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## 1 INTRODUCTION

MDA (Manhattan Data Application) is the part of TLM that governs user access to the application. Each user is part of a unique company which is the highest level of organization in TLM. Roles exist per company and represent groups of system permissions given to a user which allows access to different workflows in the application. Manhattan Associates applications are built on a foundation of user authorities or permissions that allow tailoring application access based on the specific needs of each user.

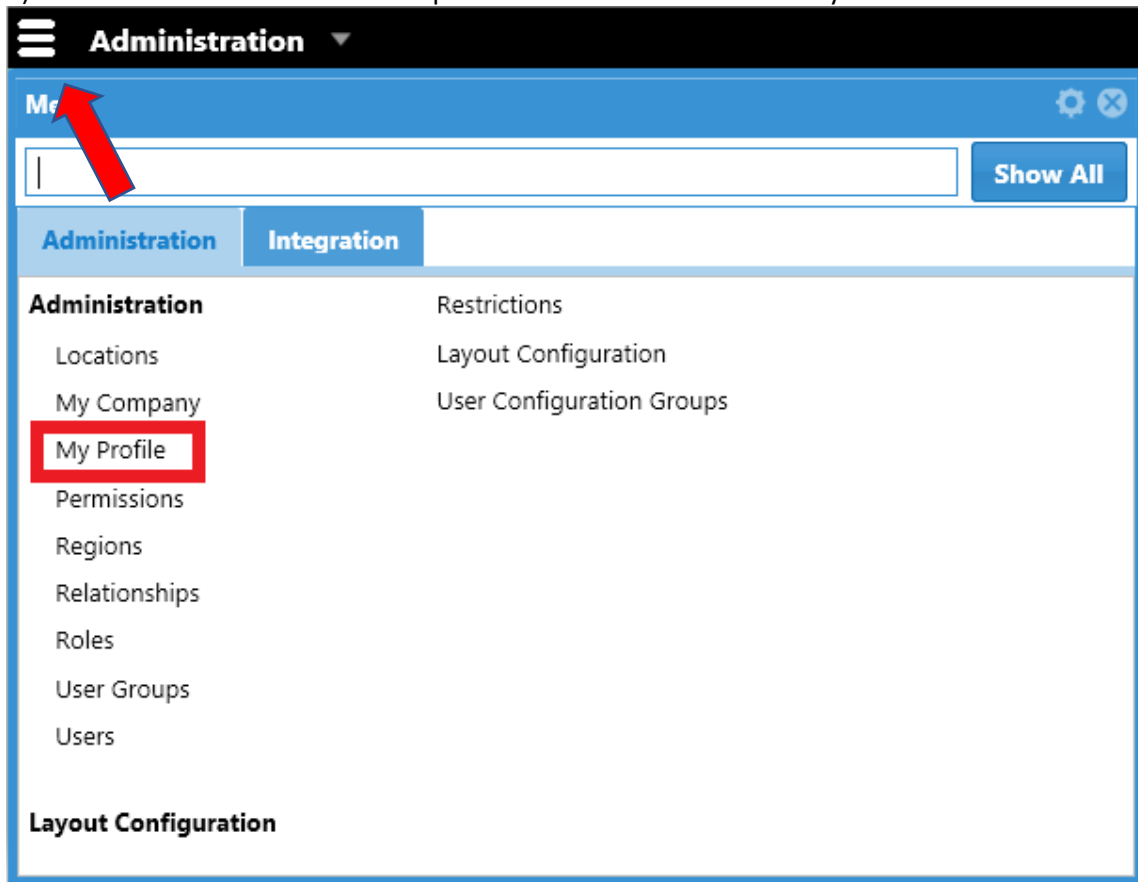
The Manhattan Data Application (MDA) provides a common login interface for different applications and different users. It is used as a Single Sign-On tool to login to any solution and includes the following features detailed in this training document.

