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# Manage you company and user settings




Welcome to the Tungsten Network portal. In this video I will show you how to manage your company and user settings.

 Welcome Elise  My Account Help & Support  Log Out


Adams Office Supplies (IT) - Test Search for your invoice by invoice number, PO, trx number 

Home Invoicing  My POs Customers  Reporting  Early payment

 **Connect with your customers**


Search and connect to more of your customers in a few clicks

[CONNECT TODAY](#) [VIEW ALL](#)

 **Send invoices**

Create your invoice online in a few clicks


[CREATE INVOICE](#)

 **Check the status of your invoices**

Track the latest status of your invoices in real-time

[WHERE IS MY INVOICE?](#)

**For your attention** Last refresh: 0 min ago

Type	Count	Date	Customer
 Failed invoices	1		<a href="#">View</a>

**Failed invoices** [View all](#)

Number	Supplier	Buyer
ShuchitestPayment1	Adams Office Supplies (IT) - Test	Tungsten Network - Demo Account

**Saved invoices** [View all](#)

Number	Buyer	Amount
121121	AAA168149359	0.00

To access this area, go to the "My Account" link at the top of the page.

The screenshot shows the AOS 'My Account' dashboard. At the top left is the AOS logo and 'Welcome Elise'. At the top right, the 'My Account' link is highlighted with a red box, along with 'Help & Support' and 'Log Out'. Below the header is a navigation bar with 'Home', 'Invoicing', 'My POs', 'Customers', 'Reporting', and 'Early payment'. A search bar is on the right. The main content area has three cards: 'Connect with your customers', 'Send invoices', and 'Check the status of your invoices'. Below these is a 'For your attention' section with a table showing one failed invoice. At the bottom are two tables: 'Failed invoices' and 'Saved invoices'.

**My Account** Help & Support Log Out

Adams Office Supplies (IT) - Test Search for your invoice by invoice number, PO, trx number

Home Invoicing My POs Customers Reporting Early payment

**Connect with your customers**  
Search and connect to more of your customers in a few clicks  
[CONNECT TODAY](#) [VIEW ALL](#)

**Send invoices**  
Create your invoice online in a few clicks  
[CREATE INVOICE](#)

**Check the status of your invoices**  
Track the latest status of your invoices in real-time  
[WHERE IS MY INVOICE?](#)

**For your attention** Last refresh: 0 min ago

Type	Count	Date	Customer
Failed invoices	1		

[View](#)

**Failed invoices** View all

Number	Supplier	Buyer
ShuchitestPayment1	Adams Office Supplies (IT) - Test	Tungsten Network - Demo Account

**Saved invoices** View all

Number	Buyer	Amount
121121	AAA168149359	0.00

The page has two sections: "My profile", which allows you to manage your details, and 'My company', which is where you update the settings for you organisation. Only authorised users can edit this information, and I'll show you how to control access rights as part of this video. First, let's look at the 'My profile' section.

**Welcome Elise** My Account Help & Support Log Out

Adams Office Supplies (IT) - Test Search for your invoice by invoice number, PO, trx number

[Home](#) [Invoicing](#) [My POs](#) [Customers](#) [Reporting](#) [Early payment](#)

### My account

Update the information on your company, profile and contacts, and manage your messages and alerts.



#### My profile

- My profile**
  - Update your user details
  - Change your password
  - Change your security question
- My messages**
  - View and manage your messages
  - View your surveys

#### My company

- Company information**
  - Update company details
  - Manage security settings
  - Upload a company logo
  - Your Tungsten account
- Contacts**
  - View and manage your contacts
- Users**
  - View your users and their rights
- Alerts & notifications**
  - Support ticket alerts
  - Invoicing
- Invoice information**
  - Product information
  - Tax rates
  - Ship from details
  - Remit details
  - Static data
  - Units of measurement

The 'User details' page allows you to update your information.

 Welcome Elise 

My Account Help & Support Log Out

Adams Office Supplies (IT) - Test

Home Invoicing My POs Customers Reporting Early payment

### My account

Update the information on your company, profile and contacts, and manage your messages and alerts.

