

## How do I set up a new user in my organisation?

The **Primary Logistics Contact** will be a **Party User Admin** on the Descartes Dock Appointment Scheduling portal. This user can **add, edit or remove carrier or supplier users** assigned to their party from the respective Carrier Details or Supplier Details page.

1. To create a new user, go to **Setup > Suppliers** > right click on the supplier name and select Supplier Details.
2. Click the **New button** under supplier users and select the **Not in List** option. The **Create User** page will appear, allowing the Party User Admin to create a new user with login credentials.
3. Click **Save**.
4. Once the new user is created, be sure to also **save the carrier or supplier on the Supplier Details page**. Otherwise, the new user will be created but will not be added to the party and the Party User Admin will not have access to it. In this case, the Party User Admin would have to contact the DA Admin or the DC Admin to add the user to the party.

Create User

Save Cancel

**Dock Appointment User Information**

User Name:

Title:

E-Mail Address:

Phone Number:

Start with area code, then phone number. Example: 4041234567

Test SMS

**Login Credentials**

Login Name:

Password:

Confirm Password:

Change after login

E-Mail Address for Resetting Password:

Recovery Question:

Recovery Answer: