

Adding new users and new customers



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Add the new customer

net-inspect | First Articles | Quality Management | Calibration | Machine Management | APQP

Search Setup Pages

Customers ?

+ ADD ITEM | EXPORT | COLUMNS -

Customer Name	Supplier Code	FAIR BuyOff Required	Use EN9102	
Start Typing Customer Name...	Not Required	Yes	<input type="checkbox"/>	6 ✓
		Yes	No	↓
		Yes	No	↓
		Yes	No	↓

3 Customers

Suppliers

- Supplier Groups
- Commodities
- Implementation Guide
- Approved Supplier Users

Departments

Work Centers

Manufacturing Calendar

Programs

Divisions

Characteristic Designators

Workflows

Acknowledgements

Jurisdictions and Classifications

1 2 3 4 5 6

Adding a new customer to an existing Net-Inspect account

Start typing the customer name and then pick for available list

Add the new user

The screenshot shows the Net-Inspect web interface. At the top, the navigation bar includes the 'net-inspect' logo and menu items: First Articles, Quality Management, Calibration, Machine Management, and APQP. On the right, there is a search icon, a settings gear (1), and a user profile icon (NI) (2). A dropdown menu is open from the user profile icon, showing options: Company Setup, User Management (3), Supplier Requests, and System Reports.

A blue callout box on the left contains the text: "Adding new users to your existing Net-Inspect account. You must have Set-Up administrator privileges".

The main content area features two tabs: "Create User" (active) and "Import Users". Below the tabs is the "Create User" form, which includes the following fields and elements:

- 4 First Name (text input)
- 5 Last Name (text input)
- 6 Username (text input) with a help icon (?) and a note: "The Username is also a signature on a FAIR. Net-Inspect recommends a format of 'Firstname Lastname' for most suppliers."
- 7 Password Reset Email (text input)
- 8 User Types (dropdown menu)
- Country of Citizenship (dropdown menu)
- 9 CREATE USER (green button)

A blue callout box points to the help icon (?) in the Username field, containing the text: "click '?' to get explanation of User Types".

Another blue callout box points to the "User Management" option in the dropdown menu, containing the text: "(not show) blue ADD NEW USER button".

Most new users will need both Operator and E-First Article Inspector User Types

Align the new user with the customer

"Aligning customers and customer programs to your Net-Inspect users"

net-inspect | First Articles | Quality Management | Calibration | Machine Management | eSource | APQP

Company Setup
User Management
Supplier Requests
System Reports

Basic Info | **Alignments** | Notifications

Programs
Divisions
Departments
Workcenters
Parts
Machines
Applications
Suppliers
Licenses

Programs

Customer Programs

SELECT ALL

Select All 7

Select All 3

Select All 1

Select All 1

Select All 1

Select All 13

find the Customer Name in this table and then click this check box to add all programs - to add select programs click in empty box...

(not shown) click on User's name on the table of previous screen

Adding APQP Roles

(only if requested by your customer – paid subscription only)

The screenshot shows the 'net-inspect' Database Administration interface. The top navigation bar includes 'net-inspect', 'Database Administration', and a user profile for 'JEFF'. Below the navigation bar are links for 'Account Usage Analysis', 'Add Account', and 'Company Map'. A search icon and a user profile icon are also present. A dropdown menu is open, showing 'Company Setup', 'User Management', and 'System Reports'. A 'RETURN TO ACCOUNTS LIST' button is at the bottom of the dropdown. A 'RETURN TO USER LIST' button is located below the dropdown. The main content area shows the user information for 'Demi'. The 'Basic Info' tab is selected. The 'User Information' section contains several fields: 'First Name', 'Last Name', 'Username', 'Password Reset Email', 'Alert and Notification Email', 'Employee Number', 'Phone Number', 'Country of Citizenship', 'Time Zone', and 'Title'. The 'User Types' section shows 'Operator', 'E-First Article Inspector', and 'Setup Administrator'. The 'eSource Roles' section is empty. The 'APQP Roles' section has a 'User' role selected. Annotations 1-5 are placed on the interface: 1 points to the user profile icon, 2 points to the 'User Management' dropdown item, 3 points to the 'Demi' username, 4 points to the 'User' role in the APQP Roles section, and 5 points to the 'SAVE CHANGES' button.

Adding APQP Roles to a supplier user - please note this is a PAID subscription module - your customer will notify you if need this module paid under customer subscription

(on previous screen) click on user name in table of users

RETURN TO USER LIST

5 SAVE CHANGES DEACTIVATE USER RESET PASSWORD

First Name Last Name Username

Password Reset Email Alert and Notification Email Employee Number

Phone Number Country of Citizenship Time Zone

User Types

Operator E-First Article Inspector Setup Administrator

eSource Roles

APQP Roles

User

"User" role is all that is needed for a supplier to submit APQP documents

Adding eSource user role

(only if requested by your customer – paid subscription only)

The screenshot shows the 'net-inspect Database Administration' interface. The top navigation bar includes 'net-inspect', 'Database Administration', and a user profile for 'JEFF'. Below the navigation bar are links for 'Account Usage Analysis', 'Add Account', and 'Company Map'. A search icon and a settings gear icon are also present. A dropdown menu is open, showing 'Company Setup', 'User Management', and 'System Reports', with 'User Management' selected. A red circle '1' is next to the settings gear, and a red circle '2' is next to the 'User Management' dropdown. A red circle '3' is next to a callout box that says '(on previous screen) click on user name in table of users'. Below the navigation bar, there is a section for 'User Information' with tabs for 'Basic Info', 'Alignments', and 'Subscriptions'. The 'Basic Info' tab is active. The 'User Information' section includes fields for 'First Name', 'Last Name', 'Username', 'Password Reset Email', 'Alert and Notification Email', 'Employee Number', 'Phone Number', 'Country of Citizenship', 'Time Zone', and 'Title'. There are also sections for 'User Types' (Operator, E-First Article Inspector) and 'eSource Roles' (Quality Engineer). A red circle '4' is next to the 'Quality Engineer' role. A red circle '5' is next to the 'SAVE CHANGES' button. A red circle '3' is also next to a callout box that says 'Adding eSource Roles to a supplier user - please note this is a PAID subscription module - your customer will notify you if need this module paid under customer subscription'. A 'RETURN TO USER LIST' button is located at the bottom right of the user information section.

net-inspect Database Administration

Account Usage Analysis Add Account Company Map

SEARCH 1

Company Setup
User Management
System Reports
RETURN TO ACCOUNTS LIST

2

3 (on previous screen) click on user name in table of users

3 Adding eSource Roles to a supplier user - please note this is a PAID subscription module - your customer will notify you if need this module paid under customer subscription

Joshua M...
User Information

Basic Info Alignments Subscriptions

User Information

5 SAVE CHANGES DEACTIVATE USER RESET PASSWORD

First Name Last Name Username

Password Reset Email Alert and Notification Email Employee Number

Phone Number Country of Citizenship Time Zone

User Types
Operator x E-First Article Inspector x

eSource Roles
Quality Engineer x 4

APQP Roles

RETURN TO USER LIST