#### My profile

**My profile**

- Update your user details
- Change your password
- Change your security question

**My messages**

- View and manage your messages
- View your surveys

#### My company

**Company information**

- Update company details
- Manage security settings
- Upload a company logo
- Your Tungsten account

**Users**

- View your users and their rights

**Invoice information**

- Product information
- Tax rates
- Ship from details
- Remit details
- Static data
- Units of measurement


**Contacts**


- View and manage your contacts


**Alerts & notifications**





- Support ticket alerts
- Invoicing

The page is self explanatory but I'd like to draw your attention to two features: the left-hand navigation allows you to easily find your way around the 'My Account' pages. Menu items are greyed out if you do not have access rights to a particular area.

Welcome Elise 

My Account Help & Support  Log Out

Sedgewick & Sons Technologies Search for your invoice by invoice number, PO, trx number 

Home Invoicing  My POs Customers  Reporting  Early payment 

### My profile

- > My profile
  - Update your user details
  - Change your password
  - Change your security question
- > My messages


### My company


- > Company information
- > Contacts
- > Users
- > Alerts & notifications
- > Invoice information

### User details

Edit your details here.

#### Edit

Email\* 

Salutation\*  


First name\*

Last name\*

Work phone

Mobile phone


#### Legal


- Terms of use
- Privacy policy


#### Portal administrator details





First name	Mark
Last name	Anil
Email	mark.anil@tungsten-network.com

In addition, you'll notice the green help-tip icon. You will find these throughout the site, they provide you with help specific to the field you're populating. For example, it's important to note that if you change your email address, this also changes your login ID.

Welcome Elise 

My Account Help & Support  Log Out

Sedgewick & Sons Technologies Search for your invoice by invoice number, PO, trx number 

Home Invoicing  My POs Customers  Reporting  Early payment 

### My profile


- > My profile
  - Update your user details
  - Change your password
  - Change your security question
- > My messages


### My company


- > Company information
- > Contacts
- > Users
- > Alerts & notifications
- > Invoice information

### User details

Edit your details here.

**Edit**  Please be aware that changing your email address will change your login details.

Email\*   
adams1@aol.com

Salutation\*  
Mrs. 

First name\*  
Elise

Last name\*  
Sedgewick

Work phone  
(978) 448-6562

Mobile phone

### Legal

- Terms of use
- Privacy policy

### Portal administrator details

First name	Mark
Last name	Anil
Email	mark.anil@tungsten-network.com

Now let's look at the 'My company' section. There are three areas that I'd like to draw your attention to. You can manage your company's security settings so that they comply with your security policy.

Welcome Elise My Account Help & Support Log Out

Sedgewick & Sons Technologies Search for your invoice by invoice number, PO, trx number

Home Invoicing My POs Customers Reporting Early payment

**My profile**

- > My profile
  - Update your user details
  - Change your password
  - Change your security question
- > My messages

**My company**

- > **Company information**
- > Contacts
- > Users
- > Alerts & notifications
- > Invoice information

**User details**  
Edit your details here.

**Edit**

Email\*

Salutation\*

First name\*

Last name\*

Work phone

Mobile phone

**Legal**

- Terms of use
- Privacy policy

**Portal administrator details**

First name Mark  
Last name Anil  
Email mark.anil@tungsten-network.com

Welcome Elise My Account Help & Support Log Out

Sedgewick & Sons Technologies Search for your invoice by invoice number, PO, trx number

Home Invoicing My POs Customers Reporting Early payment

**My profile**

- > My profile
  - Update your user details
  - Change your password
  - Change your security question
- > My messages

**My company**

- > Company information
  - Update your user details
  - Change your password
  - Change your security question
- > **Manage security settings**
- > Contacts
- > Users
- > Alerts & notifications
- > Invoice information

**User details**  
Edit your details here.

**Edit**

Email\*

Salutation\*

First name\*

Last name\*

Work phone

Mobile phone

**Legal**

- Terms of use
- Privacy policy

**Portal administrator details**

First name Mark  
Last name Anil  
Email mark.anil@tungsten-network.com



You can choose whether or not your users need to set a memorable word and increase the complexity of their passwords. If you change these settings, users will be forced to update their credentials next time they log in.

Another area to highlight is user management. From this page you can edit or add new users and define their access permissions.

