

AtlasNet Security Administration

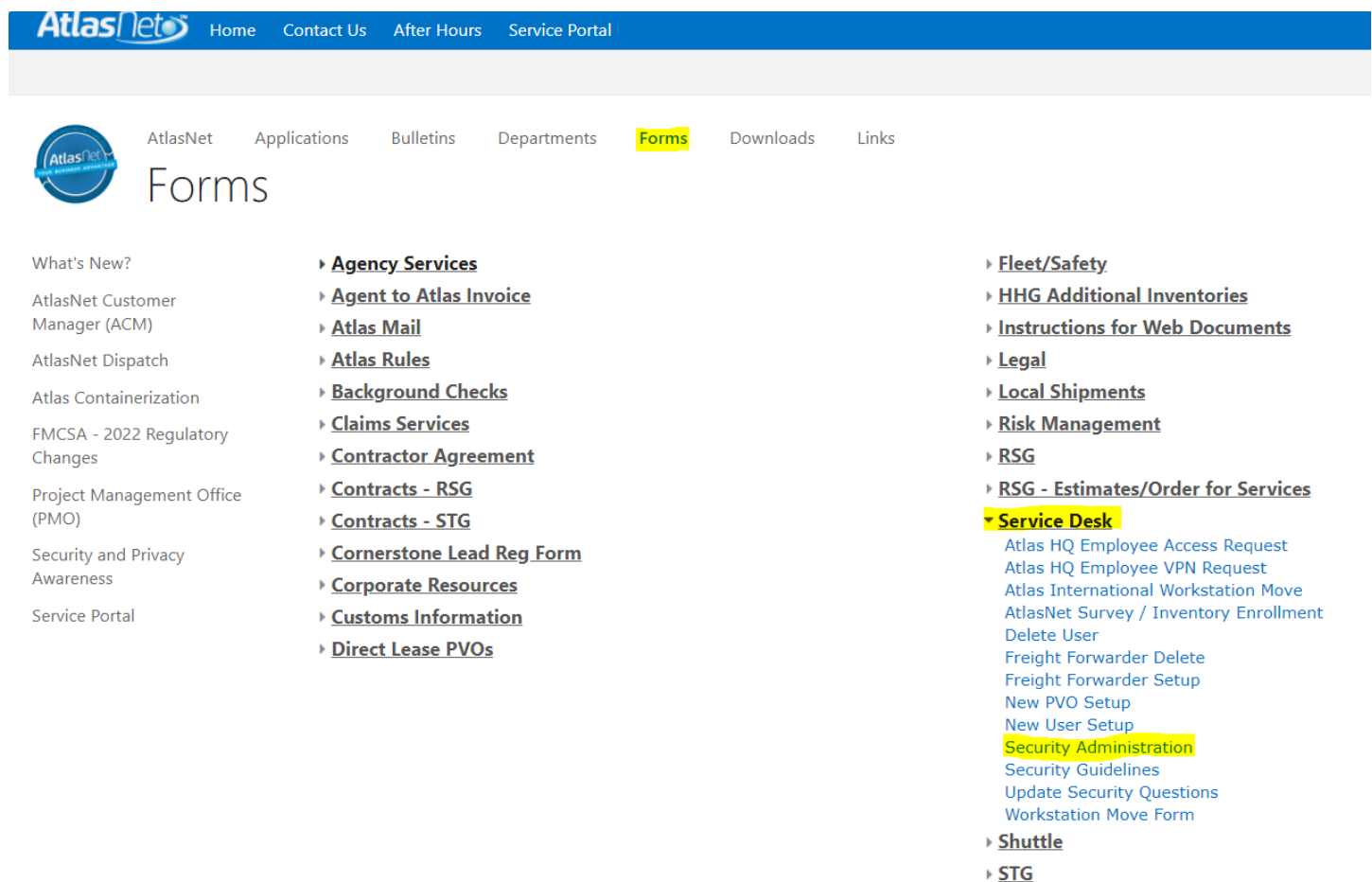
There is a Security Administration page for our agent security admins to manage their users. Security Admins have the ability to Add, Disable or Delete Agent and PVO users as well as update access for a given user. They can also Add and Remove other Security Admins for their managed agencies.

Below are some example screen shots of how to access the page from AtlasNet and use the application.

To access the Security Administration page from the AtlasNet home page, click on:

Forms – Service Desk – Security Administration.

Note: Clicking on New PVO Setup, New User Setup, or Delete User links will redirect you to the Security Administration page.



The screenshot displays the AtlasNet website interface. At the top, a blue navigation bar contains the AtlasNet logo and links for Home, Contact Us, After Hours, and Service Portal. Below this, a secondary navigation bar features the AtlasNet logo, a search bar, and links for AtlasNet, Applications, Bulletins, Departments, Forms (highlighted in yellow), Downloads, and Links. The main content area is titled "Forms" and is organized into three columns of links. The first column lists various services and resources. The second column lists specific forms and agreements, with "Forms" highlighted in yellow. The third column lists additional services and resources, with "Service Desk" and "Security Administration" highlighted in yellow.

AtlasNet Home Contact Us After Hours Service Portal

Forms

- What's New?
- AtlasNet Customer Manager (ACM)
- AtlasNet Dispatch
- Atlas Containerization
- FMCSA - 2022 Regulatory Changes
- Project Management Office (PMO)
- Security and Privacy Awareness
- Service Portal

- ▶ **Agency Services**
- ▶ **Agent to Atlas Invoice**
- ▶ **Atlas Mail**
- ▶ **Atlas Rules**
- ▶ **Background Checks**
- ▶ **Claims Services**
- ▶ **Contractor Agreement**
- ▶ **Contracts - RSG**
- ▶ **Contracts - STG**
- ▶ **Cornerstone Lead Reg Form**
- ▶ **Corporate Resources**
- ▶ **Customs Information**
- ▶ **Direct Lease PVOs**

- ▶ **Fleet/Safety**
- ▶ **HHG Additional Inventories**
- ▶ **Instructions for Web Documents**
- ▶ **Legal**
- ▶ **Local Shipments**
- ▶ **Risk Management**
- ▶ **RSG**
- ▶ **RSG - Estimates/Order for Services**
- ▶ **Service Desk**
 - Atlas HQ Employee Access Request
 - Atlas HQ Employee VPN Request
 - Atlas International Workstation Move
 - AtlasNet Survey / Inventory Enrollment
 - Delete User
 - Freight Forwarder Delete
 - Freight Forwarder Setup
 - New PVO Setup
 - New User Setup
 - Security Administration**
 - Security Guidelines
 - Update Security Questions
 - Workstation Move Form
- ▶ **Shuttle**
- ▶ **STG**

At the Security Administration home page, you will see a list of all of the agency codes you can manage for your agency as well as Filter options and the “Add PVO User” and “Add Agent User” buttons on the top right of the screen.

The screenshot shows the Security Administration interface. At the top, there are filter fields for Agent Code, User Type, First Name, Last Name, and Last Login, along with Search and Clear buttons. To the right are buttons for Add PVO User and Add Agent User. Below the filters, a message states: "You are a security admin for the following agencies: 0001, 0002, 0003, 0004, 0005, 0006, 0007, 0009, 0010". Two status bars are visible: "User's Last Login > 3 mo ago" (yellow) and "User's Last Login > 5 mo ago" (pink). Below these are links for "Show Contact Info in AtlasNet", "Expand All", and "Collapse All". A table lists agency codes with expandable rows.

Agent Code	User Type	UserID	First Name	Last Name	Email	Show Contact Information in AtlasNet	Phone	Last Sign On	Status	Update User	Delete Disable/Enable User Account
0001											>
0002											>
0003											>
0004											>
0005											>
0006											>
0007											>
0009											>
0010											>

Once you click on a specific agent code from this screen, your window will expand and show you a full list of your Agent and PVO users for this agency. It will also show the agencies that you can administer as a security admin.

The “User’s Last Login > 3 mo ago” and “User’s Last Login > 5 mo ago” fields are highlighted in yellow and pink and shows the users that have not logged into AtlasNet based on that criteria. (see below)

[Add PVO User](#) [Add Agent User](#)

User's Last Login > 3 mo ago	User's Last Login > 5 mo ago
------------------------------	------------------------------

Show Contact Info in AtlasNet Expand All Collapse All

[illegible]

To update a specific User click on the “Update User” button under this column. (see below)

Agent Code

User Type

First Name

Last Name

Last Login

Search

Clear

Add PVO User

Add Agent User

You are a security admin for the following agencies: 0001, 0002, 0003, 0004, 0005, 0006, 0007, 0009, 0010

































User's Last Login > 3 mo ago

User's Last Login > 5 mo ago

Show Contact Info in AtlasNet

Expand All

Collapse All

Agent Code	User Type	UserID	First Name	Last Name	Email	Show Contact Information in AtlasNet	Phone	Last Sign On	Status	Update User	Delete Disable/Enable User Account
0001											
0001	Agent	zerburke	Zerlina	Burkett	ze.burk@autozone-inc.info	✖	(202) 555-0160	05/25/2017	Activated		
0001	Agent	queobrie	Quentin	Obrien	quentin@progressenergyinc.info	✖	(202) 555-0152	05/24/2017	Activated		
0001	Agent	pitmorg	Pitt	Morgan	pi_morga@myindhome.services	✖	(208) 555-0108	06/01/2017	Activated		
Has Credit Card Access											
0001	Agent	sharabe	Shantina	Raber	shan.rabe@egl-inc.info	✖	(317) 555-0197	05/29/2017	Activated		
0001	Agent	brokuch	Brooke	Kucharski	br.kuch@arvinmeritor.info	✖	(208) 555-0156	06/01/2017	Activated		
Has Credit Card Access											
0001	Agent	larnort	Laraine	Northcutt	la.nor@live.com	✖	(406) 555-0191	05/30/2017	Activated		
0001	Agent	nimbimb	Nima	Kimball	nim-kimbal@sbc-global.net	✖	(850) 555-0128	09/02/2016	Activated		
0001	Agent	leosher	Leon	Sherrard	lesherrar@att.net	✖	(701) 555-0111	05/23/2017	Activated		
0001	Agent	kemhida	Kemal	Hidalgo	ke.hidal@mac.com	✖	(406) 555-0150	05/28/2017	Activated		
0001	Agent	relague	Reid	Aguero	reid-ag@optonline.net	✖	(860) 555-0183	04/13/2017	Activated		
0001	Agent	berhow1	Beryl	Howland	berylhow@aol.com	✖	(410) 555-0199	06/02/2017	Activated		
Has Credit Card Access											
0001	Agent	dunwedg	Dunley	Wedge	dunwedg@msn.com	✖	(617) 555-0182	07/21/2016	Activated		
0001	Agent	renwidm	Rene	Widmer	re-wi@egl-inc.info	✖	(755) 555-0139	05/24/2017	Activated		
0001	PVO	josblu3	Jose	Blunt	josblu9@gmail.com	✖	(808) 555-0177	12/17/2015	Activated		
PVO ID: 16239 PVO Level: 2											
0001	PVO	chamore	Charleen	Morelock	charleenmorelock@icloud.com	✖	(334) 555-0883	08/23/2015	Activated		
PVO ID: 15423 PVO Level: 2											
0001	PVO	kertann	Kermitt	Tannehill	kermitt-tannehill@outlook.com	✖	(405) 555-0124		Activated		
PVO ID: 17307 PVO Level: 2											

At this window, you can update the User's: Email, Phone Number and Extension (optional), RADS, Settlement Management, Credit Card, and Reporting Center access.

Once you make your changes, be sure to click the “Save Changes” button. (see below)

The updated access will require the user to log out of AtlasNet and back in for security to take effect.

If this is for Reporting Center, the access will not be available for 1 hour after updating access.

Update User - andlelo

Name

* Email

* Phone Number

* RADS Access

8799 - AMJ Campbell Toronto West (Mississauga, ON L5T 2B2), 8831

* Settlement Management Access

No

Yes

* Credit Card Access

No

Yes

* Reporting Center Access

No

Yes

Save Changes

Close

For PVO users, you can update the User’s: Email, Phone Number and Extension (optional), “Show Contact Information in AtlasNet?” and “Level of Access”. Once you make your changes, be sure to click the “Save Changes” button. (see below)

Update User - josblu3

Name

Jose Blunt

* Email

josblu9@gmail.com

* Confirm Email

* Phone Number

(808)

555

- 0177

* Show Contact Information in AtlasNet?

No

Yes

* Level of Access

Level 1 Access to AtlasNet provides PVOs with the following capabilities:

The ability to view bulletins made available to PVOs

The ability to print forms and documents

The ability to view presentations

The ability to view departmental web sites made available to PVOs

Access to the Agency Roster

Access to Rand McNally Mile Guide

Level 2 Access to AtlasNet provides PVOs with the following capabilities:

All of the capabilities of Level One access

View only access only to shipments they have been assigned to in Dispatch, including:

The ability to view their shipments on the To Do List and Advanced Queries

The ability to view their shipment information on Edit Shipment

The ability to view their trip information on Edit Trip

The ability to run reports

The ability to add a note. (Notes added by PVOs will have the PVO driver code attached to them.)

The ability to view financials. (For Owner / Operators only)

Save Changes

Close

You can also choose to “Delete, Disable or Enable” a specific user account by clicking the button under this column. (see below)

Agent Code

User Type

First Name

Last Name

Last Login

Search

Clear

Add PVO User

Add Agent User

You are a security admin for the following agencies: 0001, 0002, 0003, 0004, 0005, 0006, 0007, 0009, 0010

User's Last Login > 3 mo ago

User's Last Login > 5 mo ago

Show Contact Info in AtlasNet

Expand All

Collapse All

Agent Code	User Type	UserID	First Name	Last Name	Email	Show Contact Information in AtlasNet	Phone	Last Sign On	Status	Update User	Delete Disable/Enable User Account
0001											
0001	Agent	zerburke	Zerlina	Burkett	ze.burk@autozone-inc.info	✕	(202) 555-0160	05/25/2017	Activated		
0001	Agent	queobrie	Quentin	Obrien	quentin@progressenergyinc.info	✕	(202) 555-0152	05/24/2017	Activated		
0001	Agent	pitmorg	Pitt	Morgan	pi_morga@myindhome.services	✕	(208) 555-0108	06/01/2017	Activated		
Has Credit Card Access											
0001	Agent	sharabe	Shantina	Raber	shan.rabe@egl-inc.info	✕	(317) 555-0197	05/29/2017	Activated		
0001	Agent	brokuch	Brooke	Kucharski	br.kuch@arvinmeritor.info	✕	(208) 555-0156	06/01/2017	Activated		
Has Credit Card Access											
0001	Agent	larnort	Laraine	Northcutt	la.nor@live.com	✕	(406) 555-0191	05/30/2017	Activated		
0001	Agent	nimkimb	Nima	Kimball	nim-kimbal@sbcb-global.net	✕	(850) 555-0128	09/02/2016	Activated		
0001	Agent	leosherr	Leon	Sherrard	lesherrar@att.net	✕	(701) 555-0111	05/23/2017	Activated		
0001	Agent	kemhida	Kemal	Hidalgo	ke.hidal@mac.com	✕	(406) 555-0150	05/28/2017	Activated		
0001	Agent	relague	Reid	Aguero	reid-ag@optonline.net	✕	(860) 555-0183	04/13/2017	Activated		
0001	Agent	berhow1	Beryl	Howland	berylhow@aol.com	✕	(410) 555-0199	06/02/2017	Activated		
Has Credit Card Access											
0001	Agent	dunwedg	Dunley	Wedge	dunwedg@msn.com	✕	(617) 555-0182	07/21/2016	Activated		
0001	Agent	renwidm	Rene	Widmer	re-wi@egl-inc.info	✕	(755) 555-0139	05/24/2017	Activated		
0001	PVO	josblu3	Jose	Blunt	josblu9@gmail.com	✕	(808) 555-0177	12/17/2015	Activated		
PVO ID: 16239 PVO Level: 2											
0001	PVO	chamore	Charleen	Morelock	charleenmorelock@icloud.com	✕	(334) 555-0883	08/23/2015	Activated		
PVO ID: 15423 PVO Level: 2											
0001	PVO	kertann	Kermit	Tannehill	kermit-tannehill@outlook.com	✕	(405) 555-0124		Activated		
PVO ID: 17307 PVO Level: 2											

At this window, you will be given the option to “Disable Account” or “Delete Account”.

Note: When the “Delete Account” button is chosen the action is performed immediately. (see below)

Agent Code	User Type	UserID	First Name	Last Name	Email	Show Contact Information in AtlasNet	Phone	Last Sign On	Status	Update User	Delete Disable/Enable User Account
0001	Agent	zerburke	Zerlina	Burkett	ze.burk@autozone-inc.info	✕	(202) 555-0160	05/25/2017	Activated		
0001	Agent	queobrie	Quentin	Obrien	quentin@progressenergyinc.info	✕	(202) 555-0152	05/24/2017	Activated		
0001	Agent	pitmorg	Pitt	Morgan	pi_morga@myindhome.services	✕	(208) 555-0108	06/01/2017	Activated		

For PVO's only, you can click on the "Show Contact Info in AtlasNet" link. This window will give you the ability to manage which of your PVO user's information will be viewable in AtlasNet. (see below)

Agent Code

User Type

First Name

Last Name

Last Login

Search

Clear

Add PVO User

Add Agent User

You are a security admin for the following agencies: 0001, 0002, 0003, 0004, 0005, 0006, 0007, 0009, 0010

User's Last Login > 3 mo ago

User's Last Login > 5 mo ago

Show Contact Info in AtlasNet

Expand All

Collapse All

Agent Code	User Type	UserID	First Name	Last Name	Email	Show Contact Information in AtlasNet	Phone	Last Sign On	Status	Update User	Delete Disable/Enable User Account
0001											
0001	User	zerburke	Zerlina	Burkett	ze.burk@autozone-inc.info		(202) 555-0160		Disable Account	Delete Account	X
0001	Agent	queobrie	Quentin	Obrien	quentin@progressenergyinc.info	X	(202) 555-0152	05/24/2017	Activated		
0001	Agent	pitmorg	Pitt	Morgan	pi_morga@myindhome.services	X	(208) 555-0108	06/01/2017	Activated		
Has Credit Card Access											
0001	Agent	sharabe	Shantina	Raber	shan.rabe@egl-inc.info	X	(317) 555-0197	05/29/2017	Activated		
0001	Agent	brokuch	Brooke	Kucharski	br.kuch@arvinmeritor.info	X	(208) 555-0156	06/01/2017	Activated		
Has Credit Card Access											
0001	Agent	larnort	Laraine	Northcutt	la.nor@live.com	X	(406) 555-0191	05/30/2017	Activated		
0001	Agent	nimkimb	Nima	Kimball	nim-kimbal@sbc-global.net	X	(850) 555-0128	09/02/2016	Activated		
0001	Agent	leosherr	Leon	Sherrard	lesherrar@att.net	X	(701) 555-0111	05/23/2017	Activated		
0001	Agent	kemhida	Kemal	Hidalgo	ke.hidal@mac.com	X	(406) 555-0150	05/28/2017	Activated		
0001	Agent	reliague	Reid	Agüero	reid-ag@optonline.net	X	(860) 555-0183	04/13/2017	Activated		
0001	Agent	berhow1	Beryl	Howland	berylhow@aol.com	X	(410) 555-0199	06/02/2017	Activated		
Has Credit Card Access											
0001	Agent	dunwedg	Dunley	Wedge	dunwedg@msn.com	X	(617) 555-0182	07/21/2016	Activated		
0001	Agent	renwidm	Rene	Widmer	re-wi@egl-inc.info	X	(755) 555-0139	05/24/2017	Activated		
0001	PVO	josblu3	Jose	Blunt	josblu9@gmail.com	X	(808) 555-0177	12/17/2015	Activated		
PVO ID: 16239 PVO Level: 2											
0001	PVO	chamore	Charleen	Morelock	charleenmorelock@icloud.com	X	(334) 555-0883	08/23/2015	Activated		
PVO ID: 15423 PVO Level: 2											
0001	PVO	kertann	Kermit	Tannehill	kermit-tannehill@outlook.com	X	(405) 555-0124		Activated		
PVO ID: 17307 PVO Level: 2											
0001	PVO	jardeer	Jarrad	Deering	jarra-deer@me.com	X	(336) 555-0108	05/02/2017	Activated		

At this window, you can manage "Mass Changes" for your PVO Contact Information and which branches apply. Make sure to click "Save Changes" when finished.

Show PVO Contact Information in AtlasNet

Use this page to mass change all PVOs for the branches you select.

Notice: This feature only applies to PVO users.

Status: ☐ Show Contact Information in AtlasNet ☐ Do Not Show Contact Information in AtlasNet

Branches:

Select branches to update

Save Changes

Close

To manage your Security Admins for only the branches you are a current Security admin for, you will see a link to the right of your managed branches. This is at the top of the screen when you log in to Security Administration. (See Below)



The screenshot shows a search bar with five input fields: 'Agent Code', 'User Type', 'First Name', 'Last Name', and 'Last Login'. To the right of these fields are 'Search' and 'Clear' buttons. Further right are 'Add PVO' and 'Add Agent' buttons. Below the search bar, a message states: 'You are a security admin for the following agencies: 0001, 0002, 0003, 0004, 0005, 0006, 0007, 0009, 0010'. To the right of this list is a link 'Manage Security Admins' which is circled in red. Below the message are two status indicators: 'User's Last Login > 3 mo ago' (yellow background) and 'User's Last Login > 5 mo ago' (pink background). At the bottom right are links for 'Show Contact Info in AtlasNet', 'Expand All', and 'Collapse All'.

You will receive a popup window with a dropdown of agent codes that you are a security administrator for. You can select only one. (See Below)



The screenshot shows a popup window titled 'Manage Security Admins' with a close button (X) in the top right corner. Inside the window, there is a text prompt: 'Select an agent code to manage the security admins for that agent.' Below this is a section labeled 'Agent Code' containing a dropdown menu. The dropdown menu is open, showing a list of agent codes: 0001, 0002, 0003, 0004, 0005, 0006, 0007, 0009, and 0010. The dropdown arrow at the top right of the menu is circled in red.

Once you select the agent code you need to change security admins for, you will see a second dropdown box. Select and deselect each user you need to add or remove from that agent code only. (See below).

Note: You will have to click outside of the dropdown box (or click the down arrow again) to minimize the users dropdown.

Manage Security Admins



Select an agent code to manage the security admins for that agent.

Agent Code

0001



Security Admins

berhow1 – Beryl Howland – Agent Code: 0001, dunwedg – Dunley Wedge – Agent Code: 0001



- ☒ berhow1 – Beryl Howland – Agent Code: 0001
- ☐ dunwedg – Dunley Wedge – Agent Code: 0001
- ☐ adabrow – Adan Brown – Agent Code: 0004
- ☐ angroll – Angel Rollins – Agent Code: 0006
- ☐ arcmcka – Archie McKay – Agent Code: 0007
- ☐ arcmcka – Archie McKay – Agent Code: 0007
- ☐ armconn – Armando Conner – Agent Code: 0005
- ☐ armflem – Armani Fleming – Agent Code: 0001
- ☐ atrmaye – Atreus Mayer – Agent Code: 0003
- ☐ avewall – Avery Waller – Agent Code: 0010



Choose “Save Changes” to save, don’t just close the window. (See below)

Manage Security Admins



Select an agent code to manage the security admins for that agent.

Agent Code

0001



Security Admins

berhow1 – Beryl Howland – Agent Code: 0001, dunwedg – Dunley Wedge – Agent Code: 0001



Save Changes

Close

Repeat the above for each branch/agent code as needed.

Please reach out to the Service Desk at servicedesk@atlasworldgroup.com with any questions.