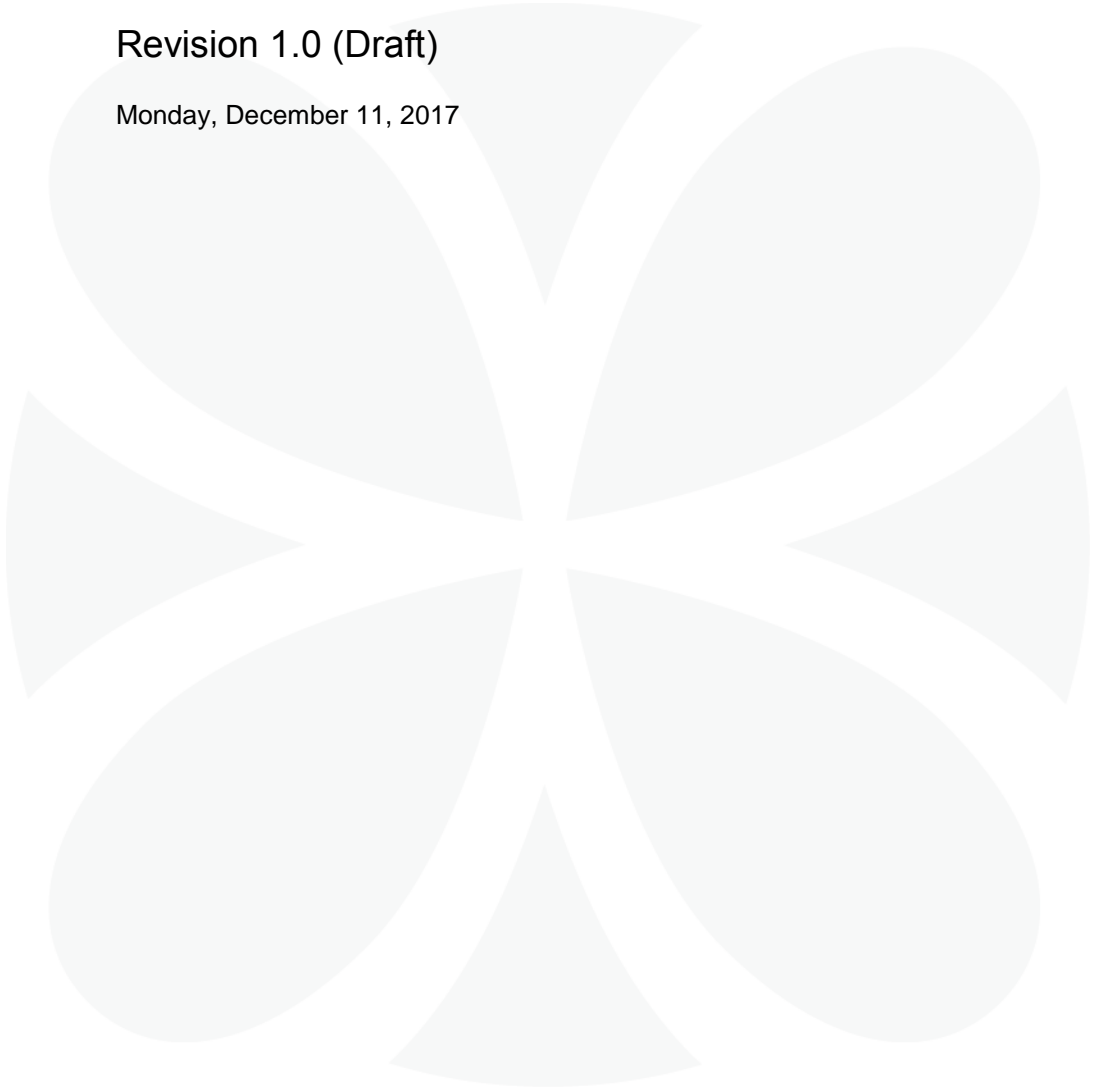


PACTIV

User Management Procedures

Revision 1.0 (Draft)

Monday, December 11, 2017



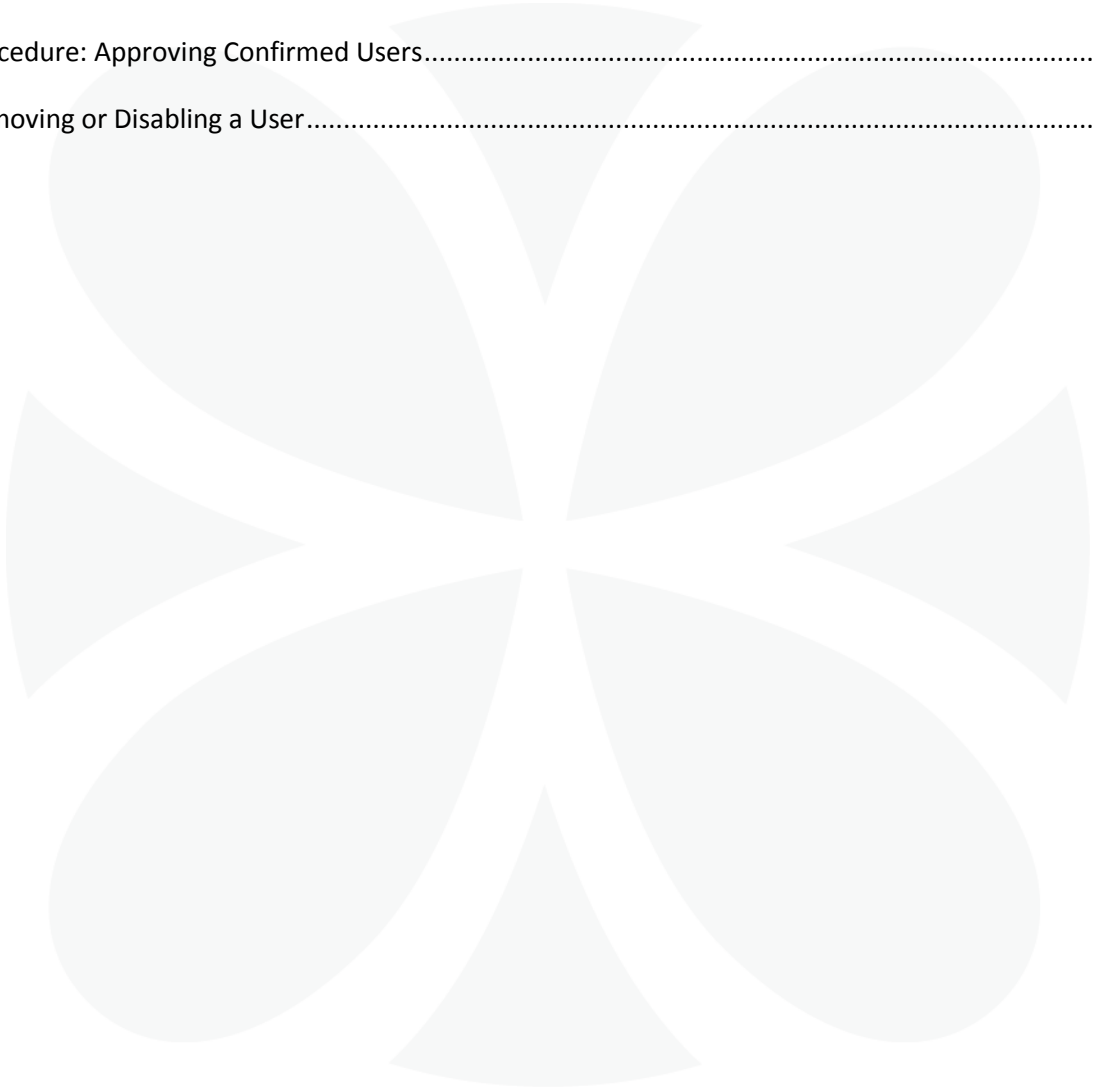
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OVERVIEW

The Titan Translation API is designed to allow CMS content to be translated into any language by any 3rd party translation vendor.

SCOPE

This document details the procedures for managing Sample Portal Users in Titan

PROCEDURE: APPROVING CONFIRMED USERS

Here are the instructions for approving new Users.

1. Login to the Titan Workstation as **UserSupport**. This user id has the correct permission for approving new users
2. Click the **Management Tool** drop-down and select **User Management**



3. There are two widgets you need to pay attention to: **Confirm Pending** and **Approval Pending**. Confirm Pending shows users who have registered and received the Registration Confirmation Request email but have not yet responded. The Approval Pending show users that have successfully confirmed their registration and are awaiting approval.

[-] Accounts: Confirm Pending

3 Users[More Detail](#)

<input type="checkbox"/> dflores@coregroupsales.com
<input type="checkbox"/> kxdavis13@acosta.com
<input type="checkbox"/> NANCY.GRUSE@BUNZLUSA.COM

[-] Accounts: Approval Pending

6 Users[More Detail](#)

<input type="checkbox"/> fmojica@pactiv.com
<input type="checkbox"/> kkusiak@coregroupsales.com
<input type="checkbox"/> lbraddock@pactiv.com
<input type="checkbox"/> lindsay@singleservicesales.com
<input type="checkbox"/> skee@acosta.com

4. Click the MORE DETAILS link on the Approval Pending widget.
5. Select ALL of the users.
6. Click the SECURITY Icon, then click **UsersAndGroups**, **Sample Portal Users**, then the ARROW button. This will assign the users to the **Sample Portal Users Security Group**.