The screenshot displays the AOS user management interface. At the top, there is a navigation bar with the AOS logo, the text "Welcome Elise", and links for "My Account", "Help & Support", and "Log Out". Below this is a search bar for invoices and a main navigation menu with options like "Home", "Invoicing", "My POs", "Customers", "Reporting", and "Early payment".

The left sidebar contains a "My profile" section with links to "My profile" and "My messages". Below that is the "My company" section with links to "Company information", "Update company details", "Manage security settings", "Upload a company logo", and "Your Tungsten account". The "Contacts" section is expanded, showing "Users" (which is highlighted with a red box) and "View your users and their rights". Other sections include "Alerts & notifications" and "Invoice information".

The main content area is titled "Security settings" and includes a sub-header "Set your company's security policy for all your users." A dropdown menu shows the selected company as "Adams Office Supplies (IT) - Test". An "Edit" button is visible at the top of the settings panel.

The settings panel contains several options, with the first two highlighted by a red box:

- Memorable word check?** (toggle off): Users are not required to use a memorable word each time they login.
- Password length** (slider): Passwords are required to have a minimum of 7 characters.

Other settings include:

- How many numbers in password?** (slider): Passwords are required to have a minimum of 1 numerical characters (0-9).
- How many letters in password?** (sliders): Passwords are required to have a minimum of 1 alphabetical characters (A-Z) and 1 uppercase characters.
- How many special characters in password?** (slider): Passwords are required to have a minimum of 1 uppercase special characters.
- Enforce password expiration** (toggle off): Passwords never expire.
- Block password reuse?** (toggle off): Users can use a password that they used before.

At the bottom of the settings panel, there is a "SAVE" button and a "UPGRADE TO INTEGRATED SOLUTION" button. A "Hide" button is also present in the bottom right corner of the settings area.

Let's edit a user's details by clicking on the pencil icon. You'll recognise this screen from the 'My profile' section. The 'Access rights' tab allows you to control which areas of the portal your users have available to them.

Sedgewick & Sons Technologies

Home Invoicing My POs Customers Reporting Early payment

My profile  
> My profile  
> My messages

My company  
> Company information  
> Contacts  
> Users  
View your users and their rights  
> Alerts & notifications  
> Invoice information

### Users

Add new portal users and manage users' access rights.

Select company  
Sedgewick & Sons Technologies

#### Current administrator

First name Mark  
Last name Anil  
Email mark.anil@tungsten-network.com

#### Portal users

First name	Last name	Login name	Administrator	Edit	Delete
Abilash	Menon	abilash.menon@tungsten-network.com			
Akmal	Rafar	akmal.rafar@tungsten-network.com			
Andrew	Newlands	anewob10@gmail.com			
Anna	Inman	anna.inman@ob10.com			
Diann	Ferguson	diann.ferguson@tungsten-network.com			
Elise	Sedgewick	adams1@aol.com			
Elitsa	Marinova	elitsa.marinova@tungsten-network.com			

Welcome Elise

My Account Help & Support Log Out

Sedgewick & Sons Technologies

Home Invoicing My POs Customers Reporting Early payment

### Users

Add new portal users and manage users' access rights.

