

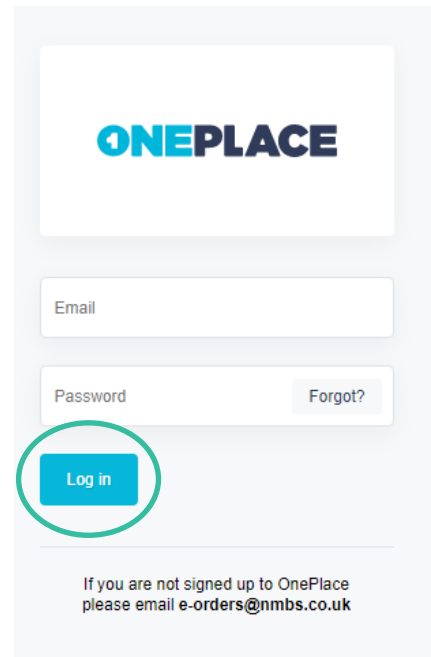
## CREATING A NEW MEMBER USER

# **1ONEPLACE**



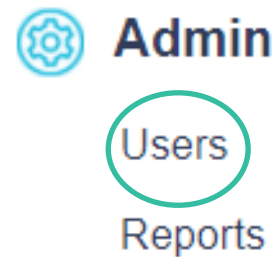
## CREATING A NEW MEMBER USER

**Step 1:** Go to [www.nmbs-oneplace.co.uk/account/login](http://www.nmbs-oneplace.co.uk/account/login) and enter your login details.



The screenshot shows the ONEPLACE login interface. At the top is the ONEPLACE logo. Below it are two input fields: 'Email' and 'Password'. To the right of the 'Password' field is a 'Forgot?' link. A blue 'Log in' button is located below the input fields and is circled in green. At the bottom of the form, there is a note: 'If you are not signed up to OnePlace please email [e-orders@nmbs.co.uk](mailto:e-orders@nmbs.co.uk)'.

**Step 2:** Click on 'Users' in the left-hand menu.



**Step 3:** Click 'Add User'.



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**Step 4a:** Fill out their details and create a password.

The form contains five input fields arranged in two columns. The first column has three fields: 'First Name\*', 'Last Name\*', and 'Email\*'. The second column has two fields: 'Password' and 'Confirm Password'. Each field label is circled in green.

**Step 4b:**

Select their user role:

Member Admin – create, view & submit orders, download product data for reference & create new user accounts.

Member Buyer – create, view & submit orders & download product data for reference.

Member Read Only – view orders only.

A dropdown menu titled 'Role\*' is shown. The menu is open, displaying three options: 'Member Admin', 'Member Buyer', and 'Member Read Only'. The 'Member Admin' option is highlighted with a blue bar and circled in green.

**Step 4c:** If you want to restrict the categories this user will have access to, select the relevant categories from the dropdown. Otherwise leave this field blank.

**Step 4d:** This is the same for supplier access. Leave this blank if you don't want to restrict which suppliers the user can order from.

A dropdown menu titled 'Category Access' is shown. The menu is open, displaying a list of categories: 'Architectural Hardware Safety & Security', 'Bathrooms', 'Bricks, Blocks & Aggregates', 'Building', 'Building Components', 'Cement & Concrete', 'Civils & Drainage', and 'Floor & Windows'. The first option is highlighted with a blue bar and circled in green.

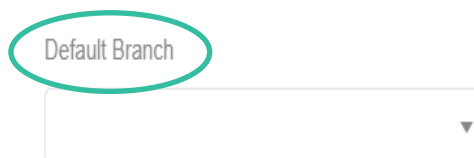
A dropdown menu titled 'Supplier Access' is shown. The menu is open, displaying a list of suppliers: 'Akcali UK Limited TA WRX Trade', 'BIG WIPES (Sycamore UK Limited)', 'James Hardie Building Products Limited', 'JB Kind Limited', 'ProSolve', 'Siamp Limited', and 'Sichens Hardware Limited'. The first option is highlighted with a blue bar and circled in green.

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**Step 4e:** If the user is only allowed to order for a specific branch, use the branch access dropdown to select this branch. If they can order for any branch, leave this field blank.

**Step 4f:** Setting a default branch is useful if you don't want to restrict which branches can be ordered for by this user, but they tend to order for the same branch each time – this can be set as their default branch.

**Step 5:** Once you've configured the user account, click 'Save'.

A dropdown menu labeled "Branch Access" with a question mark icon in the top right corner. The label and the dropdown box are circled in green.A dropdown menu labeled "Default Branch" with a downward arrow icon in the bottom right corner. The label and the dropdown box are circled in green.Two buttons: a blue "Close" button and a green "Save" button. The "Save" button is circled in green.