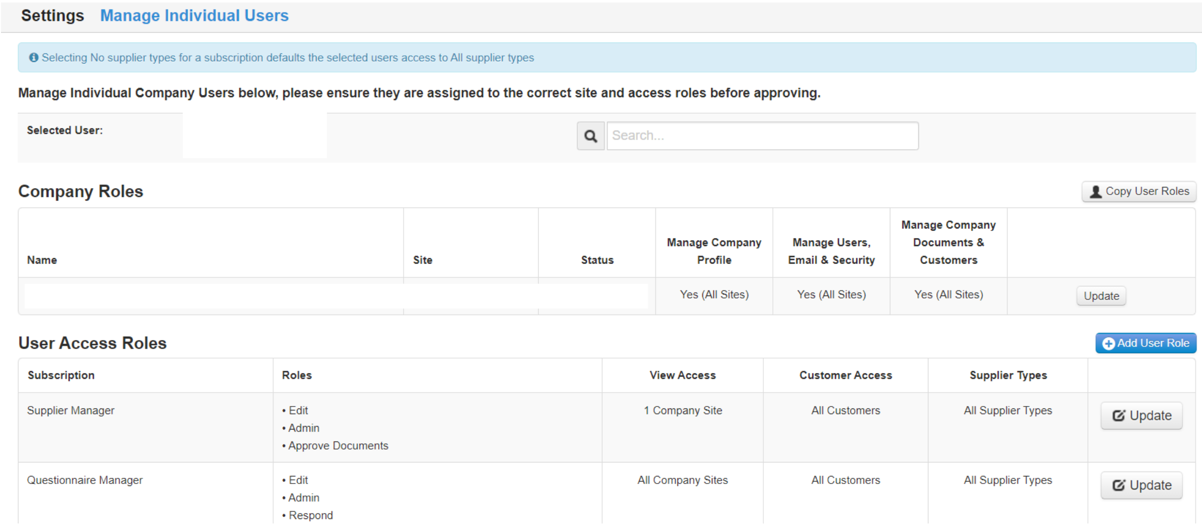


Step 8: When the 'Edit User Details' option is selected the following page appears- it shows name; email address, status and site. Accounts can be unlocked using the 'Unlock' button at the far side of 'Status'. Access levels can also be controlled e.g. Manage Company Profile; the drop down can be used to select the appropriate access level as shown



Users can be removed and/or records can be transferred using the red button in the bottom right corner 'Remove User/ Transfer Records'.

Step 9: When 'Set User Access' is selected the following page loads; selected users can be searched for using the search bar. Both 'Company Roles' and 'User Access Roles' per tool can be updated using the grey 'Update' button. New user roles can also be added by selecting the 'Add User Role' button.



Settings Manage Individual Users

Selecting No supplier types for a subscription defaults the selected users access to All supplier types

Manage Individual Company Users below, please ensure they are assigned to the correct site and access roles before approving.

Selected User: Search...

Company Roles — Copy User Roles

Name	Site	Status	Manage Company Profile	Manage Users, Email & Security	Manage Company Documents & Customers	
			Yes (All Sites)	Yes (All Sites)	Yes (All Sites)	Update

User Access Roles — Add User Role

Subscription	Roles	View Access	Customer Access	Supplier Types	
Supplier Manager	• Edit • Admin • Approve Documents	1 Company Site	All Customers	All Supplier Types	Update
Questionnaire Manager	• Edit • Admin • Respond	All Company Sites	All Customers	All Supplier Types	Update

Note: Users can be provided access to all sites/their site only or specific sites.

