

User Guide for Adding New Users

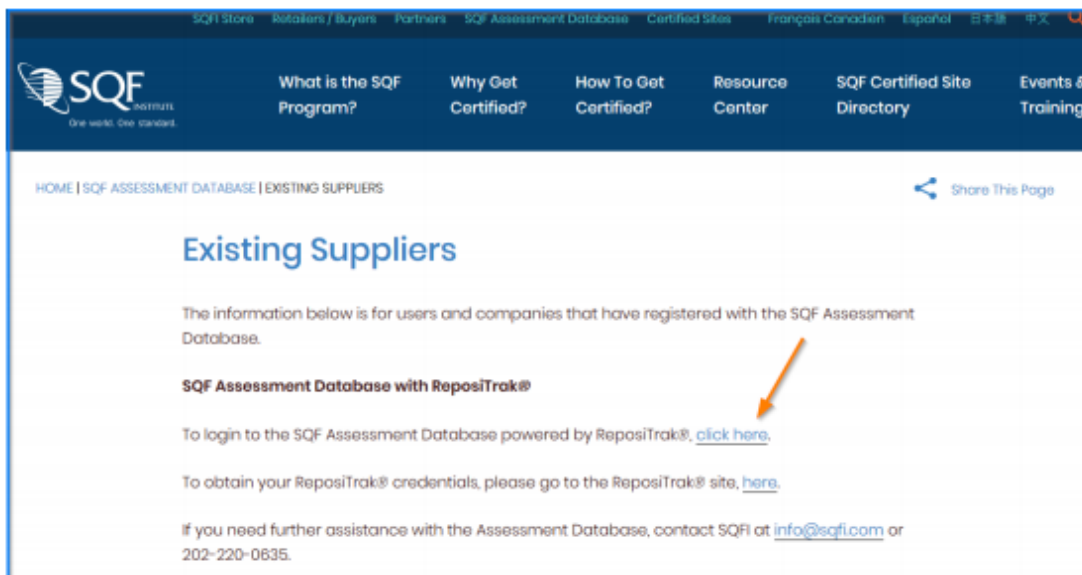
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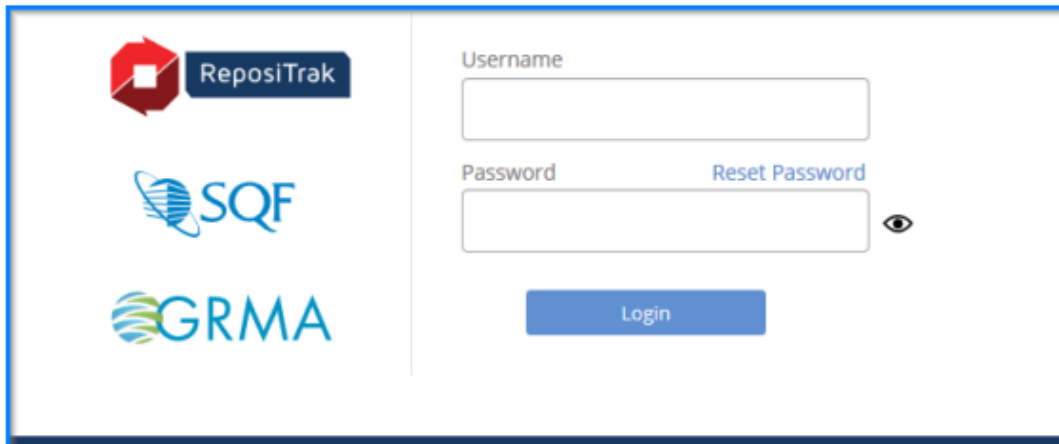
If there are no available users at your company, please email support@repositrak.com to be added as a user. Then, the remaining users can be added through the steps in this document.

Logging into ReposiTrak®

The first step in customizing email notification for your facility in the ReposiTrak® SQF Assessment Database is to log into the database. You can start by following this link to the SQFI Existing Supplier's Page: [Here](#)



Once there, click the link to log into the ReposiTrak SQF Assessment Database. You will then be presented with the screen below. You will be prompted to enter your username and password. In the database, your username will be your email address. If you do not know your password, click the "Reset Password" link located above the password option. Then enter your email address into the field on the following page and click "Submit".



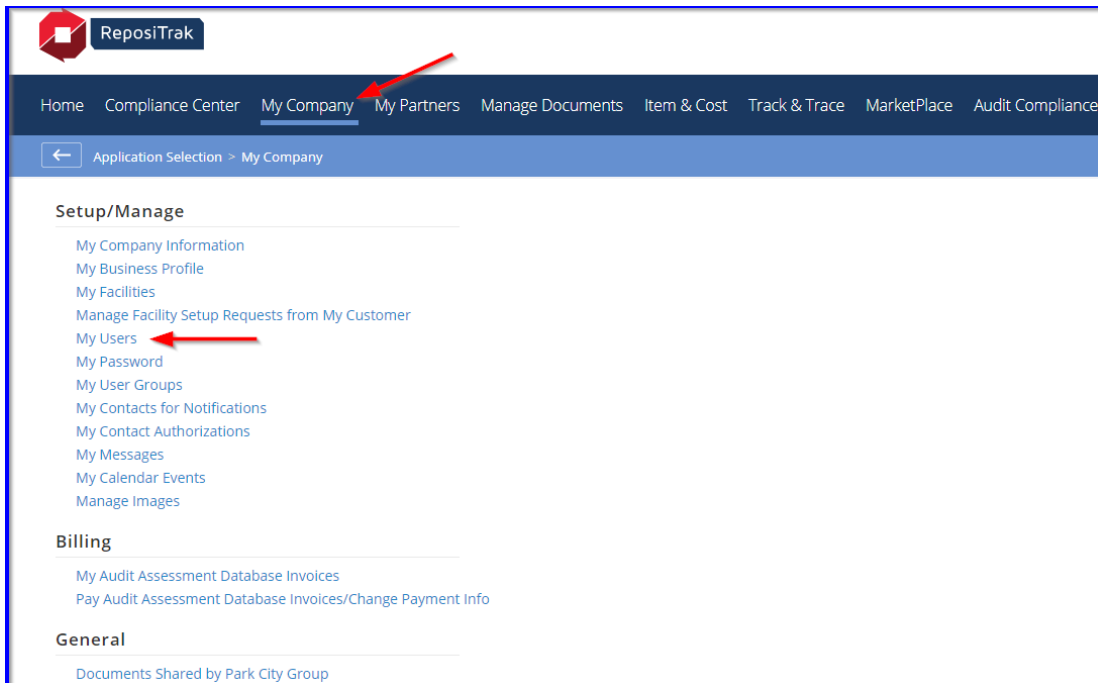
The screenshot shows the login interface for ReposiTrak. On the left, there are logos for ReposiTrak, SQF, and GRMA. On the right, there is a login form with the following elements: a 'Username' label above a text input field; a 'Password' label above another text input field, with a 'Reset Password' link to its right; a 'Login' button below the password field; and a small eye icon to the right of the password field to toggle visibility.

Next, click on "My Audits" next to the SQF Logo. You will then be brought to the home page of ReposiTrak.



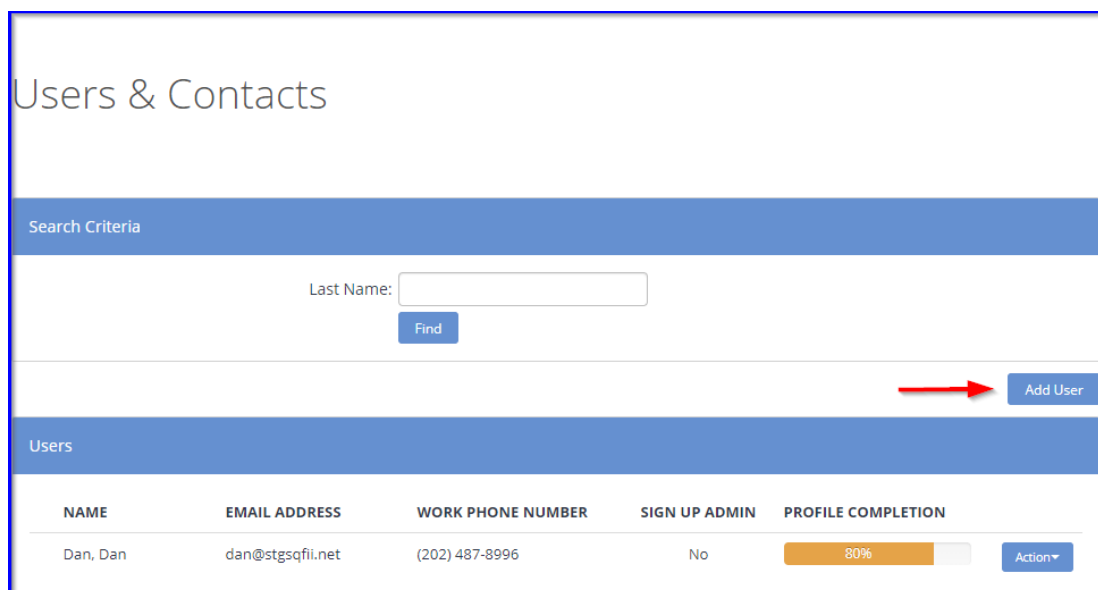
Adding and Updating Users

To begin, click on 'My Company', and then 'My Users'



The screenshot shows the ReposiTrak interface. The top navigation bar includes 'Home', 'Compliance Center', 'My Company', 'My Partners', 'Manage Documents', 'Item & Cost', 'Track & Trace', 'MarketPlace', and 'Audit Compliance'. The 'My Company' menu is expanded, showing options like 'My Company Information', 'My Business Profile', 'My Facilities', 'Manage Facility Setup Requests from My Customer', 'My Users', 'My Password', 'My User Groups', 'My Contacts for Notifications', 'My Contact Authorizations', 'My Messages', 'My Calendar Events', and 'Manage Images'. A red arrow points to 'My Users'.

To add a new user, please click on 'Add User'



The screenshot shows the 'Users & Contacts' page. It features a search criteria section with a 'Last Name:' input field and a 'Find' button. Below this is a table of users. A red arrow points to the 'Add User' button in the top right corner.

NAME	EMAIL ADDRESS	WORK PHONE NUMBER	SIGN UP ADMIN	PROFILE COMPLETION	
Dan, Dan	dan@stgsqfii.net	(202) 487-8996	No	80%	Action▼

Fill in the required information and select 'Save & Next'

New User

User Roles Authorizations Notifications Pictures

[? Help for this Step](#)

User Details

First Name:

Last Name:

Email Address:

Department:

Title:

Work Phone: Ext:

Address:

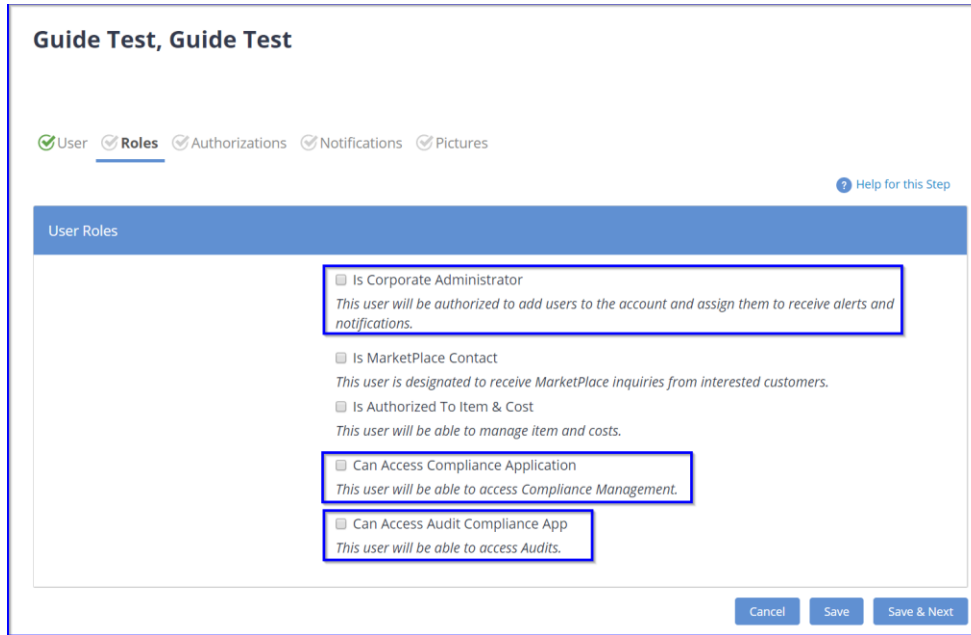
City:

Country:

State/Province:

Postal Code:

Next, assign the roles for the new user. The ones highlighted below pertain to SQF. Save and Next.



Guide Test, Guide Test

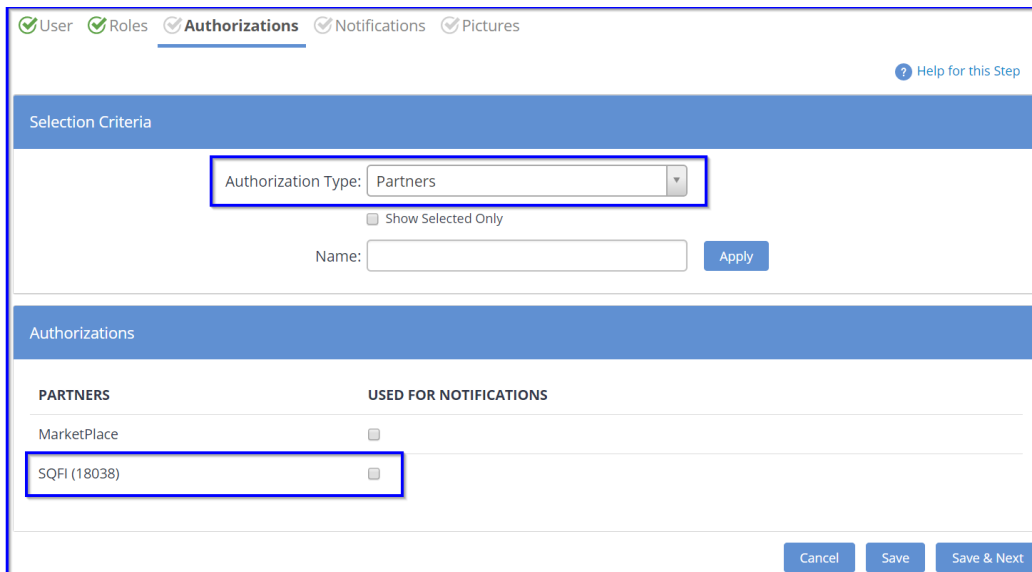
User
 Roles
 Authorizations
 Notifications
 Pictures

[Help for this Step](#)

User Roles

- Is Corporate Administrator
This user will be authorized to add users to the account and assign them to receive alerts and notifications.
- Is MarketPlace Contact
This user is designated to receive MarketPlace inquiries from interested customers.
- Is Authorized To Item & Cost
This user will be able to manage item and costs.
- Can Access Compliance Application
This user will be able to access Compliance Management.
- Can Access Audit Compliance App
This user will be able to access Audits.

You will then set up the authorizations for the new user. First, select 'partners' and click on the box next to SQFI. Save.



User
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[Help for this Step](#)

Selection Criteria

Authorization Type:

Show Selected Only

Name:

Authorizations

PARTNERS	USED FOR NOTIFICATIONS
MarketPlace	<input type="checkbox"/>
SQFI (18038)	<input type="checkbox"/>

Then, change the Authorization Type to 'Facilities' and click on the facility or facilities you wish for the new user to receive notifications regarding. Save and Next

User
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 ? Help for this Step

Selection Criteria

Authorization Type:

Show Selected Only

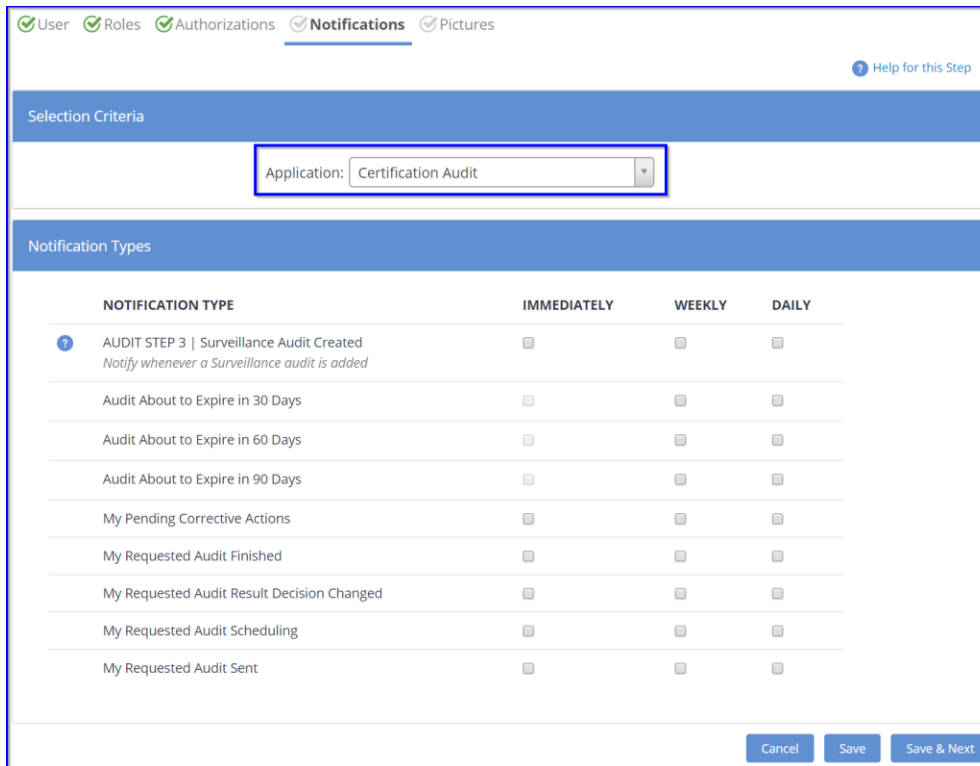
Name:

Authorizations

FACILITIES	USED FOR NOTIFICATIONS
000001 - CCC Pilot company 1	<input type="checkbox"/>
000002 - CCC Pilot company 2	<input type="checkbox"/>
2 - CB Excel Training Company	<input type="checkbox"/>
3 - CB Excel Sample Company	<input type="checkbox"/>
000003 - CCC Pilot company 3	<input type="checkbox"/>
Central Site Test - Central Site Test / 22 - Tester Dan site	<input type="checkbox"/>
Payment Test - Payment Test Company / as - aSD	<input type="checkbox"/>
147899 - AAA TEST COMPANY 1 (CLOSED.) / s4 - s4	<input type="checkbox"/>
147899 - AAA TEST COMPANY 1 (CLOSED.) / s5 - s5	<input type="checkbox"/>
147899 - AAA TEST COMPANY 1 (CLOSED.) / s6 - s6	<input type="checkbox"/>

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Next, select 'Certification Audit' next to the Application dropdown and select the notifications the new user should receive and the frequency of those notifications.

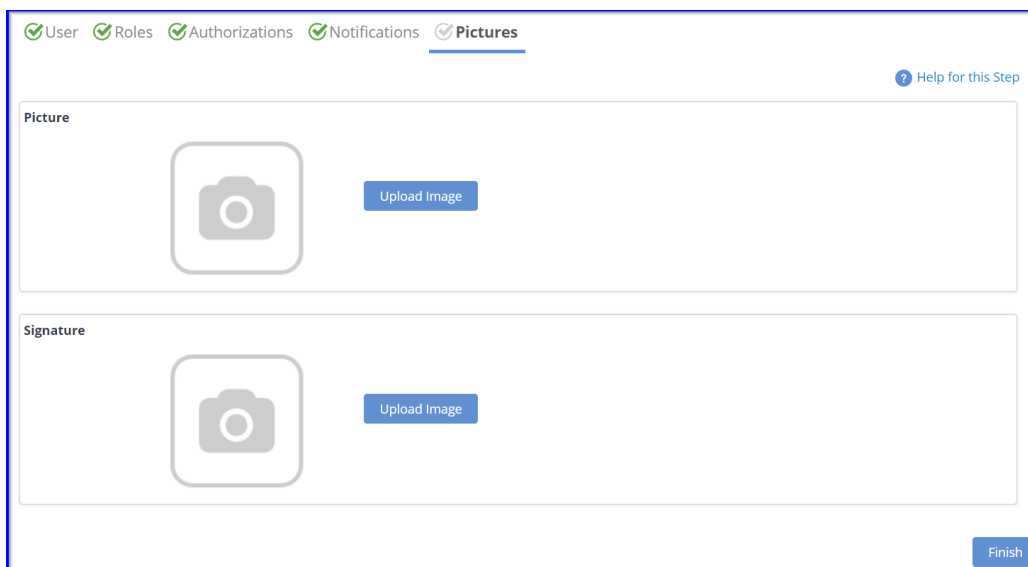


The screenshot shows the 'Notifications' configuration step. At the top, there are tabs for 'User', 'Roles', 'Authorizations', 'Notifications', and 'Pictures'. The 'Notifications' tab is active. Below the tabs, there is a 'Selection Criteria' section with a dropdown menu for 'Application' set to 'Certification Audit'. Below that is a 'Notification Types' section with a table of notification options and their frequencies.

NOTIFICATION TYPE	IMMEDIATELY	WEEKLY	DAILY
AUDIT STEP 3 Surveillance Audit Created <i>Notify whenever a Surveillance audit is added</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit About to Expire in 30 Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit About to Expire in 60 Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audit About to Expire in 90 Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Pending Corrective Actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Requested Audit Finished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Requested Audit Result Decision Changed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Requested Audit Scheduling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Requested Audit Sent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

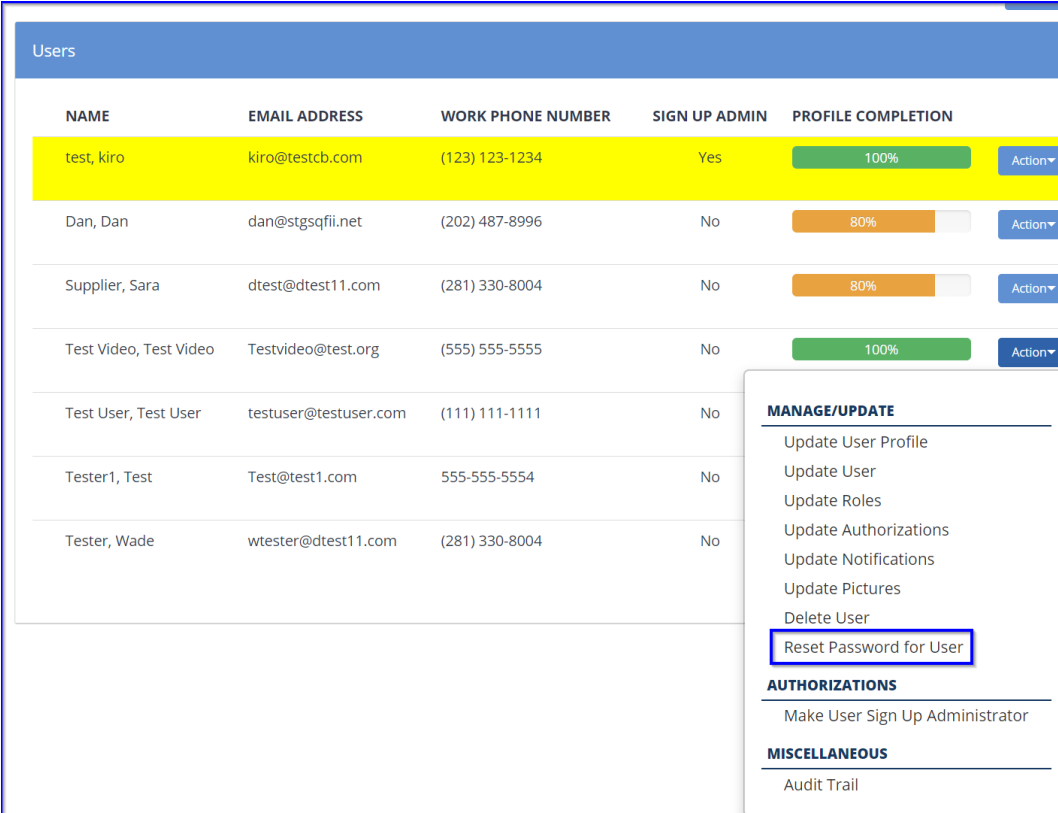
At the bottom right of the form, there are three buttons: 'Cancel', 'Save', and 'Save & Next'.