Select company  
Sedgewick & Sons Technologies

#### User detail

Access rights

Email   
abilash.menon@tungsten-network.com

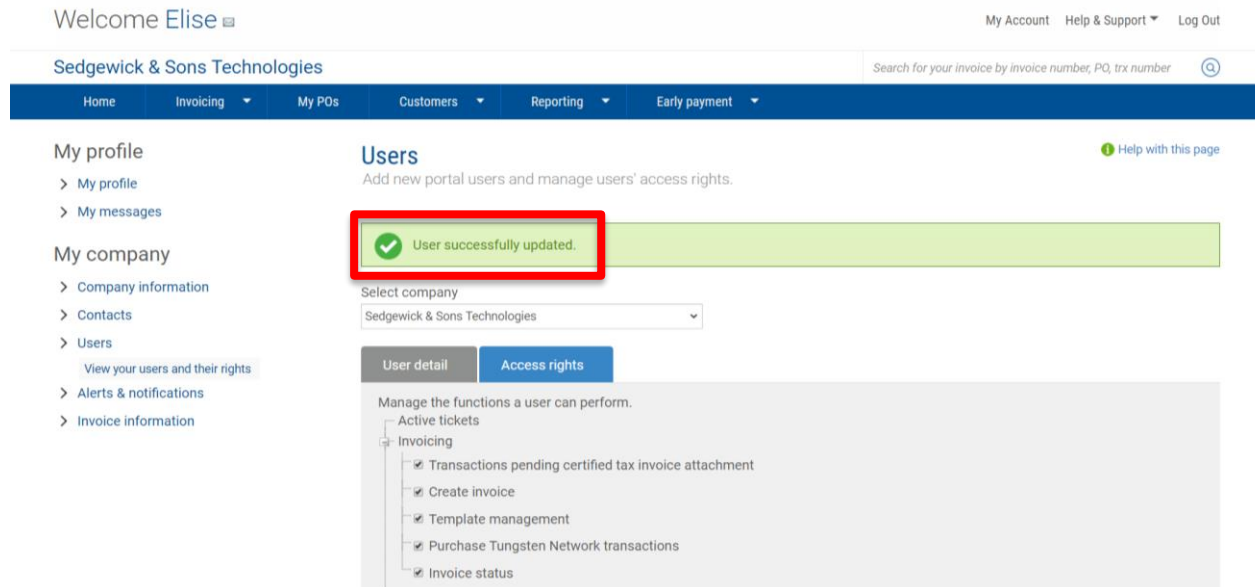
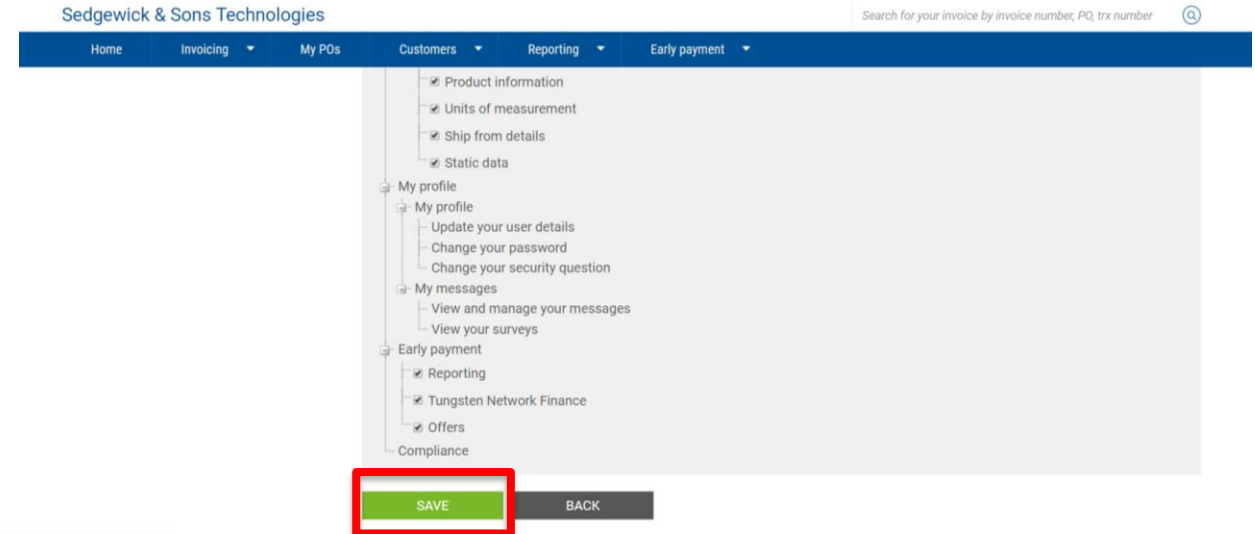
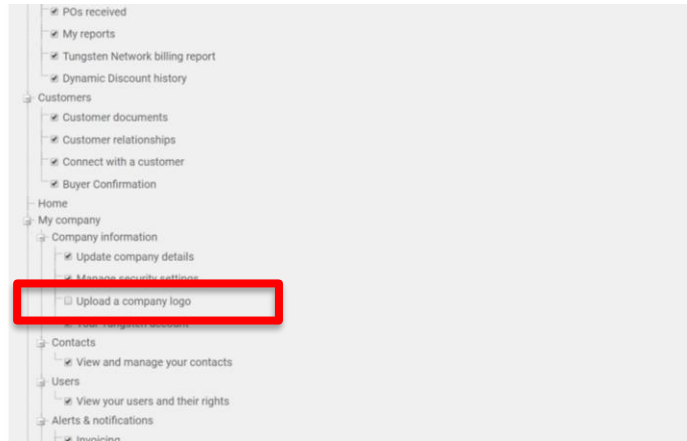
Salutation\*  
Mr.

