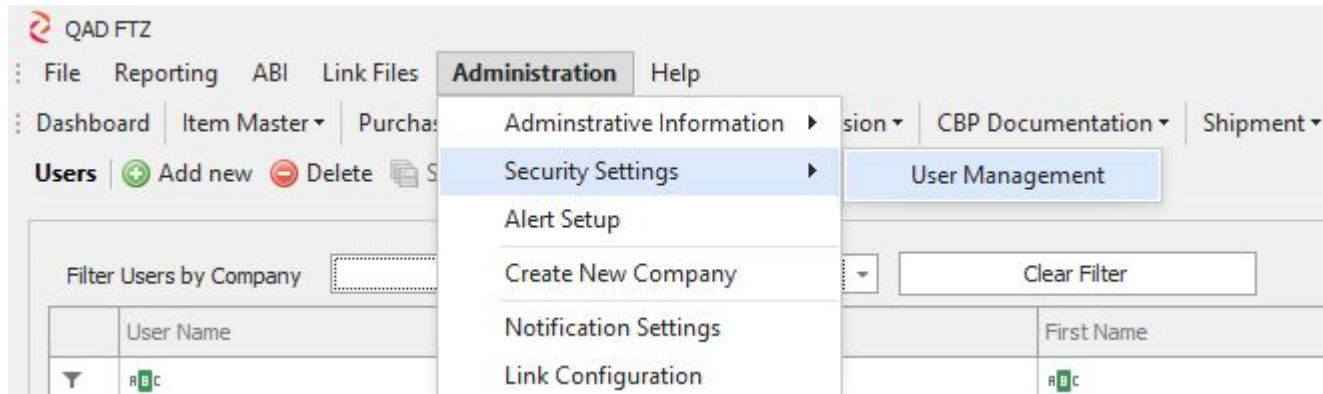




QAD FTZ
New User Setup

Create New User Login

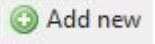

To create new users, navigate to Administration→Security Settings→User Management



The screenshot displays the QAD FTZ software interface. The top navigation bar includes 'Administration' and 'Help'. A dropdown menu is open under 'Administration', showing options: 'Administrative Information', 'Security Settings', 'Alert Setup', 'Create New Company', 'Notification Settings', and 'Link Configuration'. The 'Security Settings' option is highlighted, and a sub-menu is open showing 'User Management'. Below the navigation, there are sections for 'Users' with 'Add new' and 'Delete' buttons, and a table with columns for 'User Name' and 'First Name'. A 'Filter Users by Company' field and a 'Clear Filter' button are also visible.



