

# **DTN TABS® Initial Setup Training Manual**

## **Admin**

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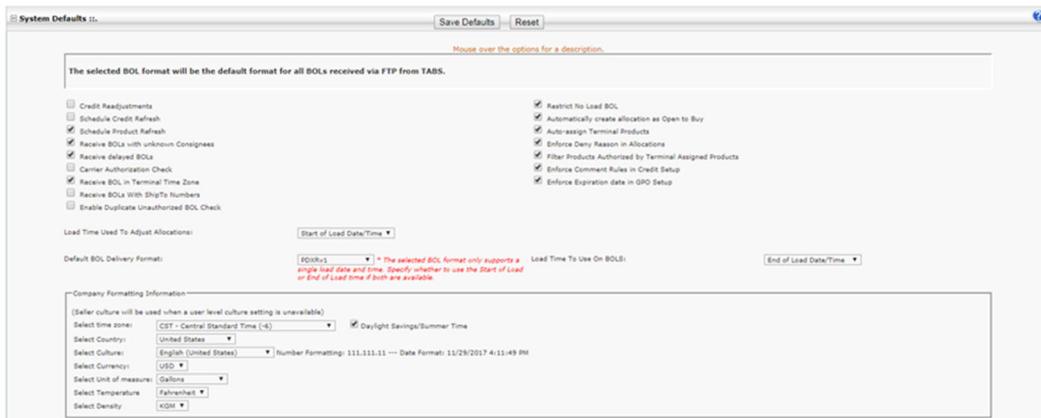
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# Setting up System-wide Defaults

The DTN TABS system must be set up so that it matches your method of doing business. The options selected on this page are applied by DTN TABS on a global, system-wide basis. The options may be different depending on the TABS modules being used.

Here's how to setup **System Defaults**:

1. From the **Admin** menu, select **TABS Defaults**. The **System Defaults** page opens. Select from the following check boxes. Move the pointer over each option for an explanation of that option.
2. Select the desired defaults by selecting the box next to the default.
3. Click **Save Defaults**



The selected BOL format will be the default format for all BOLs received via FTP from TABS.

Credit Reallocation  
 Schedule Credit Refresh  
 Schedule Product Refresh  
 Receive BOLs with unknown Consignees  
 Receive delayed BOLs  
 Carrier Authorization Check  
 Receive BOL in Terminal Time Zone  
 Receive BOL With Shipment Numbers  
 Enable Duplicate Unauthorized BOL Check

Restrict No Load BOL  
 Automatically create allocation as Open to Buy  
 Auto-assign Terminal Products  
 Enforce Deny Reason in Allocations  
 Filter Products Authorized by Terminal Assigned Products  
 Enforce Comment Rules in Credit Setup  
 Enforce Expiration date in GPO Setup

Load Time Used To Adjust Allocations:

Default BOL Delivery Format:  \* The selected BOL format only supports a single load date and time. Specify whether to use the Start of Load or End of Load time if both are available.

Company Formatting Information  
 (Seller culture will be used when a user level culture setting is unavailable)

Select time zone:   Daylight Savings/Summer Time  
 Select Country:    
 Select Culture:  Number Formatting: 111.111.11 --- Date Format: 11/29/2017 4:11:49 PM  
 Select Currency:    
 Select Unit of measure:    
 Select Temperature:    
 Select Density:

# Changing Company Policy

Administrators can use the **Company Policy** page to configure DTN TABS to meet your company's business practices and security requirements when setting security parameters for system access, including login attempts, session time outs, and password rules.

Note: Changes to this page impact all logins and passwords associated with your account. To prevent issues with automated processes (BOL retrieval and ADMLOD file processing), make sure to modify those users to have non-expiring passwords using the User Manager page. For more information on the User Manager page, refer to the Using User Manager section of this manual.