## 2 VERIFYING YOUR PROFILE

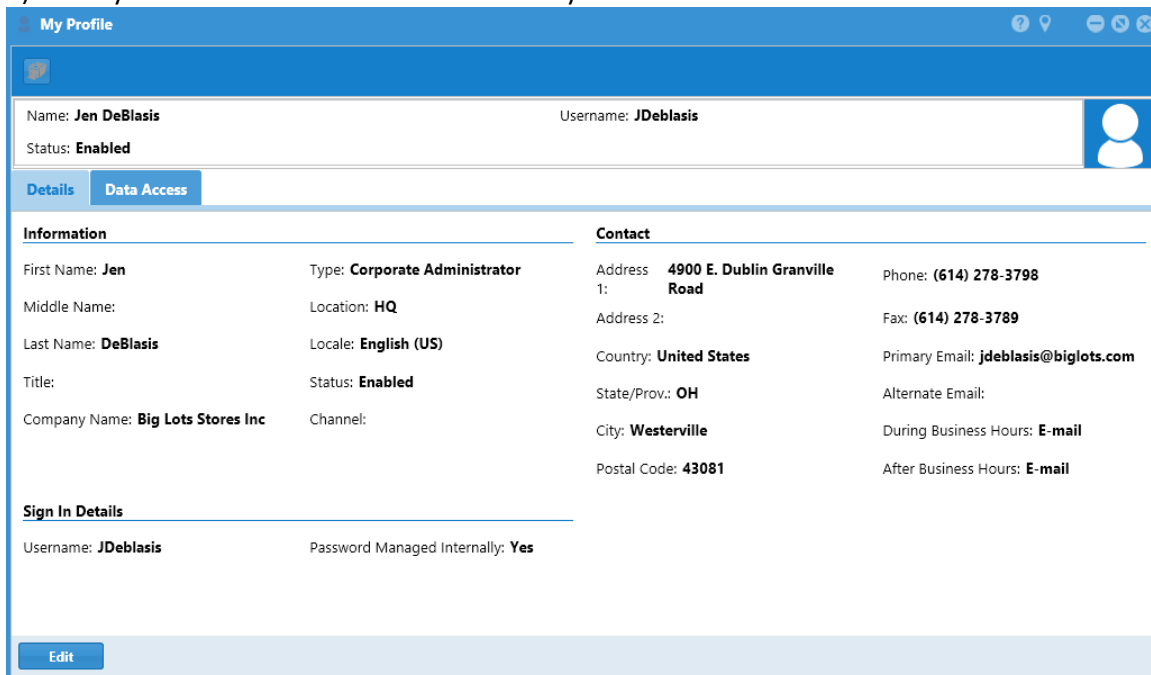
- 1) After you've logged in as the Administrator, switch from Transportation LifeCycle Management to Administration at the top of the page.



2) Click on the menu icon in the top left-hand corner and click on My Profile.



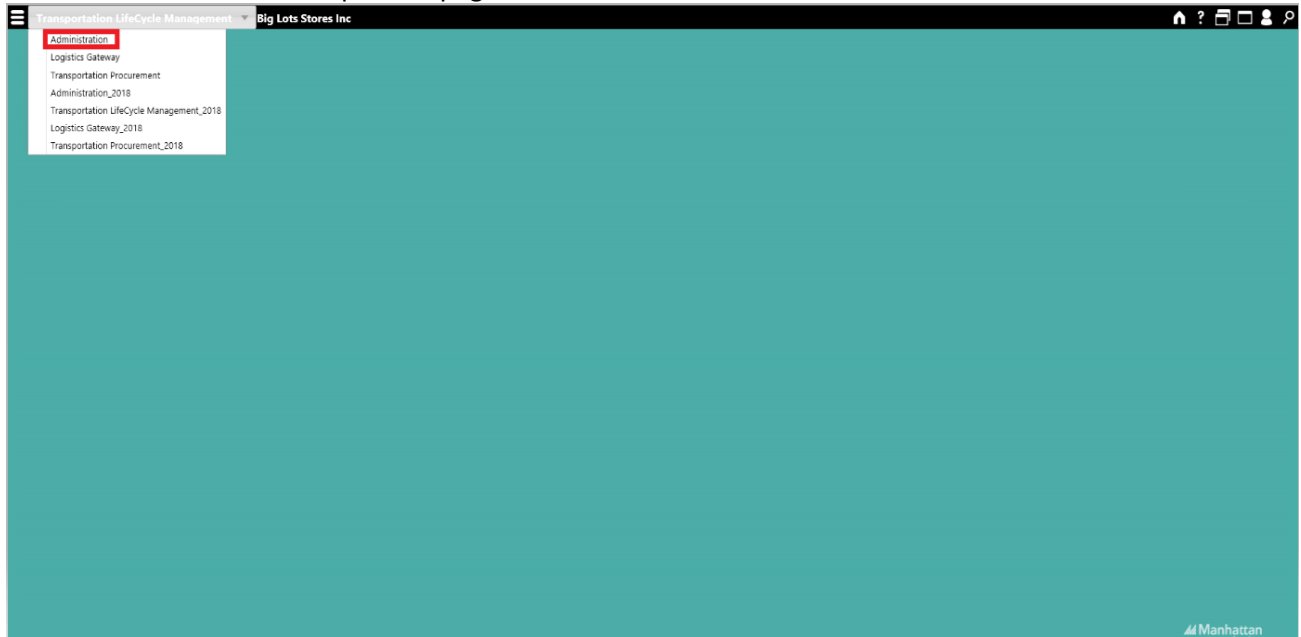
3) Verify all information is correct and edit any inaccuracies and Save.