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Security Role

UsersAndGroups

UsersAndGroups

Find

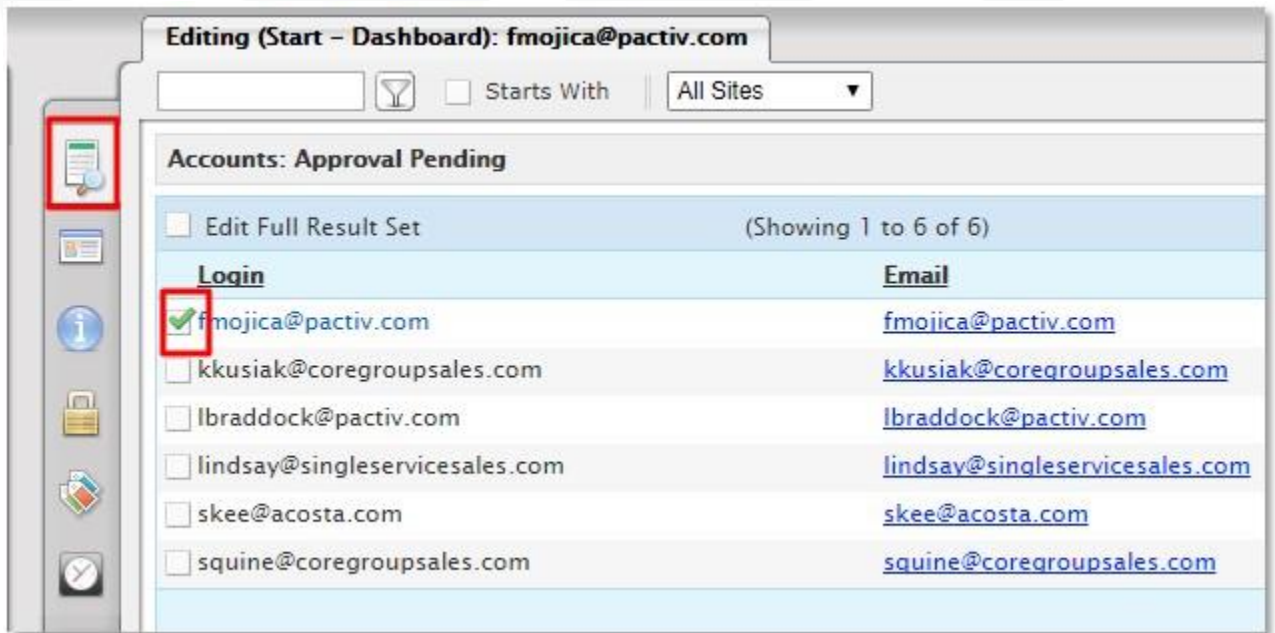
10 of 10

- Catalog Builder Users
- CMSAdmins
- ContentAdmins
- FulFillment
- FulFillment Admin
- Fulfillment Supervisor
- Sample Portal Users
- SmartSearchAdmins
- UserAdmins
- Webmasters

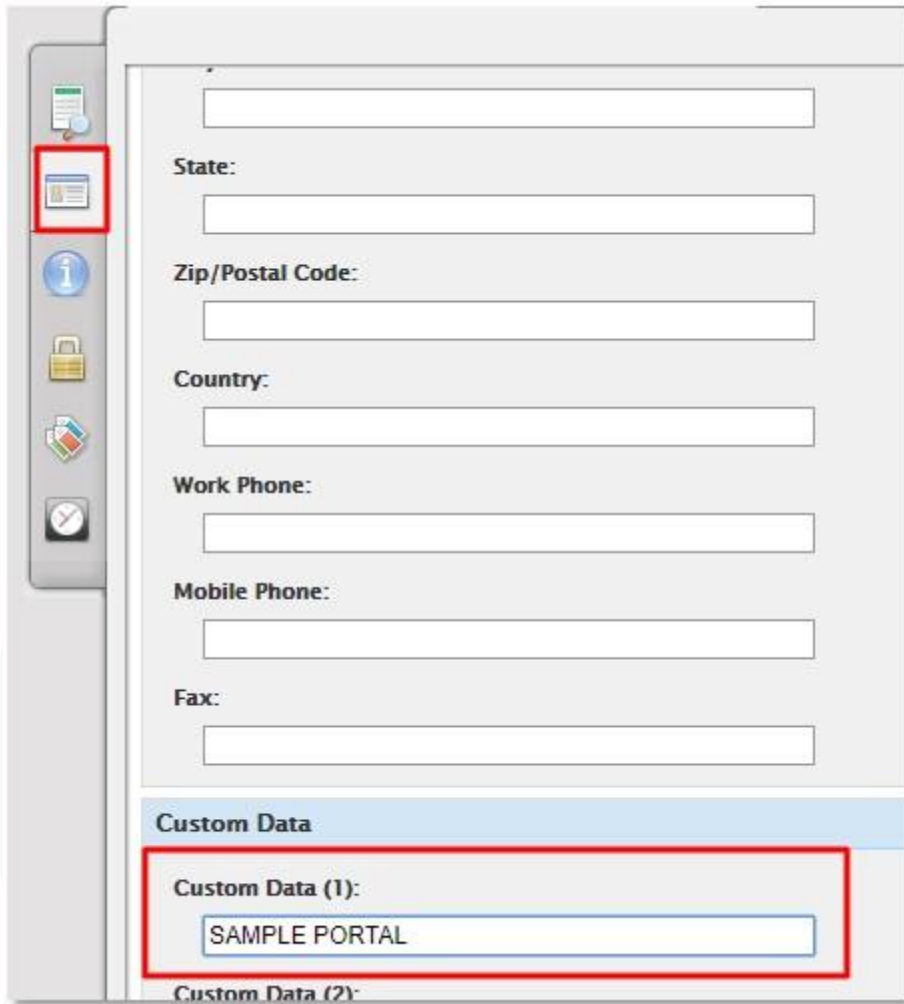
- Click the Account Information button, then Choose **Password Expiration – NEVER**. Click the **SAVE** button