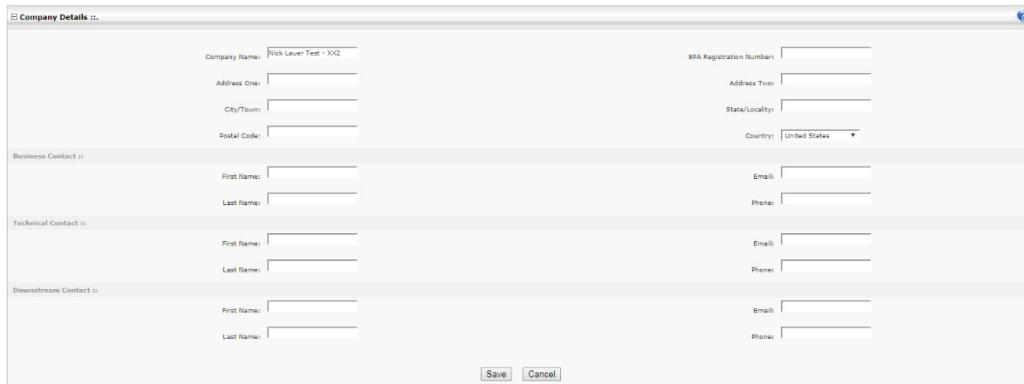
Company Policy	
Repeated Failures	<input type="text" value="1000"/>
Non-use Days	<input type="text" value="10000"/>
Session Timeout	<input type="text" value="60"/>
Password Re-use	<input type="text" value="0"/>
Password Expiration	<input type="text" value="10000"/>
Minimum Length	<input type="text" value="1"/>
Include Numbers and Letters	<input type="text" value="N"/>
Letters in Mixed Case	<input type="text" value="N"/>

1. From the **Admin** menu, select **Company Policies**.
2. Click  to edit the Company Policies and the information in the desired fields.
3. Click

# Entering Company Details

The **Company Details** page adds information about your company and your internal contacts for DTN TABS.

1. From the **Admin** menu, select **Company Details**.
2. To edit, change any of the following information on the page.



The screenshot shows a 'Company Details' form with the following fields:

Company Details ::	
Company Name:	Nick Lauer Test - XX2
Address One:	
City/Town:	
Postal Code:	
Business Contact ::	First Name: [ ] Email: [ ] Last Name: [ ] Phone: [ ]
Technical Contact ::	First Name: [ ] Email: [ ] Last Name: [ ] Phone: [ ]
Downstream Contact ::	First Name: [ ] Email: [ ] Last Name: [ ] Phone: [ ]
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

3. Click **Save**

# Using Role Setup

Administrators use **Role Setup** to define **User Roles** to align with your tasks and responsibilities. A user is assigned pages they can access and the level of access to each page. Levels of access include: view only, update, add, delete or all of these. User roles can be predefined, or custom user roles can be created. A role can be assigned to a user through the **User Manager** page.

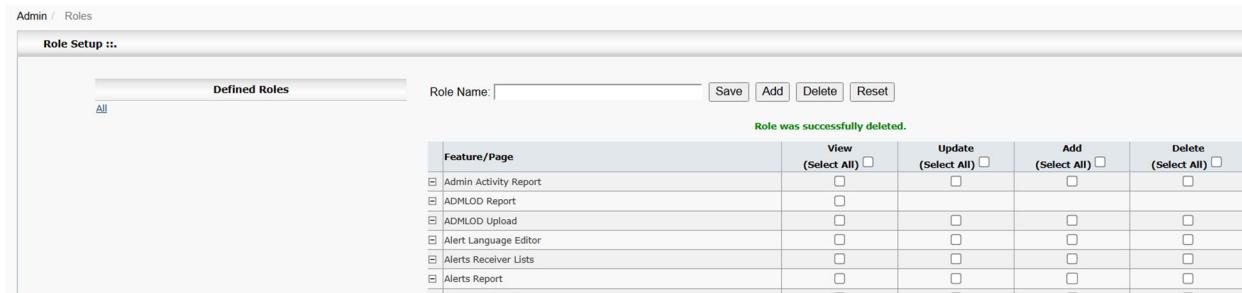
1. From the **Admin** menu, select **Roles**.

## Defined User Roles

These user roles were designed to correspond with the functions and privileges required by typical classes of users.

Note: Administrators can change these roles as needed, in which case the following definitions may no longer apply.

The default roles described below are not available on newer accounts, but the definitions provided below can provide some guidance in crafting your own design.



Feature/Page	View (Select All) <input type="checkbox"/>	Update (Select All) <input type="checkbox"/>	Add (Select All) <input type="checkbox"/>	Delete (Select All) <input type="checkbox"/>
Admin Activity Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADMLOD Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADMLOD Upload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alert Language Editor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alerts Receiver Lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alerts Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The default pre-defined authorization level or user role is:

Definition	
All	Users have access to all DTN TABS pages and functions. They can perform any task, including adding, modifying, and deleting records to the database.

## Add a User Role

Here's how to create a new role. These roles can be assigned to a user through **User Manager**.

1. Enter the role name in the **Role Name** field.
2. Select the transaction types (view, update, add, and delete) for the desired features or pages.  
Note: To select all features/pages for a role, click Select All for the corresponding transaction type.
3. Click **Add**

## Change a Role

Here's how to change an existing role:

1. Enter an existing role name in the **Role Name** field or select a role from the **Defined Roles** list.
2. Change the privileges as needed.
3. Click 

## Delete a User Role

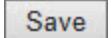
Here's how to delete a user role:

Note: A role cannot be deleted if it is assigned to any users. The user must first be reassigned to another role.

1. Enter an existing role name in the **Role Name** field or select a role from the **Defined Roles** list.
2. Click 

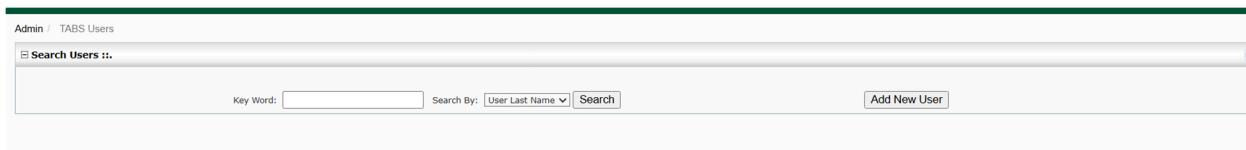
## Edit a User Role

Here's how to edit a user role:

1. To edit select the View, Update, Add, or Delete column on the defined role.
2. Click 

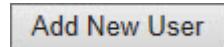
# Using TABS Users

Administrators can use the **TABS Users** page to manage login information for each user. In addition to setting up user login names and passwords, you can use this page to select each user's authority for accessing various pages and performing tasks.



The screenshot shows the 'Admin / TABS Users' page. At the top, there is a search bar with 'Search Users ::' and a dropdown 'Search By: User Last Name'. Below the search bar are buttons for 'Key Word:' (input field), 'Search' (button), and 'Add New User' (button). The main area is a table for managing user accounts.

## Add a User

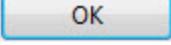
1. From the **Admin** menu, select **TABS Users**.
2. Click  The **User Details** panel opens.

3. Enter the required information. Required fields are:
  - a. First Name
  - b. Last Name
  - c. Alias
  - d. Login
  - e. Password
  - f. User Role
4. Enter the user's email address and phone number, if desired. Entering the user's email will allow them to receive login name or password recovery emails. These fields are not required, however.
5. Select the user's time zone and flag Daylight Savings/Summer Time, if observed.
6. Select a culture for the user.
7. Responsibilities are display only.
8. Select a **User Role**.
9. Click A small, rectangular button with a thin gray border and the word 'Save' in a dark blue, sans-serif font.

## Edit a User

1. From the **Admin** menu, select **TABS Users**.
2. Search for a username to edit.
3. To edit, change the necessary information.
4. Click A small, rectangular button with a thin gray border and the word 'Save' in a dark blue, sans-serif font.

## Delete User

1. From the **Admin** menu, select **TABS Users**.
2. Search for a username to delete.
3. Click on the user to display the user details. The message **Are you sure you want to delete user?** displays.
4. Select A small, rectangular button with a thin gray border and a light blue background, with the word 'OK' in a dark blue, sans-serif font.

## Change a User's Password

1. From the **TABS Users** page, find the user whose password you want to change.
2. Select Manage Password.
3. Enter and confirm the new password.  
Note: Password rules are defined through the Company Policies page.