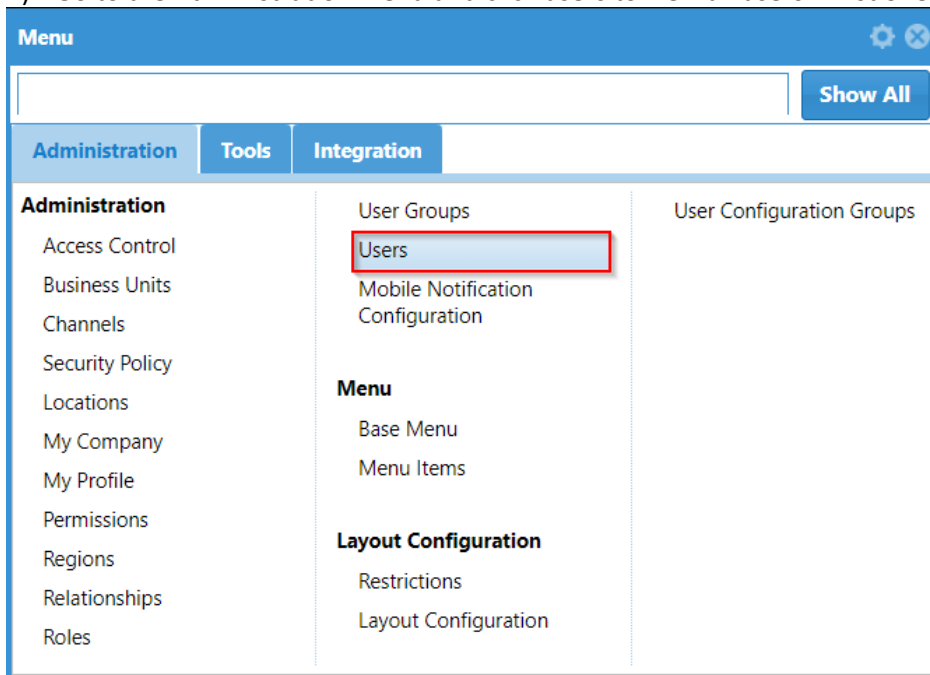
### 3 ADDING USERS AND ASSIGNING ROLES

The section below shows the steps to create a user by the Administrator:

- 1) After you've logged in as the Administrator, switch from Transportation LifeCycle Management to Administration at the top of the page.



- 2) Go to the Administration menu and click users to view all users. A list of existing users is displayed.



3) To create a user, click on the Add button in the bottom portion of the page.

The screenshot shows the 'Users' management interface. On the left, there's a sidebar with 'Views' (Saved Views, View Details, Filter), 'Column Selection', and 'Sorting'. The main area displays a table of users with columns: Last Name, First Name, Username, Status, and Type. The table lists 19 users, including Noethen, User, Reynolds, Laney, Perez, Bale, Page, User, DeBlasis, Fabro, Trajanovski, Riggs, Burns, Parker, Gunning, Wheeler, and Hain. At the bottom of the table, there's a row of action buttons: View, Edit, Add (highlighted with a red box), Copy, Enable, Disable, Delete, and Reset Password. The 'Add' button is the target for creating a new user.

Last Name	First Name	Username	Status	Type
Noethen	Todd	TNoethen	Enabled	User
User	Manh	biglmanhuser	Enabled	Corpor
Reynolds	Breana	BIGL.BREANA	Enabled	Corpor
Laney	Johnny	JLaney	Enabled	User
Perez	Lilian	LPerez	Enabled	User
Bale	Bailey	BBale	Enabled	User
Page	Carolyn	CPage	Enabled	User
User	Test	bigl.test	Enabled	User
DeBlasis	Jen	JDeblasis	Enabled	User
Fabro	Anthony	AFabro	Enabled	User
Trajanovski	Chris	CTrajano	Enabled	User
Riggs	Joe	JRiggs	Enabled	User
Burns	Mike	MBurns1	Enabled	User
Parker	Jameson	JParker1	Enabled	User
Gunning	Eric	BIGL.ERIC	Enabled	Corpor
Wheeler	Drema	DWheeler	Enabled	Corpor
Hain	Jon	JHain	Enabled	Corpor

4) This action will open the section to add the user details as below:

The screenshot shows the 'Edit User' form. It has three tabs: Details, Data Access, and Solutions and Defaults. The 'Details' tab is active, showing two sections: 'Information' and 'Contact'. The 'Information' section includes fields for First Name (Breana), Middle Name, Last Name (Reynolds), Title (Consultant), Type (Corporate Administrator), Location (HQ), Locale (English (US)), Security Policy Group (Default), Configuration Group, Company Name (Big Lots Stores Inc), Status (Enabled), Gender (none), and Birth Date. The 'Contact' section includes fields for Address 1 (2300 Windy Ridge Pkwy), Address 2, Country (United States), State/Prov. (GA), City (Atlanta), Postal Code (30339), Primary Email (breynolds@manh.com), Alternate Email, Phone (555-555-5555), Fax, During Business Hours (E-mail), and After Business Hours (E-mail). At the bottom right, there are 'Save' and 'Cancel' buttons.

Information		Contact	
First Name:*	Breana	Address 1:*	2300 Windy Ridge Pkwy
Middle Name:		Address 2:	
Last Name:*	Reynolds	Country:*	United States
Title:	Consultant	State/Prov.:*	GA
Type:	Corporate Administrator	City:*	Atlanta
Location:	HQ	Postal Code:	30339
Locale:	English (US)	Primary Email:*	breynolds@manh.com
Security Policy Group:*	Default	Alternate Email:	
Configuration Group:		Phone:*	555-555-5555
Company Name:	Big Lots Stores Inc	Fax:	
Status:	Enabled	During Business Hours:	E-mail
Gender:	(none)	After Business Hours:	E-mail
Birth Date:			

- 5) On the User Details section, complete the following fields (fields with an \* are required):
  - a) First name
  - b) Last name
  - c) Username – This will be the ID the user will use to log into the application and will be created by the administrator.
  - d) Password, Confirm Password – This is the password the user will use to log into the application with the username. This is created by the administrator and can be generic. User can change password once logged in.
  - e) Locale – For Big Lots purposes this value should be set to 'English(US)'. This field determines how date/time and currency values are displayed.
  - f) Role name – Choices are Corporate Administrator or User but please designate **one** person to be the administrator for your company.
  - g) User status – Set to Enabled. If you want to disable a user's account, set this value to Disabled. This should be used when users exit the company or account. The administrator is responsible for maintaining access security for their company.
  - h) Primary email
  - i) Address line 1
  - j) City
  - k) Country
  - l) State
  - m) Postal code
  - n) Phone
- 6) Click 'Save' to retain changes.
- 7) Additional users with similar attributes can be added to the Company using the Copy button. Select a User and click on the Copy button. Note the 'Copy' button brings the screen to create a new user with most of the information pre-populated. This reduces the time to create users from the User Interface (UI). The Copy button copies the user information which has been selected to Copy.