1.2. USER ACCESS

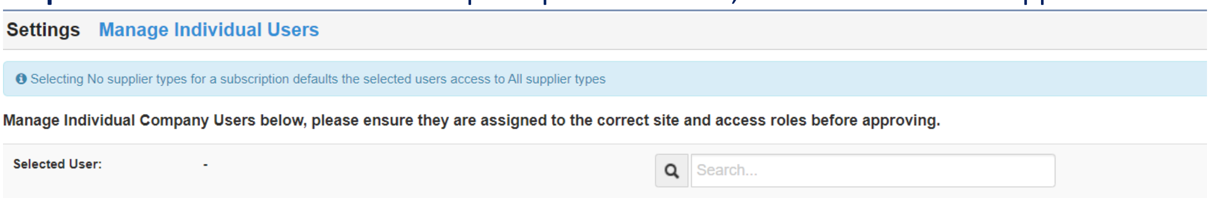
1.2.1 - BY USER

Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner 

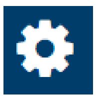
Step 3: Navigate to 'User Access- By User' under 'Company Users, Email & Security'

Step 4: Use the search bar to look up the particular user; their roles will then appear



1.2.2 -BY TOOL

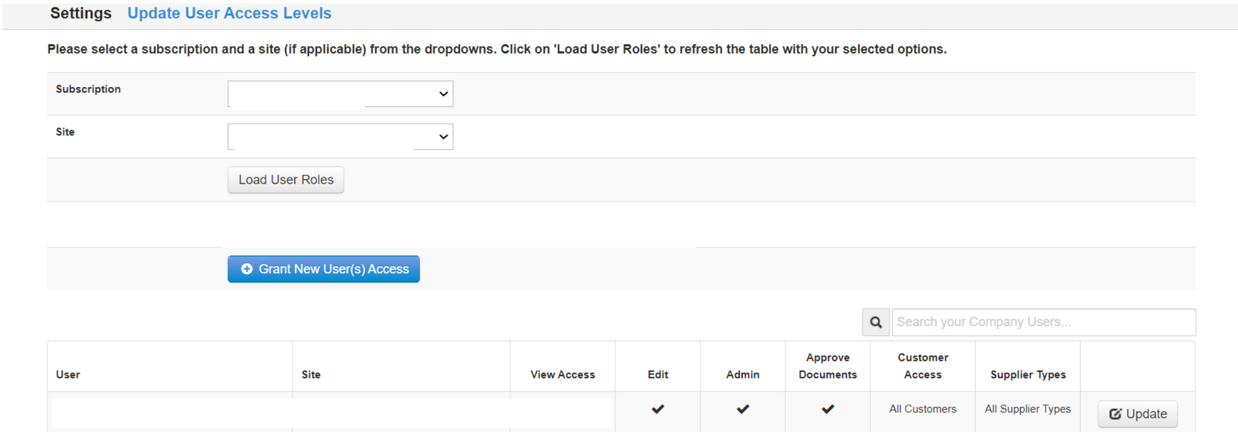
Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner 

Step 3: Navigate to 'User Access- By Tool' under 'Company Users, Email & Security'

Step 4: The following page will appear- the dropdown can be used for 'Subscription' and 'Site'; once chosen select 'Load User Roles'. Once user roles have been loaded, they appear in a table format; showing User, site, view access and whether the individual can edit, has admin access, and approve documents. Customer access and supplier types are also visible in the table. If these subscription roles/access levels need updated, click the 'Update' button and select 'Save' when done.

New users can be granted access using 'Grant New User(s) Access' button.



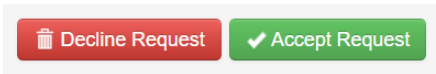
1.2.3 -REQUESTS

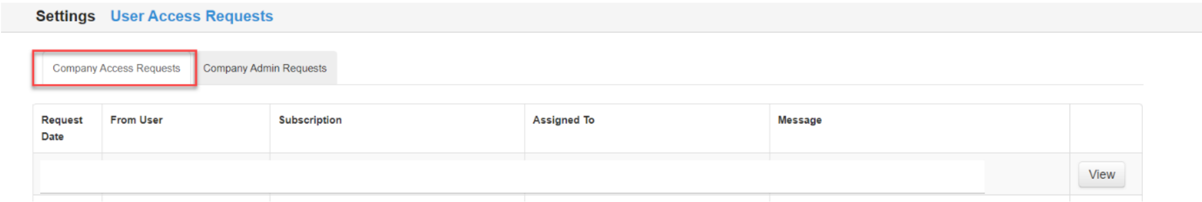
Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner 

Step 3: Navigate to 'User Access Requests' under 'Company Users, Email & Security'

Step 4: Select 'Company Access Requests tab' ; this will load up company access requests in a table format as shown below. Click the 'View' button to accept or decline the request. You can also view 'Company Admin Requests' using the second tab; these load in the same format as the company access requests.





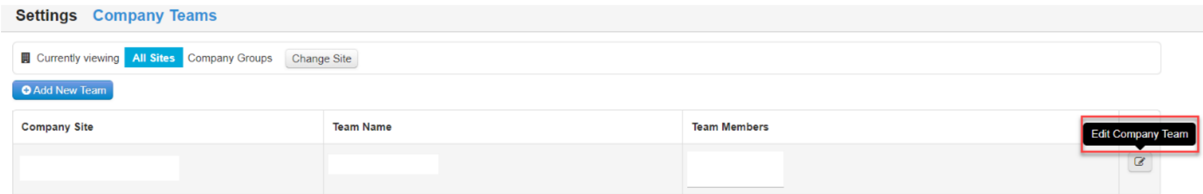
1.3. COMPANY TEAMS

Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner

Step 3: Navigate to ‘Company Teams’ under ‘Company Users, Email & Security’

Step 4: The following page will load; new teams can be added using the ‘Add New Team’ button. Company Site, Team Name and Team Members will be presented in a table format. You can edit each team individually by selecting the ‘Edit Company Team’ button; once this button has been selected members can be added/removed, the team name changed, and a different site selected.



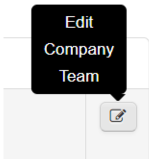
1.4. COMPANY TEAMS SETTINGS- CUSTOMERS

Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner

Step 3: Navigate to ‘Company Teams’ under ‘Company Users, Email & Security’

Step 4: The following page will load; click one of the following icons:

or


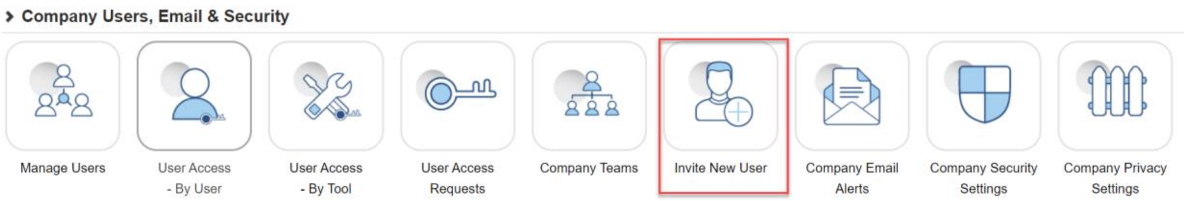
Step 5: When creating or editing a company team, you can set which customers it is visible for. You can set them to 'ALL', or choose from a list of customers you are linked to as shown below.

1.5. INVITE NEW USER

Step 1: Log in to your Foods Connected account

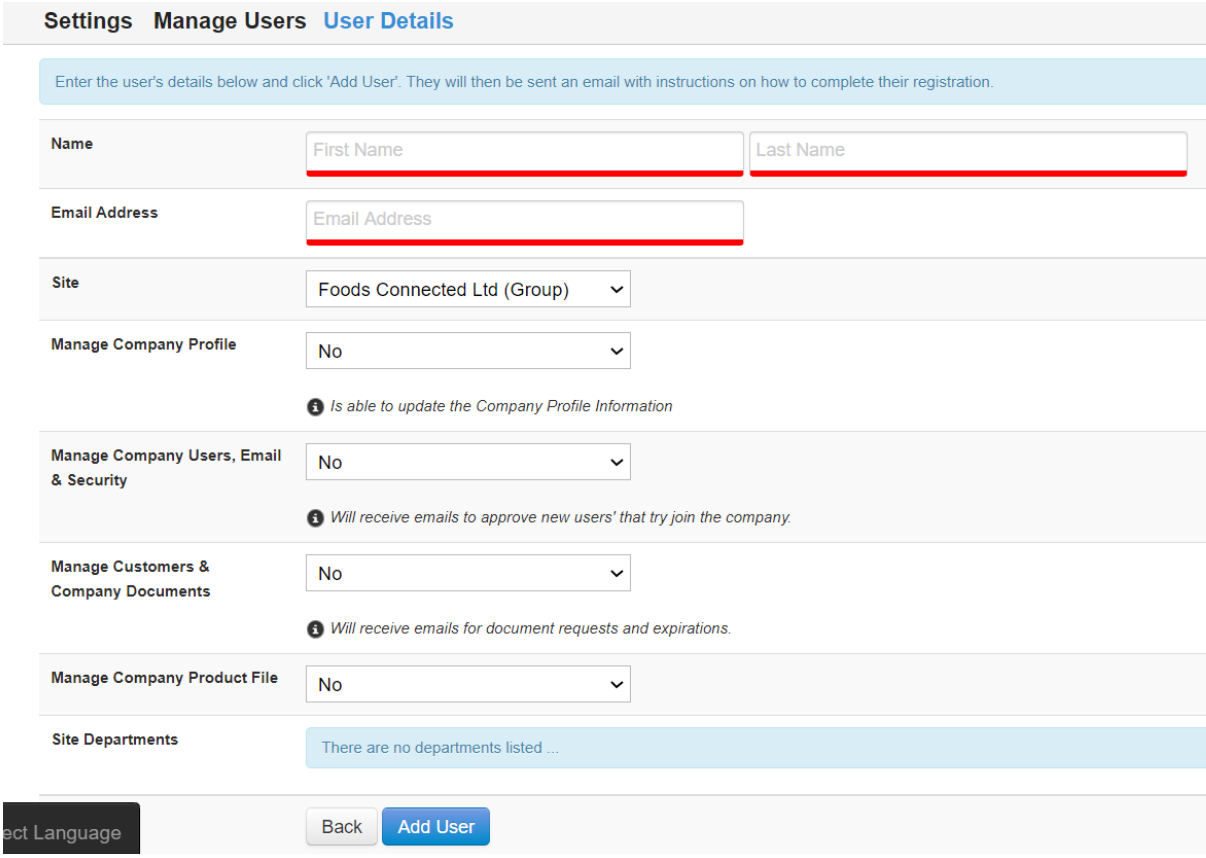
Step 2: Locate the settings tab in the top right-hand corner 

Step 3: Navigate to 'Invite New User' under 'Company Users, Email & Security'



Step 4: The following page will load; name and email address fields are mandatory- therefore they are highlighted in red. Once the other sections have been filled in (as

desired) select the ‘Add User’ button.