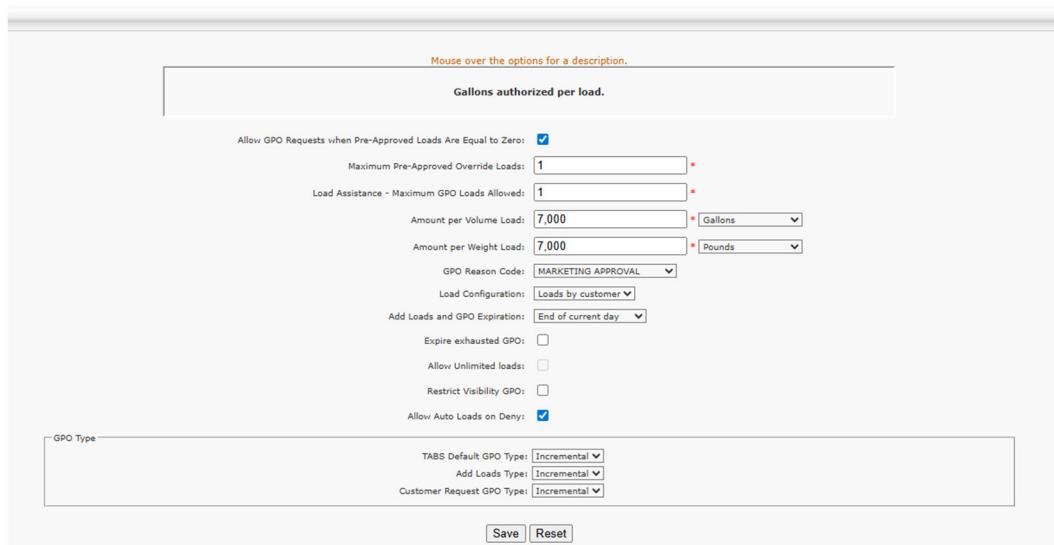
4. Click 

## Configurations

Configurations are specific settings for modules within DTN TABS. These will display depending upon the modules you are using.

### GPO

1. From the Admin menu, select GPO.
2. Fill in the required fields.



Mouse over the options for a description.

**Gallons authorized per load.**

Allow GPO Requests when Pre-Approved Loads Are Equal to Zero:

Maximum Pre-Approved Override Loads:

Load Assistance - Maximum GPO Loads Allowed:

Amount per Volume Load:  \* Gallons

Amount per Weight Load:  \* Pounds

GPO Reason Code: MARKETING APPROVAL

Load Configuration: Loads by customer

Add Loads and GPO Expiration: End of current day

Expire exhausted GPO:

Allow Unlimited loads:

Restrict Visibility GPO:

Allow Auto Loads on Deny:

**GPO Type**

TABS Default GPO Type: Incremental

Add Loads Type: Incremental

Customer Request GPO Type: Incremental

**Buttons**

Save

FIELDS	DEFINITIONS
Allow GPO Requests when Pre-Approved Loads Are Equal to Zero	Allows a GPO to be requested if pre-approved loads are equal to zero.
Maximum Pre-Approved Override Loads	Defines how many pre-approved override loads may be requested.
Load Assistance – Maximum GPO Loads Allowed	Defines how many GPOs may be requested from the Load Assistance Dashboard.
Amount per Volume Load	Defines the volume allowed based on unit of measure.
Amount per Weight Load	Defines the weight allowed based on unit of measure.
GPO Reason Code	Identifies the reason code for a GPO.
Load Configuration	Loads by customer will give all approved customer the entire approved load amount. Max shared loads will share the approved load amount across all customers.
Add Loads and GPO Expiration	Added loads and GPOs can be set to expire at the end of the current day or at the end of the longest active period in the product allocation.

Expire exhausted GPO	Expire GPO immediately when all allowed amount is used and remaining amount becomes zero or less.
Allow Unlimited loads	Allow unlimited loads can only be checked if max shared loads has been configured. If allow unlimited has been set the pre-approved overrides page will allow customers to be given unlimited loads, whereby they will be able to add one load at a time unrestricted.
Restrict Visibility GPO	Select this option to restrict GPO requests from being available in Visibility.
Allow Auto Loads on Deny	Allows previously set pre-approved loads to be used automatically if an authorization fails due to insufficient allocation volume.
TABS Default GPO Type	Sets the initial GPO type for TABS. If set to borrowed, the GPO will borrow volume from a longer period allocation to be lifted during the shorter GPO period. For example, if a customer has daily, weekly, and monthly allocations in place, and a GPO is approved in the first week of the month, the customer is able to load additional fuel above their daily limit. However, the extra liftings for that day apply against both the GPO and also against the monthly allocation (and weekly). So, at the end of the month, the customer hits their monthly allocation limit earlier than expected. The supplier then has to create an additional GPO for the customer to lift their normal volumes at the end of the month (or week) or the supplier has to inflate the monthly allocation start amount or scale percentage. If set to incremental, the Incremental Allowance Amount is the amount that exceeds allowed allocation and that incremented lifted amount of GPO. Incremental Amount will be added to the longer periods when GPO is used and will be set to zero by Product Allocation Refresh process.
Add Loads Type	Add Loads Type determines the GPO type created when using PAPO Add Loads. Options are the same as for TABS Default GPO Type.
Customer Request GPO Type	This setting determines the initial GPO type for GPO requests submitted by customers from portal applications such as Allocation Viewer or Visibility. Options are the same as for TABS Default GPO Type.

## Custom Display Options

The **Custom Display** page overrides **Enhanced Credit Labels** on the **Credit Manage** page and the **Enhanced Credit Allocation** Reports. Company-specific terms can be assigned to credit terms to match your business model. If a field is set to **Inactive**, the field is removed from the credit setup page and Reports.

1. From the Admin menu, select Custom Display Options.
2. Fill in the required fields.

Save      Reset			
<b>Credit Fields</b>			
<b>Default Name</b>	<b>Override Name</b>	<b>Type</b>	<b>Active</b>
Orders	Orders	Debit	<input checked="" type="checkbox"/> *
Receivables	Receivables	Debit	<input checked="" type="checkbox"/> *
Special Liabilities	Special Liabilities	Debit	<input checked="" type="checkbox"/> *
Credit Adjustment	Credit Adjustment	Credit	<input checked="" type="checkbox"/> *
Unprocessed BOLs	Unprocessed BOLs	Debit	<input checked="" type="checkbox"/>
In Process BOLs	In Process	Debit	<input checked="" type="checkbox"/>
Credit Hold Balance	Credit Hold Balance	Debit	<input checked="" type="checkbox"/>
Pre-Ordering Hold Balance	Pre-Ordering Hold Balance	Debit	<input checked="" type="checkbox"/>
Pre-Paid Amount	Pre-Paid Amount	Credit	<input checked="" type="checkbox"/> *
Valued BOLs	Valued BOLs	Debit	<input checked="" type="checkbox"/> *

\*Marking a field as **Inactive** will zero out any existing data in that field.

## Visibility

The **Visibility** page allows for customization of features within Visibility.

1. From the Admin menu, select Visibility.
2. Select each feature to customize.

FIELDS	DEFINITIONS
Product Setup	Allows for customization of product displays within Visibility.
Ratability Setup	Defines Ratability displays for Visibility.
Credit Setup	Defines how credit will display in Visibility.
Product Name Mapping	Allows for customization of product names within Visibility.
Terminal Name Mapping	Customizes terminal names in Visibility.

## AV

The **AV** page allows for customization of features within AV.

1. From the Admin menu, select AV.

2. Select each feature to customize

FIELDS	DEFINITIONS
Display Consignees on Allocation Header	Allows consignees to be displayed in the allocation header.
Enable the Display of Consignee Level Allocations	Allows consignee level allocations to display in AV.
Enable Credit Visibility	Allows credit allocations to display in AV.
Automatically Expire GPO Requests	Determines when a GPO request will expire if not approved.
Allocation Viewer Alert Management	Determines the alerts to be managed within AV.
Role/Channel Management	Determines which channels a user or admin can manage.
Unenforced Production Allocation	Shows unenforced allocations for admin and users
Supply Events – Backup Terminal Restriction	Configures customers assigned to channels to view backup terminal information for supply events. The backup terminal indicates an alternative terminal for loading in a supply event situation. This option allows the ability to control who views the backup terminals.

## Pre-Order

The Pre-Order page allows for customization of features within AV.

1. From the Admin menu, select AV.
2. Select each feature to customize

FIELDS	DEFINITIONS
Pre-Order Dates	Defines days of the week, entry cut-off, days in advance, expiration days and hold cancellation days for pre-orders.
Amount Validation	Defines the unit type and unit of measure for countries, terminals and channels.
Messages	Defines the messages associated with product and credit for pre-orders.
Destination Type	Defines excise codes for a pre-order.
Destination	Allows for searching, filtering, editing and deleting pre-order destinations.

## Forecast

The Forecast page defines processing for Forecast. Note: Not all screens will be available depending on the functionality being used.

1. From the Admin menu, select Forecast.
2. Customize Forecasts per country.

PANEL	FIELD	SUBFIELD OR DESCRIPTION
Country Forecast Configuration pop-up		
	Months Out	Describes the desired number of months to generate forecasts. For example, if it is June and August forecasts need to generate, then select <b>2</b> .
	Zero Amount Option	Indicates whether a forecast generation result in a zero volume for a specified month is desired. Options are: Do Not Create Allocation Create a Zero Volume Allocation Create Using Current Allocation Amount
	Terminal/Product Out of Tolerance	<p>Determines when terminals and product combinations are flagged during the forecasting validation.</p> <p>The validation process flags the terminal and product combination when total forecasted volume for the product/product group/product family is above the value in the <b>Terminal/Product Out Of Tolerance %</b> field using the latest available month's liftings, or the same month prior year liftings.</p> <p>Note: If this process results in a flag being set at the terminal/product level, then the forecasts are validated against the channel setting for volume or percentage changes. If those channel validations are exceeded, then a flag is set on the Terminal/Product/Consignee Group.</p>
	Supply Change Warning	<p>Defines when terminal volume change alerts are triggered.</p> <p>An alert is generated to the subscribed contacts when the percentage of forecasting volume changes after the finalize date and the change percentage is greater than the Supply Change Warning percentage.</p>
Forecast Generation Schedule Setup by Terminal window - click		
	Terminal	Provides the location for applying the forecast generation schedule.
	TZ	Displays the time zone for the desired terminal.
	DST	Indicates whether Daylight Saving Time is acknowledged.

	Day	Specifies the calendar date used to generate the forecast.
	Time	Determines the time set to generate the forecast.
	Edit	Allows changes to schedule.
Allocation Type		Specifies the type of allocation. Options are: Flat – Allocation period values are independent of one another. Hierarchical – Allocation period values are calculated based on the longest period selected and its value.
Flat Allocation Details		Displays the details for a Flat Allocation, if selected in the Allocation Type.
	Period	Contains the time frame for the given allocation. Options are: Monthly Tri-Monthly Weekly Daily Custom
	Scale%	Indicates the percentage of the start amount for calculating the remaining value. This field defaults to 100%.  Note: This value is only passed through to a DTN TABS allocation if there is no current allocation in place for the given Terminal/Consignee/Product.
	Status	Options are: Active – Record is used to determine if loading can or cannot occur Inactive – Record is considered null and not used for any allocation determination. These do not refresh or track liftings. Unenforced – Record is not used to determine loading capabilities but will refresh and track liftings as if the record was active.
	Refresh Days	Number of days in the period in question
Hierarchical Allocation Details		Provides the details for the Hierarchical Allocation, if selected in the <b>Allocation Type</b> field.
	Period	Contains the time frame for the given allocation. Options are: Monthly Weekly

		Daily
	Scale%	<p>Indicates the percentage of the start amount for calculating the remaining value. This field defaults to 100%.</p> <p>Note: This value is only passed through to a DTN TABS allocation if there is no current allocation in place for the given Terminal/Consignee/Product.</p>
	Status	<p>Options are:</p> <p>Active – Record is used to determine if loading can or cannot occur</p> <p>Unenforced – Record is not used to determine loading capabilities but will refresh and track liftings as if the record was active.</p>
	Allocation Start Time	<p>Displays the start time for the allocations. This time applies to all periods selected in the Period column.</p>
	Default Weekly Start Day	<p>Specifies the weekly start day default. Options are:</p> <p><b><i>Sunday</i></b>  <b><i>Monday</i></b>  <b><i>Tuesday</i></b>  <b><i>Wednesday</i></b>  <b><i>Thursday</i></b>  <b><i>Friday</i></b>  <b><i>Saturday</i></b></p> <p>The Default Weekly Start Day overrides any changes that were made to a weekly start day and reset it back to the channel setting.</p> <p>For example, if the weekly start day was modified to Tuesday during the current period, it resets to Sunday once the Forecast module sets allocations in DTN TABS.</p>
	Forecast Monthly Weight	<p>Defines the weight to apply to the prior 3 months when calculating the 3-Month Weighted Average.</p> <p>For example:</p> <p>1<sup>st</sup> Month Prior: 5  2<sup>nd</sup> Month Prior: 3  3<sup>rd</sup> Month Prior: 2</p> <p>This setting calculates the weighted average using 5 times the value of the prior month, 3 times the value of the second prior month, and 2 times the value of the third prior month.</p>
Seasonality		

	Include Seasonality	Should the forecast calculation take into account the seasonality calculation.
	Max Seasonality Percentage	Maximum percentage to use (+/-) of the calculation.
	Formula	Designate what months to use for the seasonality calculation – i.e. (12th month prior value -15th month prior value)/12th month prior value.
Volume Validation		
	Volume Percentage Change	If selected the system will validate the percentage of prior forecast volume against the current volume and flag records that go +/- the percentage indicated.
	Volume Amount Change	If selected the system will validate the prior forecast volume against the current volume and flag records that go +/- the volume indicated.
	Weight Percentage Change	If selected the system will validate the percentage of the prior forecast weight against the current weight and flag records that go +/- the percentage indicated.
	Weight Amount Change	If selected the system will validate the prior forecast weight against the current weight and flag records that go +/- the weight indicated.
Customer Review Start		Indicates the day and number of months prior that the forecast should be made available for Customer Review in the Visibility Module.
Request Cutoff		Identifies the day and number of months prior that the forecast should be closed for change requests in the Visibility Module.
Forecast Finalized		Specifies the day and number of months prior that the forecast should be finalized for the Visibility Module.

## Master Data

The Master Data page defines processing for Master Data.

1. From the Admin menu, select Master Data.
2. Customize Forecasts per country.

FIELD	DESCRIPTION
Do not process ShipTo lockouts for the following channels	Indicates that ShipTo lockouts are not processed for ShipTos which are in channels defined and maintained by the seller. Add multiple channels by clicking the Add link.
Channel Consignee Group to use for Spot Contracts	Specifies the Channel Consignee Group representing Spot Contracts. Spot Contract settings are applicable to German Spot Contracts.
Shipto's in these channels with X days or less will also be added to the Spot Contract Channel	Contains the number of days that serve as a threshold to assign ShipTos to the Spot Group. Valid Values are: 1 to 99. Channels are selected to identify which consignees are auto assigned to the Spot Contract Channel Consignee Group. Add multiple ShipTos by clicking the Add link.
Enter the consignee setup to represent shipments during lifting authorizations	Identifies the consignee that represents shipments during lifting authorizations.
Terminals that will send the Shipment Number for lifting authorizations	Maps the shipment number to the configured shipment consignee if the terminal is in the list when MasterData processes <SHIPMENT> messages.
Credit Status	Determines the status of a credit allocation. Options are: Enforced Open Unenforced Deny
Full Truck	Determines if Full Truck functionality should be applied. Options are to enforce and use standard truck size.
Deny Full Truck	Determines if Full Truck functionality should be applied. Options are to enforce and use standard truck size.
Decrement Volume Amount	Defines the decrement volume amount.
Default UOM	Determines the default unit of measure.
Decrement Weight Amount	Defines the decrement weight amount.
Default UOM	Determines the default unit of measure.

## BOL Error Handling

The BOL Error Handling page defines processing for BOL Errors.

1. From the Admin menu, go to BOLs > BOL Error Handling.
2. Customize functionality per error type.

FIELD	DESCRIPTION
Error Type	Defines supported error types. Each option identifies the handling stage and description of the error type. Available options are: Carrier Mapping

	Company Mapping Contract Compartments Contract Number Compartment Quantity Enhancement Error Contract Product Duplicate BOL Failed Conversion Failed Enhancement Invalid Load ID Product Amount Product Mapping Shipment Compartments Shipment Number Terminal Mapping
BOL Error Root Cause Setup	Allows users to view, create and update possible cause for each BOL Error type.

## Supply Events

The Supply Events page defines processing for Supply Events.

1. From the Admin menu, select Supply Events.
2. Customize features.

FIELD	DESCRIPTION
Status	Assigning a rank to each code determines the most prominent color to be displayed in the case where more than one active event occurs for a terminal and/or product.
Resolution	Resolution codes can also be configured within DTN TABS. These allow quick and easy classification of event resolutions. Once assigned to events, the resolution codes can be used to filter current or past events for easy identification and reporting. Resolution information can be used to analyze events.
Event Type	Identifies the type of Supply Events being utilized, the message to be displayed in Visibility and the default notification message. These are customizable based on internal needs.
Schedule	Determines when notifications should be sent. Options are: New Event Days in Advance Event Start Date Time Event End Date Time
Planned Movement	Identifies expiration date and authorization parameters for Planned Movements. Options for Expiration Date Calculations are: Orders Contracts Shipments