- Click on the **RESULTS** icon, **UNCHECK** all users
- Select the **FIRST** user in the list. Everything you do from now on must be done user-by-user.



- Click the **DEMOGRAPHIC** icon, slide down to the **CUSTOM DATA** area, and enter the phrase **SAMPLE PORTAL** in the **Custom Data 1** field. This will help with reporting. Click the **SAVE** button



State:

Zip/Postal Code:

Country:

Work Phone:

Mobile Phone:

Fax:

Custom Data

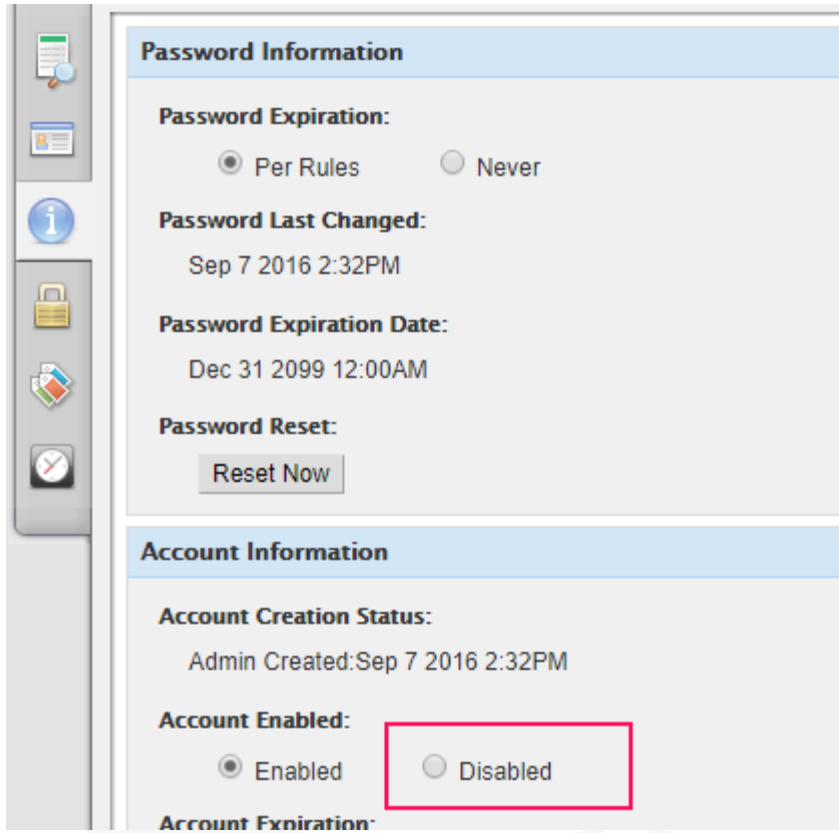
Custom Data (1):
SAMPLE PORTAL

Custom Data (2):

11. You are now ready to approve the user. Click the Account Information button again, then click the APPROVE NOW button.
12. Repeat from Step 9 until all pending approvals have been processed.

REMOVING OR DISABLING A USER

To DELETE a user, check the box next to their name (make sure no other boxes are checked), then click the DELETE button on the top tool bar. You could also DISABLE their account if, for some reason, you wanted to know that they registered at one time. It would probably also prevent them from attempting another registration using the same email address.



Password Information

Password Expiration:
 Per Rules Never

Password Last Changed:
Sep 7 2016 2:32PM

Password Expiration Date:
Dec 31 2099 12:00AM

Password Reset:

Account Information

Account Creation Status:
Admin Created: Sep 7 2016 2:32PM

Account Enabled:
 Enabled Disabled

Account Expiration: