

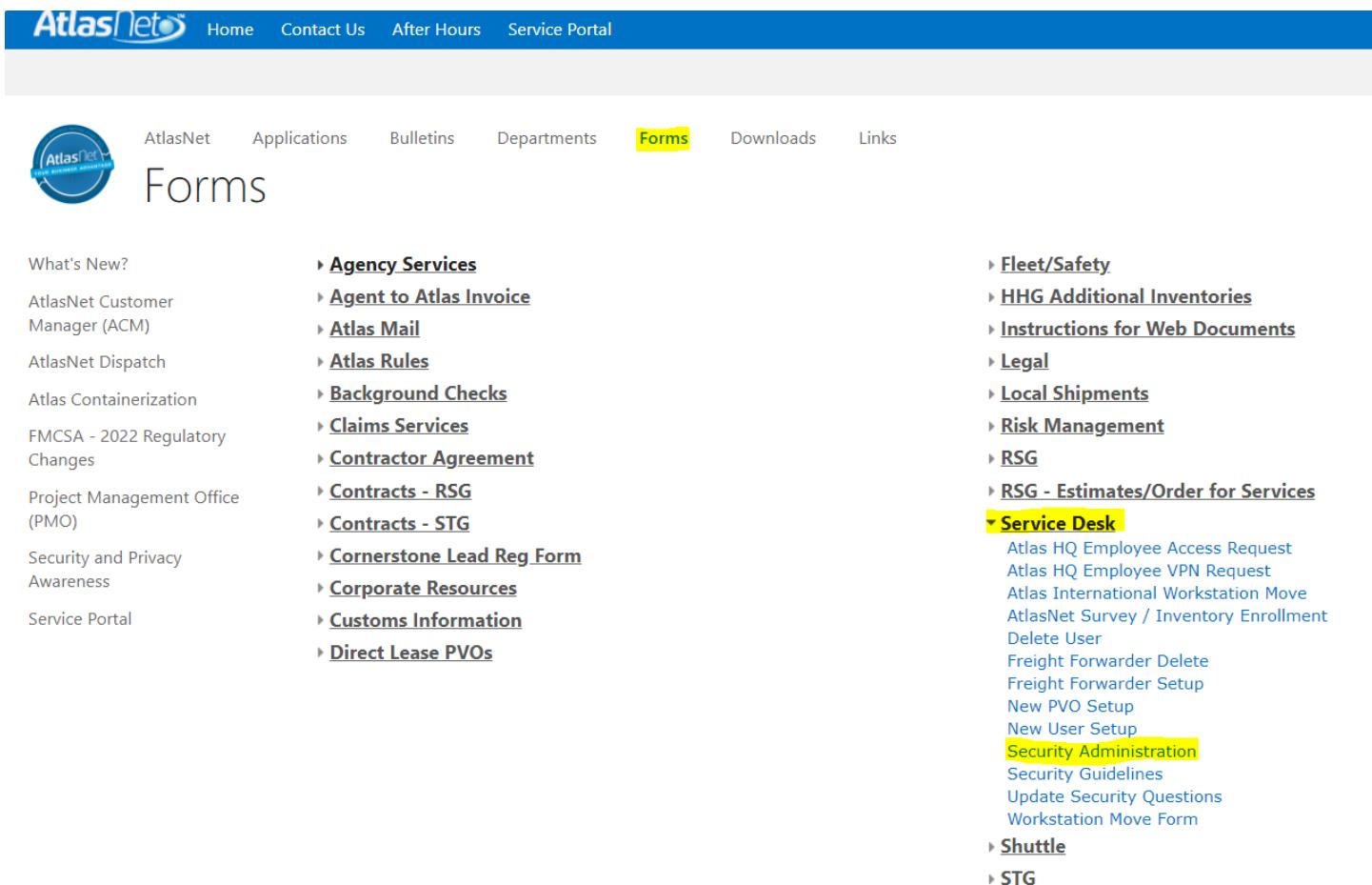
AtlasNet Security Administration

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 shows the AtlasNet website interface. At the top, there is a blue header bar with the AtlasNet logo and links for Home, Contact Us, After Hours, and Service Portal. Below this is a white navigation bar with links for AtlasNet, Applications, Bulletins, Departments, **Forms** (which is highlighted with a yellow box), Downloads, and Links. The main content area is titled "Forms". On the left, there is a sidebar with "What's New?" and a list of items: AtlasNet Customer Manager (ACM), AtlasNet Dispatch, Atlas Containerization, FMCSA - 2022 Regulatory Changes, Project Management Office (PMO), Security and Privacy Awareness, and Service Portal. The main content area contains a list of links under "Forms" and "Service Desk". The "Forms" section includes links for 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, and Direct Lease PVOs. The "Service Desk" section includes links for Fleet/Safety, HHG Additional Inventories, Instructions for Web Documents, Legal, Local Shipments, Risk Management, RSG, RSG - Estimates/Order for Services, and Service Desk. The "Service Desk" section also lists several specific items: 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 (which is highlighted with a yellow box), Security Guidelines, Update Security Questions, Workstation Move Form, Shuttle, and STG.

- [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](#)

Service Desk

- [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 a web-based application for managing security administration. At the top, there is a search bar with fields for 'Agent Code', 'User Type', 'First Name', 'Last Name', and 'Last Login', followed by 'Search' and 'Clear' buttons. To the right of these are 'Add PVO User' and 'Add Agent User' buttons, both circled in red. 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'. Below this, two status indicators are shown: 'User's Last Login > 3 mo ago' (yellow background) and 'User's Last Login > 5 mo ago' (pink background). A table below lists agency codes (0001-0010) with columns for Agent Code, User Type, UserID, First Name, Last Name, Email, Show Contact Information in AtlasNet, Phone, Last Sign On, Status, Update User, and Delete Disable/Enable User Account. Each agency code row has a right-pointing arrow icon at the end.

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)

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@mylindhome.services | × | (208) 555-0108 | 06/01/2017 | Activated |  |  |
| <i>Has Credit Card Access</i> | | | | | | | | | | | |
| 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 |  |  |
| 0001 | Agent | larnort | Laraine | Northcutt | la.nor@live.com | × | (406) 555-0191 | 05/30/2017 | Activated |  |  |
| 0001 | Agent | nimkimb | Nima | Kimball | nim-kimbal@sbc-global.net | × | (850) 555-0128 | 09/02/2016 | Activated |  |  |
| 0001 | Agent | leosher | Leon | Sherrard | lesherran@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 | beryhow@aol.com | × | (410) 555-0199 | 06/02/2017 | Activated |  |  |
| <i>Has Credit Card Access</i> | | | | | | | | | | | |
| 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 |  |  |
| <i>PVO ID: 16239 PVO Level: 2</i> | | | | | | | | | | | |
| 0001 | PVO | chamore | Charleen | Morelock | charleenmorelock@icloud.com | × | (334) 555-0883 | 08/23/2015 | Activated |  |  |
| 0001 | PVO | kertann | Kermit | Tannehill | kermit-tannehill@outlook.com | × | (405) 555-0124 | | Activated |  |  |
| <i>PVO ID: 17307 PVO Level: 2</i> | | | | | | | | | | | |

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

[Main branch included by default. If necessary, click dropdown to add additional branches.]

* Settlement Management Access: No Yes

* Credit Card Access: No Yes

* Reporting Center Access: No Yes

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)**

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 | | | | | | | | | | | | Show Contact Info in AtlasNet | Expand All | Collapse All |
| Agent Code | User Type | User ID | 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 | | | | | |
| <i>Has Credit Card Access</i> | | | | | | | | | | | | | | |
| 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 | | | | | |
| <i>Has Credit Card Access</i> | | | | | | | | | | | | | | |
| 0001 | Agent | larnort | Laraine | Northcutt | la.nor@live.com | × | (406) 555-0191 | 05/30/2017 | Activated | | | | | |
| 0001 | Agent | nimkimb | Nima | Kimball | nim-kimbal@sbc-global.net | × | (850) 555-0128 | 09/02/2016 | Activated | | | | | |
| 0001 | Agent | leosher | Leon | Sherrard | lesherr@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 | reilague | Reid | Aguero | reid-ag@optonline.net | × | (860) 555-0183 | 04/13/2017 | Activated | | | | | |
| 0001 | Agent | berhow1 | Beryl | Howland | beryhow@aol.com | × | (410) 555-0199 | 06/02/2017 | Activated | | | | | |
| <i>Has Credit Card Access</i> | | | | | | | | | | | | | | |
| 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 | | | | | |
| <i>PVO ID: 16239 PVO Level: 2</i> | | | | | | | | | | | | | | |
| 0001 | PVO | chamore | Charleen | Morelock | charleenmorelock@icloud.com | × | (334) 555-0883 | 08/23/2015 | Activated | | | | | |
| <i>PVO ID: 15423 PVO Level: 2</i> | | | | | | | | | | | | | | |
| 0001 | PVO | kertann | Kermit | Tannehill | kermit-tannehill@outlook.com | × | (405) 555-0124 | | Activated | | | | | |
| <i>PVO ID: 17307 PVO Level: 2</i> | | | | | | | | | | | | | | |