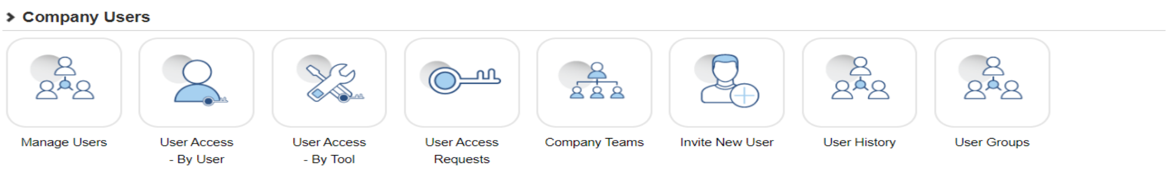


1.6. USER ACCESS HISTORY

Step 1: Log in to your Foods Connected account

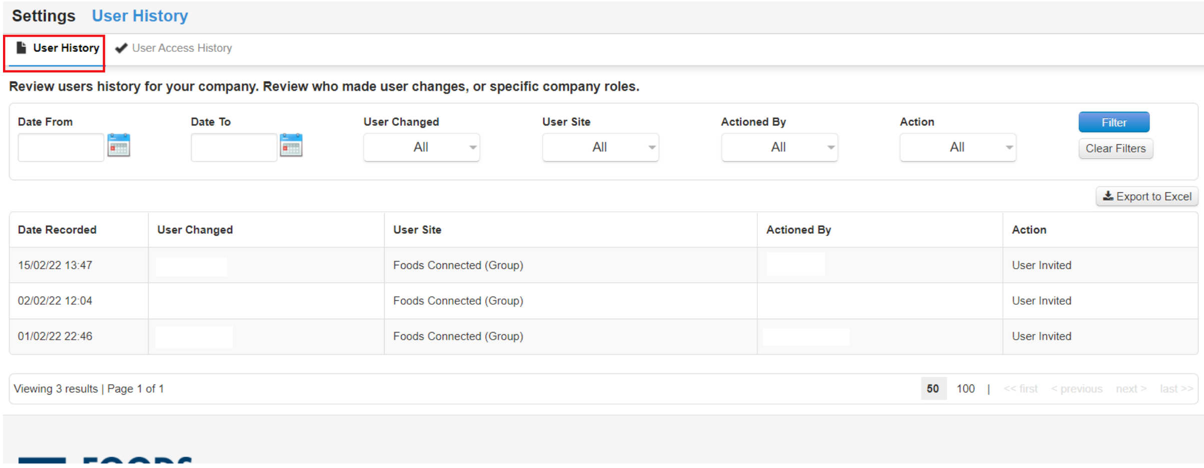
Step 2: Locate the settings tab in the top right-hand corner

Step 3: Navigate to ‘Company Email Alerts’ under ‘Company Users’



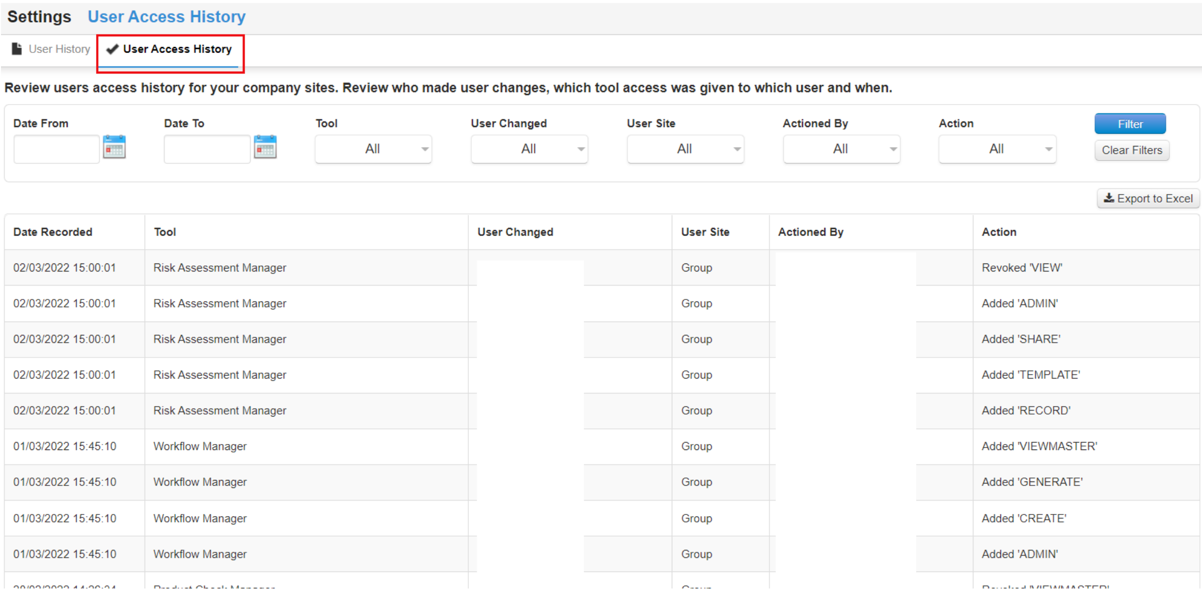
Step 4: The following page will load with two tabs ‘User History’ and ‘User Access History’.

‘User History’ shows ‘User Changed’, ‘User Site’, ‘Actioned By’ and ‘Action’.



Date Recorded	User Changed	User Site	Actioned By	Action
15/02/22 13:47		Foods Connected (Group)		User Invited
02/02/22 12:04		Foods Connected (Group)		User Invited
01/02/22 22:46		Foods Connected (Group)		User Invited

Whilst ‘User Access History’ shows ‘Tool’, ‘User Changed’, ‘User Site’, ‘Actioned By’ and ‘Action’.



Date Recorded	Tool	User Changed	User Site	Actioned By	Action
02/03/2022 15:00:01	Risk Assessment Manager		Group		Revoked 'VIEW'
02/03/2022 15:00:01	Risk Assessment Manager		Group		Added 'ADMIN'
02/03/2022 15:00:01	Risk Assessment Manager		Group		Added 'SHARE'
02/03/2022 15:00:01	Risk Assessment Manager		Group		Added 'TEMPLATE'
02/03/2022 15:00:01	Risk Assessment Manager		Group		Added 'RECORD'
01/03/2022 15:45:10	Workflow Manager		Group		Added 'VIEWMASTER'
01/03/2022 15:45:10	Workflow Manager		Group		Added 'GENERATE'
01/03/2022 15:45:10	Workflow Manager		Group		Added 'CREATE'
01/03/2022 15:45:10	Workflow Manager		Group		Added 'ADMIN'

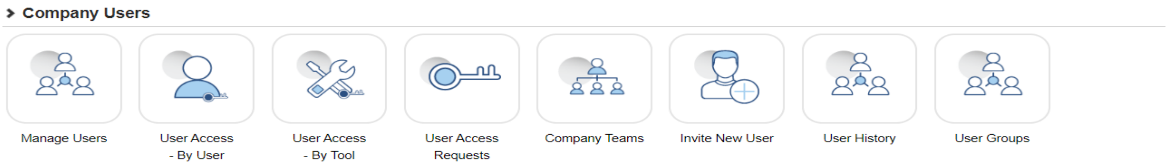
NOTE: Displaying who created/granted each user with access to Foods Connected (alongside the date/time/actioned details) will show regardless of whether the user has been granted access to the Foods Connected tools or not.

1.7. USER GROUPS

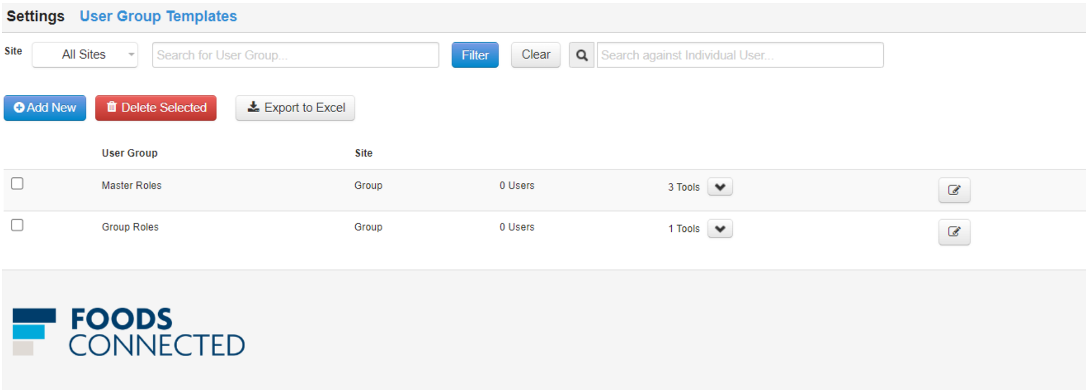
Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner

Step 3: Navigate to ‘User Groups’ under ‘Company Users’

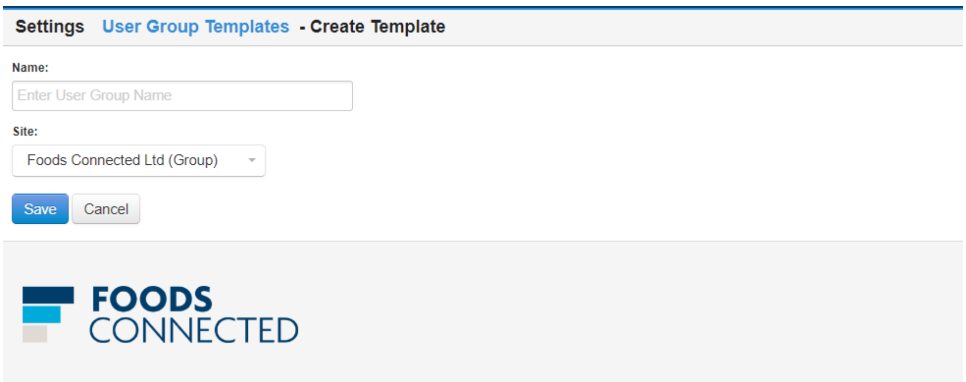


Step 4: The following page will load.



With three tabs "Add new" "delete Selected" and "Export to excel"

Step 5: The following page will load when choosing "Add new"



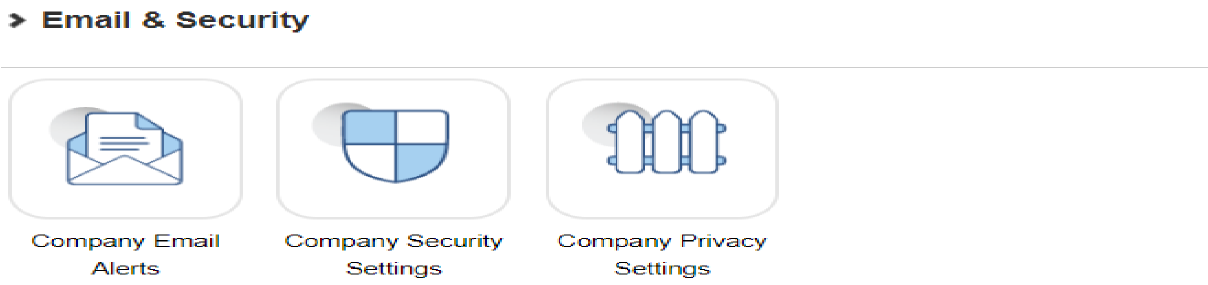
Step 6: Fill in the name and choose your site and hit save to save your new group.

1.8. COMPANY EMAIL ALERTS

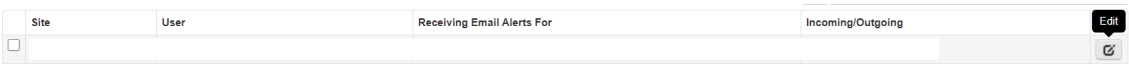
Step 1: Log in to your Foods Connected account

Step 2: Locate the settings tab in the top right-hand corner

Step 3: Navigate to 'Email & Security'



Step 4: This page will load; it will show alerts according to site, user, what the alerts are for and whether they are incoming/outgoing (or both). If any of these aspects need updated select 'Edit' and the site, user etc can be changed. Once done click 'Save'.



Step 5: New alerts can be added by clicking 'Add New'; once done select 'Save'.