

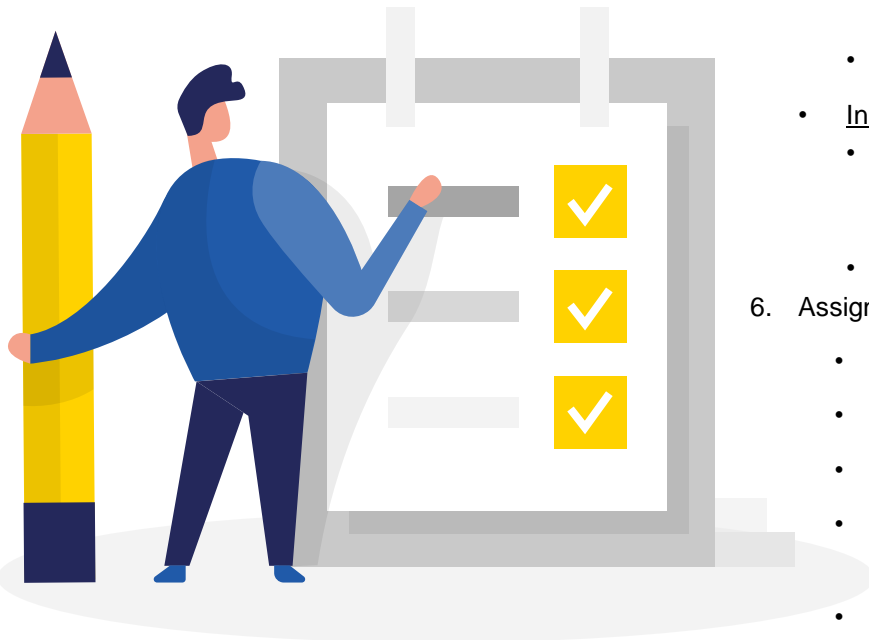


HOW TO

Add a New User to Your 2Ship Account



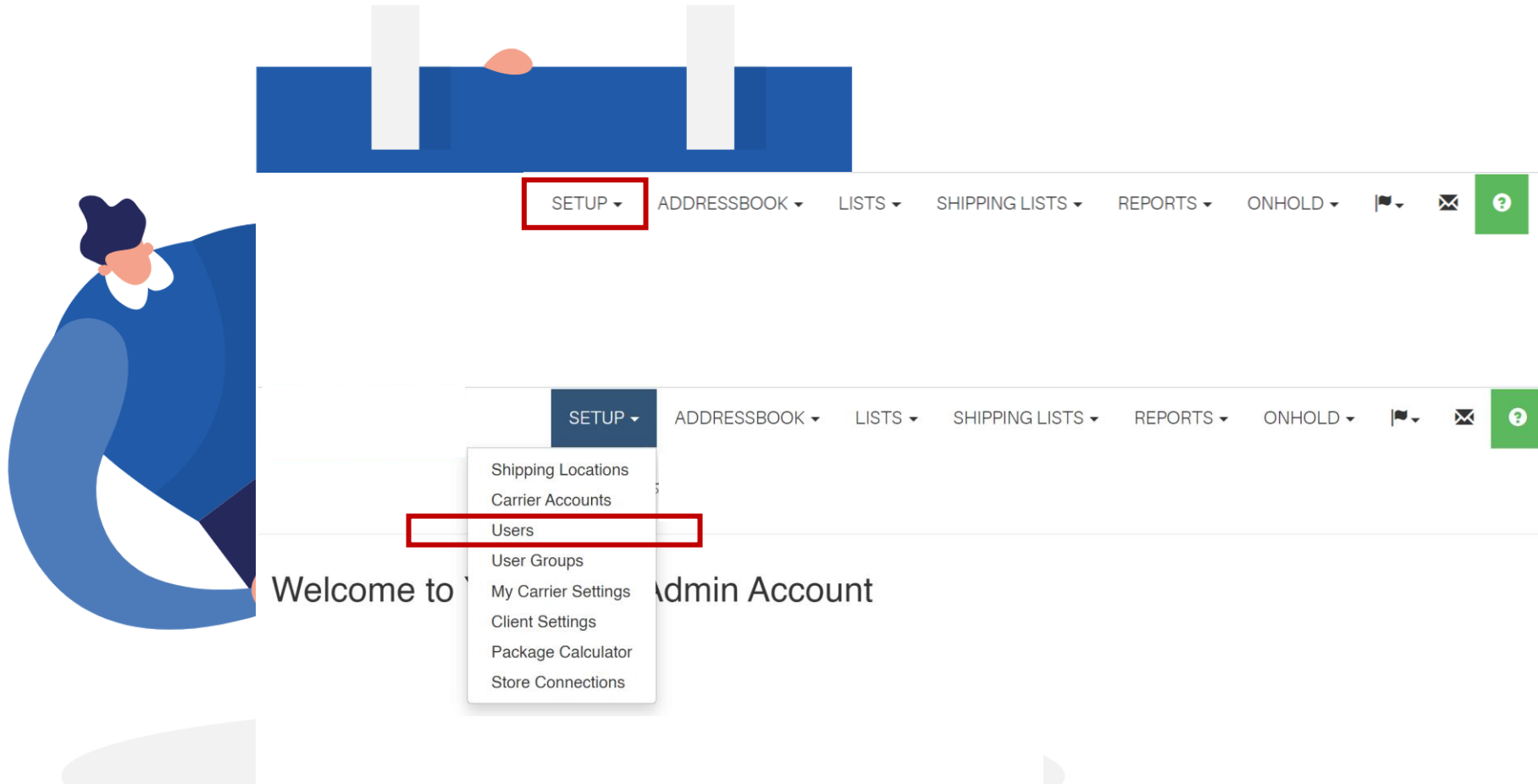
Summary



1. Log-in to your account
2. Click on “SETUP” menu on top left of the page
3. Click on “Users” from the dropdown menu
4. In the new page, click on “Create New User” button
5. In the “Add New User” window, insert the following information for the new user
 - In Details box window:
 - Username
 - Email
 - Login: choose a login name for the user (e.g.: their email address)
 - Password: choose a password for the user. They can change their password when they log in to 2Ship.
 - Select the appropriate group in the “User Belongs to Group” box if you have any.
 - Select the language for the user. This does not impact the language selected for the other users.
 - Select “shipping” from the “User Type” dropdown box. Unless, the role of the user is ONLY to see the OnHold shipping.
 - Then, turn on the “User Account is Active”
 - In Options box window:
 - Turn on the appropriate roles for the user. The most common roles that you should turn on for each user are “Use Pickup Location” and “Uses OnHold”
NOTE: For users with ONLY tracking role, keep all options “No”
 - Then Click “Save” button
6. Assign a location to the new user
 - Next to the new user’s name click on the black triangle
 - Then click on the “Attach Locations”
 - From the Location window, select the appropriate location
 - You can check mark the “Has Closing Right” box or keep it unchecked. It depends on the role of the user. E.g.: If it is checked, the user can see the other users’ shipments and close the shipping.
 - Click “Attach Location” button.

Users' Page

1. Log-in to your account
2. Click on "SETUP" menu on top left of the page
3. Click on "Users" from the dropdown menu



User's Info & Role

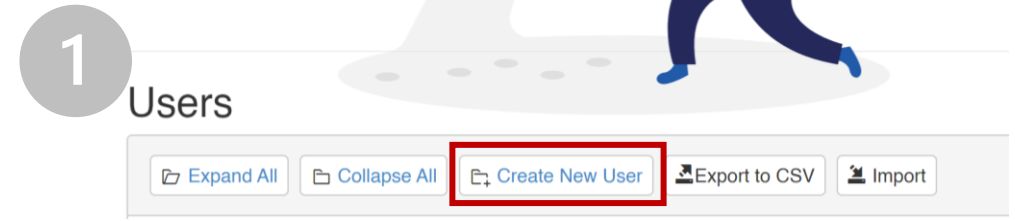
1. In the new page (image 1), click on “Create New User” button
2. In the Add “New User” window (image 2), insert the following information for the new user

In the Details window:

- Username
- Email
- Login: choose a login name for the user (e.g.: their email address)
- Password: choose a password for the user. They can change their password when they log in to 2Ship.
- Select the appropriate group in the “User Belongs to Group” box if you have any.
- Select the language for the user. This does not impact the language selected for the other users.
- Select “shipping” from the “User Type” dropdown box. Unless, the role of the user is ONLY to see the OnHold shipping.
- Then, turn on the “User Account is Active”

In the Options window:

- Turn on the appropriate roles for the user. The most common roles that you should turn on for each user are “Use Pickup Location” and “Uses OnHold”
NOTE: For users with ONLY tracking role, keep all options “No”
- Then Click “Save” button

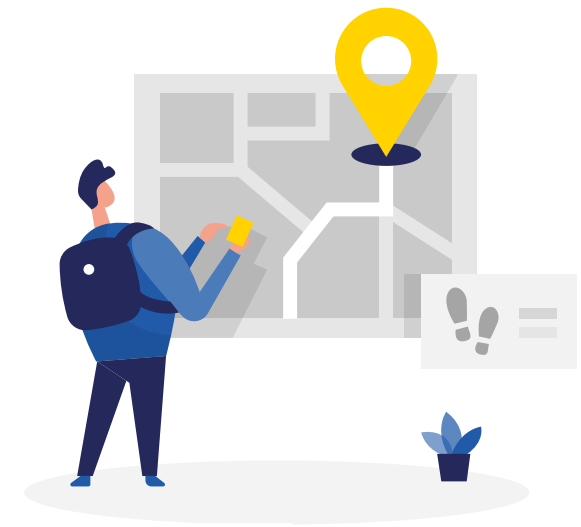


Details	Options
Username	Redirect After Shipping (2Ship InteGr8 Tool) <input type="checkbox"/> No
Created:	Use Advance INTL Shipping <input type="checkbox"/> No
Email	Ship Request Rate <input type="checkbox"/> No
Login	Set as Mailroom User <input type="checkbox"/> No
Password	Use Pickup Location <input type="checkbox"/> No
User Belongs to Group (None)	This user is a Super Shipper <input type="checkbox"/> No
Default Language (English)	Add Ship Request <input type="checkbox"/> No
User API Key	Uses OnHold <input type="checkbox"/> No
User Type (Shipping)	
User Account is Active <input type="checkbox"/> No	
User Sign Up Code	

User's Location

Now you need to assign a location to the new user

1. Next to the new user's name click on the black triangle
2. Then click on the "Attach Locations"



Users

[Locations](#) [Accounts](#)

Expand All Collapse All Create New User Export to CSV Import Search

▶	✓	Locations: 1 Close Locations: 1 OnHold User: false	RestrictRecipients: false RestrictServices: false	Actions ▾
◀	✓	Locations: 1 Close Locations: 1 OnHold User: false	RestrictRecipients: false RestrictServices: false	Actions ▾

Shipping Locations

Attach Locations Add New Location

Actions ▾



User's Location

3. From the Location window, select the appropriate location
4. You can check mark the “Has Closing Right” box or keep it unchecked. It depends on the role of the user. E.g.: If it is checked, the user can see the other users' shipments and close the shipping.
5. Click “Attach Location” button.

NOTE: The user will receive an email with further instructions including their login name and password.



Location ×

ID	Name	Has Closing Rig...	Company	Address
		<input type="checkbox"/>		
		<input type="checkbox"/>		

1 - 5 of 5 items

Attach Location Close

Ship Like a Pro

Now the user is ready to ship like a Pro!





Contact Us



Feel free to contact us if you have any questions



info@faretrade.ca