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 | User ID | First Name | Last Name | Email | Show Contact Information in AtlasNet | Phone | Last Sign On | Status | Update User | Delete Disable/Enable User Account |
|------------|-------------------|----------|------------|-----------|--------------------------------|--------------------------------------|----------------|--------------|-----------|-------------|------------------------------------|
| 0001 | User ID: zerburke | zerburke | Zerlina | Burkett | ze.burk@autozone-inc.info | | (202) 555-0160 | 05/24/2017 | 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 | | | | | Show Contact Info in AtlasNet | | | | | | |
| User's Last Login > 3 mo ago User's Last Login > 5 mo ago | | | | | 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 | | | | | | | | | | | |
| 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 | UserID: zerburke | like | Zerlina | Burkett | ze.burk@autozone-inc.info | (202) 555-0160 | | | Disable Account | Delete Account | X |
| 0001 | Agent | queobrie | Quentin | Obrien | quentin@progressenergyinc.info | × | (202) 555-0152 | 05/24/2017 | Activated | | |
| 0001 | Agent | pitmorg | Plitt | 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@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 | reague | Reid | Aguero | reid-ag@optonline.net | × | (860) 555-0183 | 04/13/2017 | Activated | | |
| 0001 | Agent | berhow1 | Beryl | Howland | beryhow@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 | | | | | | | | | | | |
| 0001 | PVO | jardeer | Jarrad | Deering | jarra-deer@me.com | × | (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)

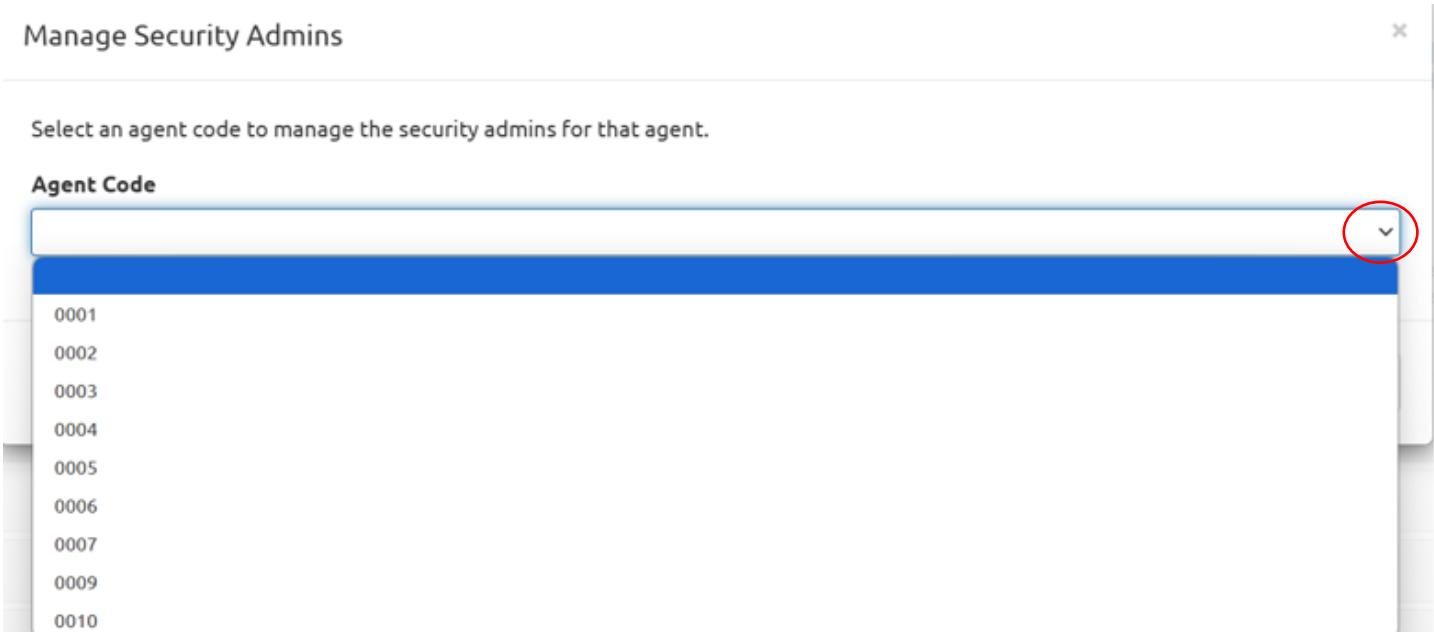


Agent Code User Type First Name Last Name Last Login Search Clear Add PVO Add Agent

You are a security admin for the following agencies: 0001, 0002, 0003, 0004, 0005, 0006, 0007, 0009, 0010 [Manage Security Admins](#)

User's Last Login > 3 mo ago User's Last Login > 5 mo ago Show Contact Info in AtlasNet Expand All 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)



Manage Security Admins

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

Agent Code

- 0001
- 0002
- 0003
- 0004
- 0005
- 0006
- 0007
- 0009
- 0010

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

angrroll - 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

Close

Save Changes

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

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