The option to add a picture and signature are also present on the last tab of the process. Once completed, click 'Finish'



The screenshot shows the 'Pictures' configuration step. At the top, there are tabs for 'User', 'Roles', 'Authorizations', 'Notifications', and 'Pictures'. The 'Pictures' tab is active. Below the tabs, there is a 'Picture' section with a camera icon and an 'Upload Image' button. Below that is a 'Signature' section with a camera icon and an 'Upload Image' button. At the bottom right of the form, there is a 'Finish' button.

The last step in this process is to send the new user a temporary password. To do so, go back to the 'My Users' page, click the action button next to the user, and select 'Reset Password'. Please make sure to save.



The screenshot shows a 'Users' management page with a table of users. The 'Test Video, Test Video' user is selected, and the 'Action' dropdown menu is open, highlighting 'Reset Password for User'.

NAME	EMAIL ADDRESS	WORK PHONE NUMBER	SIGN UP ADMIN	PROFILE COMPLETION	
test, kiro	kiro@testcb.com	(123) 123-1234	Yes	100%	Action▼
Dan, Dan	dan@stgsqfii.net	(202) 487-8996	No	80%	Action▼
Supplier, Sara	dtest@dtest11.com	(281) 330-8004	No	80%	Action▼
Test Video, Test Video	Testvideo@test.org	(555) 555-5555	No	100%	Action▼
Test User, Test User	testuser@testuser.com	(111) 111-1111	No		
Tester1, Test	Test@test1.com	555-555-5554	No		
Tester, Wade	wtester@dtest11.com	(281) 330-8004	No		

MANAGE/UPDATE

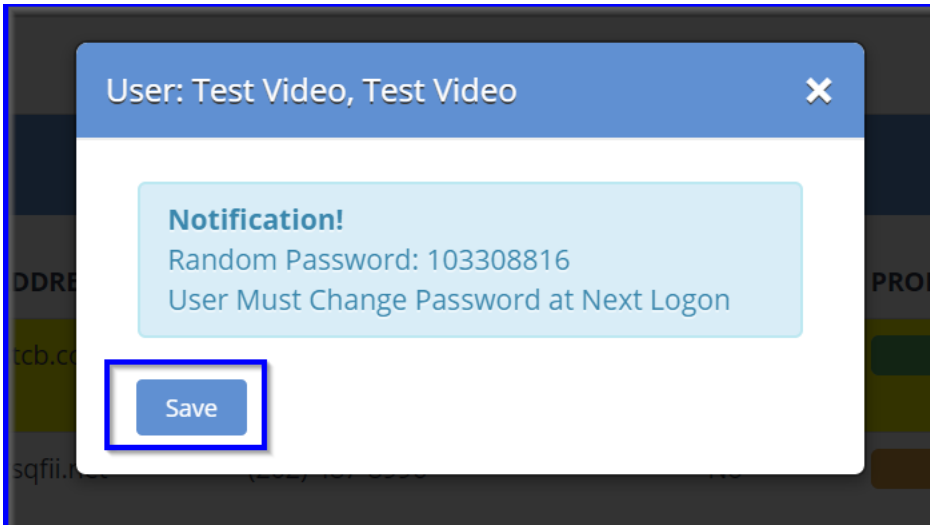
- Update User Profile
- Update User
- Update Roles
- Update Authorizations
- Update Notifications
- Update Pictures
- Delete User
- Reset Password for User**

AUTHORIZATIONS

- Make User Sign Up Administrator

MISCELLANEOUS

- Audit Trail



The screenshot shows a notification dialog box for the user 'Test Video, Test Video'. The notification text is: 'Random Password: 103308816 User Must Change Password at Next Logon'. A 'Save' button is highlighted at the bottom left of the dialog.

FAQ's

How do I contact SQFI?

Toll Free Number: 1-877-277-2635

Telephone: +1 202-220-0635

Fax: +1 202-429-4519

Email: info@sqfi.com

Australia Contact Information

Telephone: +61 (0) 408 328 674

Email: info@sqfi.com.au

What is my username?

Your email address is your username.

I am a new employee for an SQF/AFIA certified company, how do I get added as a user to the database?

Send an email to support@repositrak.com requesting to be added as a user for your site. In your email include: Full name, email address, telephone and the site (name).

Or call support: at 888-842-5465, press option 1, then option 2.

How do I sign into my company account?

Click this [link](#), then enter your username and password. If you are having problems remembering your password, please [click here](#).