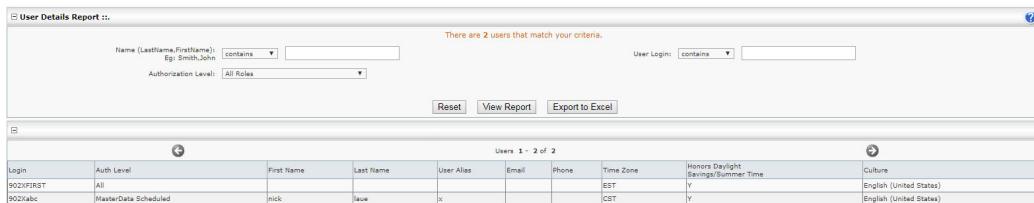
	<p>Options for Authorization Settings are:</p> <p>Terminal Orders Contracts Shipments</p> <p>Enable All will select Request PM Documentation and Limit Products on Authorization Response for Orders, Contracts, and Shipments.</p> <p>Request PM Documentation indicates planned movements must match data setup within TABS.</p> <p>Limit Products on Authorization Response indicates products authorized are filtered based on products allocated.</p>
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## Running Reports

### Running the User Details Report

The **User Details Report** provides a list of all the users in your database. The report includes the user's name and login, as well as the user's authorization level and code.

1. From the **Reports** menu, select **Reports**.
2. From the **Setup Reports** panel, select **User Details Report**.



Here's how to run the report:

1. Select the information to appear on the report through the following criteria:

FIELD	DESCRIPTION
Name	Specifies the user's last and first name separated by a comma.
User Login	Contains the username for logging onto the system.
Authorization Level	Defines roles and access privileges.

2. Click **View Report**

3. To export the report to excel, click **Export to Excel**

## Running the Admin Activity Report

The **Admin Activity Report** is a summary of administrative activities that have been performed within your system during a specified period. You can use it to track who is performing an activity within your DTN TABS system. Tracking includes records being added, updated or deleted; ADMLODs performed; BOLS received; and reports generated.

1. From the **Reports** menu, select **Reports**.
2. From the **BOL Reports** panel, select **Admin Activity Report**.

Here's how to run the report:

1. Select the information to appear on the report through the following criteria:

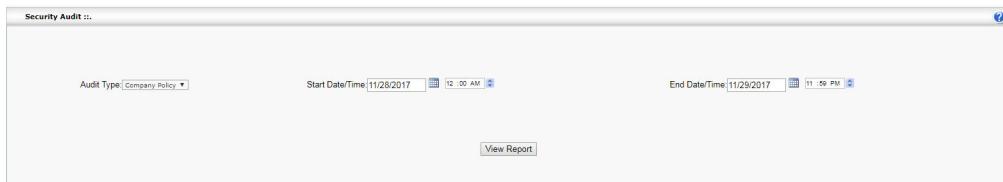
FIELD	DESCRIPTION
Start Date/Time and End Date/Time	Displays the date range to use for searching
File Name	Identifies the type record generated by a user action.
User Name	Contains the user who performed the action.
Transaction Type	Specifies the type of action that was performed.
Action Results	Provides the results of the action.

2. Click **View Report**
3. To export the report to excel, click **Export to Excel**

# Running Security Audit Reports

Logs additions and edits to user accounts and company policy records, providing a history of changes.

1. From the **Reports** menu, select **Reports**.
2. From the **Other Reports** panel, select **Security Audit Report**.



## Running the Company Policy Report

Here's how to run the report:

1. Select the information to appear on the report through the following criteria:

FIELD	DESCRIPTION
Audit Type	Select Company Policy.
Start Date/Time	Defines the start date and time for the report range.
End Date/Time	Provides the end date and time for the report range.

2. Click **View Report** The report appears.

Note: This report cannot be exported.

## Running the User Accounts Audit Report

Here's how to run the report:

1. Select the information to appear on the report through the following criteria:

FIELD	DESCRIPTION
Login Name	Enter a login name to search on. To see all logins, leave this field blank.
Start Date/Time	Defines the start date and time for the report range.
End Date/Time	Provides the end date and time for the report range.

2. Click Search. The report appears.

FIELD	DESCRIPTION
Login Name	Displays login names.
Failed Login Attempts	Shows the number of failed login attempts.
Account Disabled	Identifies if the login has been disabled.
Account Locked	Identifies if the login has been locked
Date Activated	Displays the date and time the login was created.
Date of Last Login	Displays the date and time of last login.

Time Zone	Indicates the time zone assigned to the login.
Observes Daylight Savings	Indicates if Daylight Savings is applied to the login.
Modified/Created	Identifies if the login was created or modified at the time displayed. Modified will display if a password was changed or anytime a login is used.
Modified Date/Time	Identifies the date/time the login was modified.
Modified By	Identifies the TABS login that made the modification.