First name\*  
Abilash


Last name\*  
Menon


Work phone


For example, you can see which areas this user doesn't have access to as they are not ticked. Let's take away Adam's ability to update the company logo. When you save the changes, the portal tells you that they have been updated.







From 'My company' you can also manage invoice information. The options available here depend on the type of supplier you are. One area that is common to all suppliers is 'Static data'. This is information that Tungsten Network automatically adds to the bottom of every invoice we create for you.

Welcome Elise 

My Account Help & Support  Log Out

Sedgewick & Sons Technologies Search for your invoice by invoice number, PO, trx number 


Home Invoicing  My POs Customers  Reporting  Early payment 

**My profile**


- > My profile
- > My messages

**My company**

- > Company information
- > Contacts
- > Users
  - View your users and their rights
- > Alerts & notifications
- ✓ Invoice information
  - Product information
  - Tax rates
  - Ship from details
  - Deposit details
  - Static data**
  - Units of measurement

**Users**  Help with this page









Add new portal users and manage users' access rights.

Select company  
Sedgewick & Sons Technologies 

**Current administrator**

First name Mark  
Last name Anil  
Email mark.anil@tungsten-network.com

**Portal users**

First name	Last name	Login name	Administrator	Edit	Delete
Abilash	Menon	abilash.menon@tungsten-network.com			
Akmal	Rafar	akmal.rafar@tungsten-network.com			
Andrew	Newlands	anewob10@gmail.com			
Anna	Inman	anna.inman@ob10.com			

In this video we've highlighted some of the most important sections within 'My Account'. You may play this video as often as you like to become more familiar with the 'Manage Company' and 'User Settings' sections of the Tungsten Network portal.

The screenshot shows the 'My Account' page of the Tungsten Network portal. At the top left is the AOS logo and the text 'Welcome Elise'. At the top right are links for 'My Account', 'Help & Support', and 'Log Out'. Below this is a search bar with the text 'Adams Office Supplies (IT) - Test' and a search icon. A navigation bar contains links for 'Home', 'Invoicing', 'My POs', 'Customers', 'Reporting', and 'Early payment'. The main content area is titled 'My account' and includes a sub-header 'Update the information on your company, profile and contacts, and manage your messages and alerts.' The page is divided into two main sections: 'My profile' and 'My company'. 'My profile' includes 'My profile' (with options to update user details, change password, and change security question) and 'My messages' (with options to view and manage messages and view surveys). 'My company' includes 'Company information' (with options to update company details, manage security settings, upload a logo, and view the account), 'Users' (with an option to view users and their rights), 'Invoice information' (with options for product information, tax rates, ship from details, remit details, static data, and units of measurement), 'Contacts' (with an option to view and manage contacts), and 'Alerts & notifications' (with options for support ticket alerts and invoicing).

**Welcome Elise** My Account Help & Support Log Out

Adams Office Supplies (IT) - Test Search for your invoice by invoice number, PO, trx number

**Home** **Invoicing** **My POs** **Customers** **Reporting** **Early payment**

### My account

Update the information on your company, profile and contacts, and manage your messages and alerts.

#### My profile

**My profile**

- Update your user details
- Change your password
- Change your security question

**My messages**

- View and manage your messages
- View your surveys

#### My company

**Company information**

- Update company details
- Manage security settings
- Upload a company logo
- Your Tungsten account

**Users**

- View your users and their rights

**Invoice information**

- Product information
- Tax rates
- Ship from details
- Remit details
- Static data
- Units of measurement

**Contacts**

- View and manage your contacts

**Alerts & notifications**

- Support ticket alerts
- Invoicing



For more information,  
and to view more  
videos, please visit the  
Help & Support section