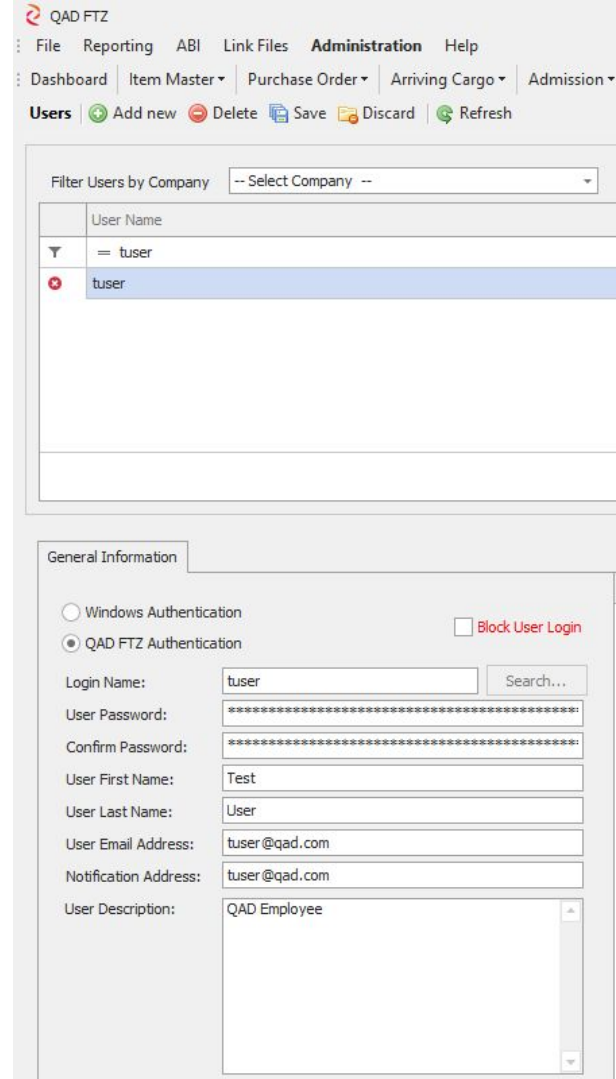
Create New User Login

Click  to create the credentials for new users. Select QAD FTZ Authentication and set the Login Name, User Password, User First Name, User Last Name, User Email Address, and Notification Address (email address). You can also add a User Description. Once the information is filled, click .

Passwords can be changed after initial login by going to File → Change Password.



[Install QAD FTZ](#)



The screenshot shows the QAD FTZ Administration interface. At the top, there is a navigation menu with options: File, Reporting, ABI, Link Files, Administration (selected), and Help. Below the menu, there are tabs for Dashboard, Item Master, Purchase Order, Arriving Cargo, and Admission. A toolbar contains buttons for Users, Add new, Delete, Save, Discard, and Refresh. A dropdown menu for 'Filter Users by Company' is set to '-- Select Company --'. A table lists users, with 'tuser' selected. Below the table, the 'General Information' tab is active, showing authentication options (Windows Authentication and QAD FTZ Authentication), and fields for Login Name, User Password, Confirm Password, User First Name, User Last Name, User Email Address, Notification Address, and User Description.

QAD FTZ

File Reporting ABI Link Files **Administration** Help

Dashboard Item Master Purchase Order Arriving Cargo Admission

Users Add new Delete Save Discard Refresh

Filter Users by Company -- Select Company --

User Name
= tuser
tuser

General Information

Windows Authentication Block User Login

QAD FTZ Authentication

Login Name: tuser Search...

User Password: *****

Confirm Password: *****

User First Name: Test

User Last Name: User

User Email Address: tuser@qad.com

Notification Address: tuser@qad.com

User Description: QAD Employee

ADD COMPANY TO USER

1. Find the user you would like to add a company to.

Select the user to be modified and, on the right hand side, select the company you would like to add to the user.

2. Set user permissions

Administrative rights provide the user with access to all areas and functions within QAD FTZ for each company under the Operator, and they can create other users.

If you would like to give Administrative rights to the user, select the top level (Operator) of the company. QAD FTZ will automatically select the company/companies listed under the Operator level.

The screenshot displays the SmartZone Premier application window. The top menu bar includes File, Reporting, ABI, Link Files, Administration, and Help. Below the menu is a navigation bar with various modules like Dashboard, Item Master, Purchase Order, etc. The main area is titled 'Users' and shows a table of users. The 'Filter Users by Company' dropdown is set to 'Sleep Tite Trailers'. The table lists three users: 'test', 'ftztesting', and 'testuser'. Below the table is a 'General Information' section with fields for Login Name, User Password, Confirm Password, User First Name, User Last Name, User Email Address, and User Description. To the right of these fields is a 'Company' selection area with a tree view showing 'Application Administration (TEST)', 'Mobile Trading Corporation' (selected), and 'Sleep Tite Trailers'.

User Name	First Name	Last Name	Email
test	test	user	support@ftzcorp.com
ftztesting	test	test	support@ftzcorp.com
testuser	test	user	testuser@ftzcorp.com

General Information

Windows Authentication
 SmartZone Authentication Block User Login

Login Name: Search...

User Password:

Confirm Password:

User First Name:

User Last Name:

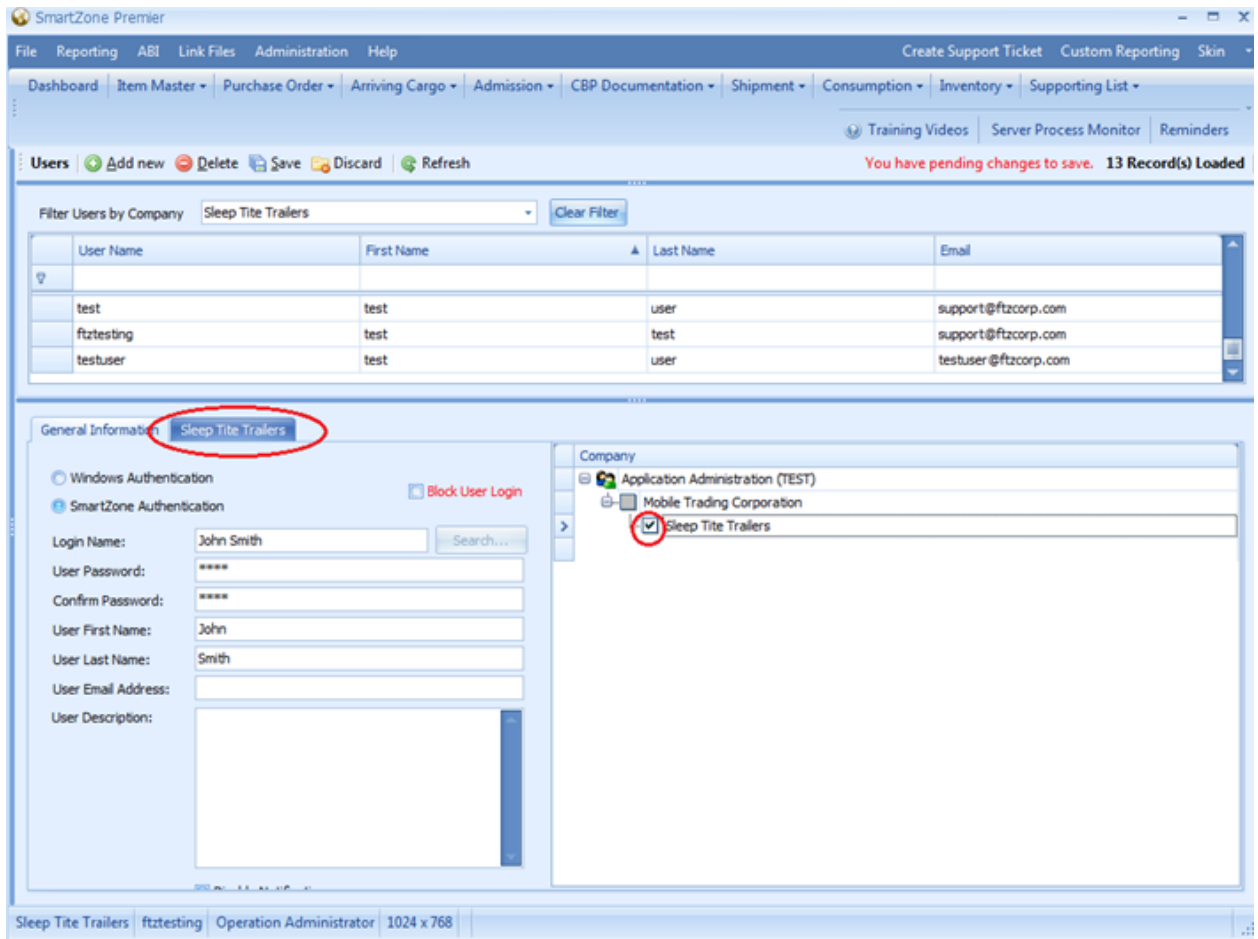
User Email Address:

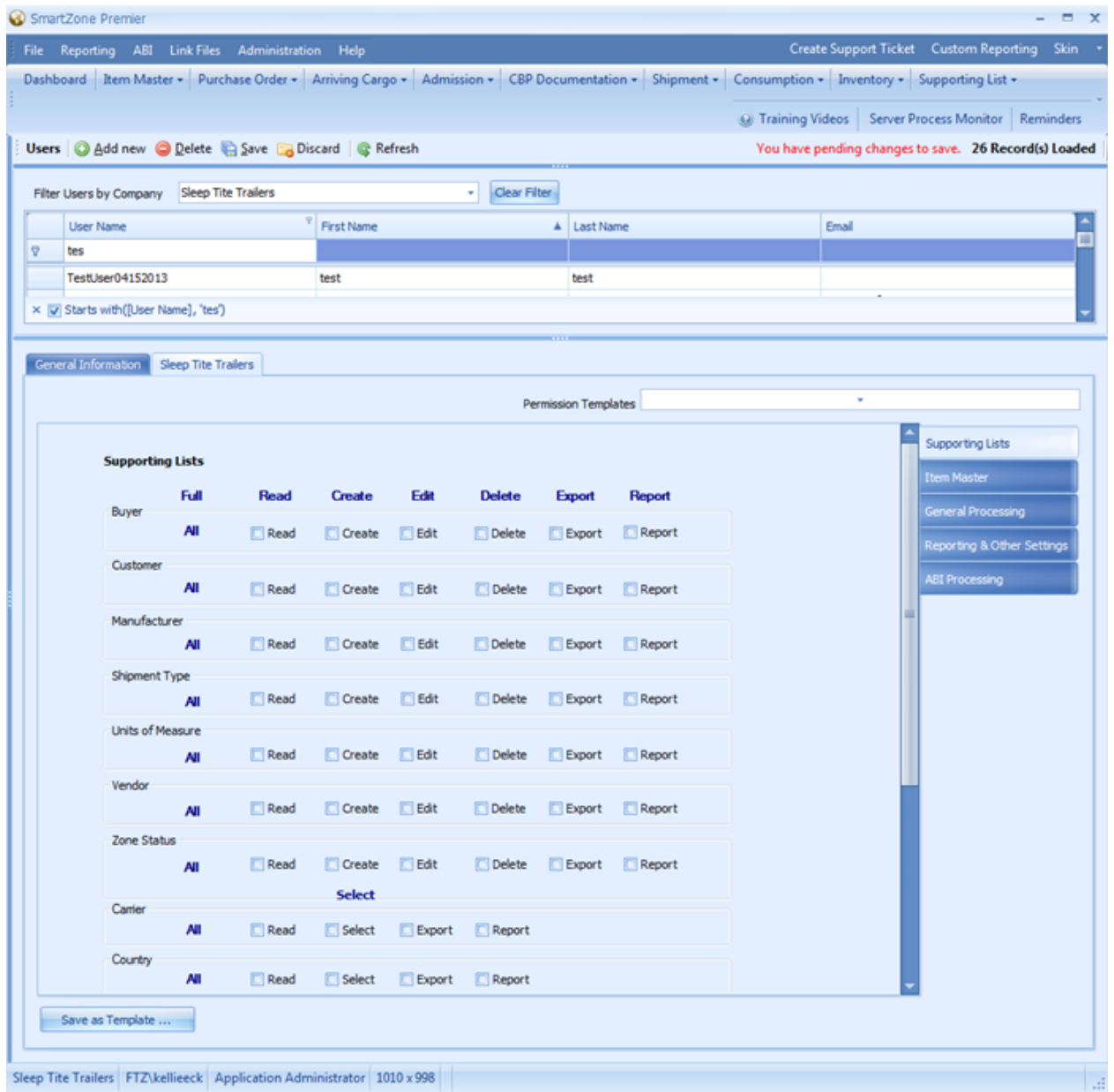
User Description:

Company

- Application Administration (TEST)
- Mobile Trading Corporation
- Sleep Tite Trailers

If you would like to give non-administrator rights (cannot create new users) and provide specific permissions, select the checkbox next to the company name under the top-level operator and a company tab will appear that will allow you to select specific rights. **Please note: non-administrator users cannot access link files.**





The user permissions are categorized in 5 different sections; Supporting Lists, Item Master, General Processing, Reporting & Other Settings, and ABI Processing. You will need to click on each tab to set the permissions for those areas of QAD FTZ.

You have many options for setting up user permissions within QAD FTZ. You can select each permission individually or you can utilize the dark blue words (Full, All, Read, Create, Edit, Delete, Export, Report, Select) which will give the user specific levels of permissions without having to select each one.

4. Click Save once you have added company and user permissions.