Powered by: International Financial Services, Inc.

Admin User Manual

Table of Contents

Need Help? Email or call your assigned Partner Success Specialist (PSS)

OR

Email help@dtsconnex.com

V8.21

Getting Started with DTS Connex

DTS Connex is strictly a web-based product, to access go to https://dtsconnex.com.

DTS Connex is accessible from the following internet browsers:

- Chrome
- Internet Explorer
- Safari
- Edge

The following domains should be "whitelisted" to allow users access to DTS Connex and receive emails and notifications; this information should be shared internally with your IT team.

- dtsnotifications.com
- dtsconnex.com
- transactiontracking.com
- ifsdemo.com
- Ifsservices.com

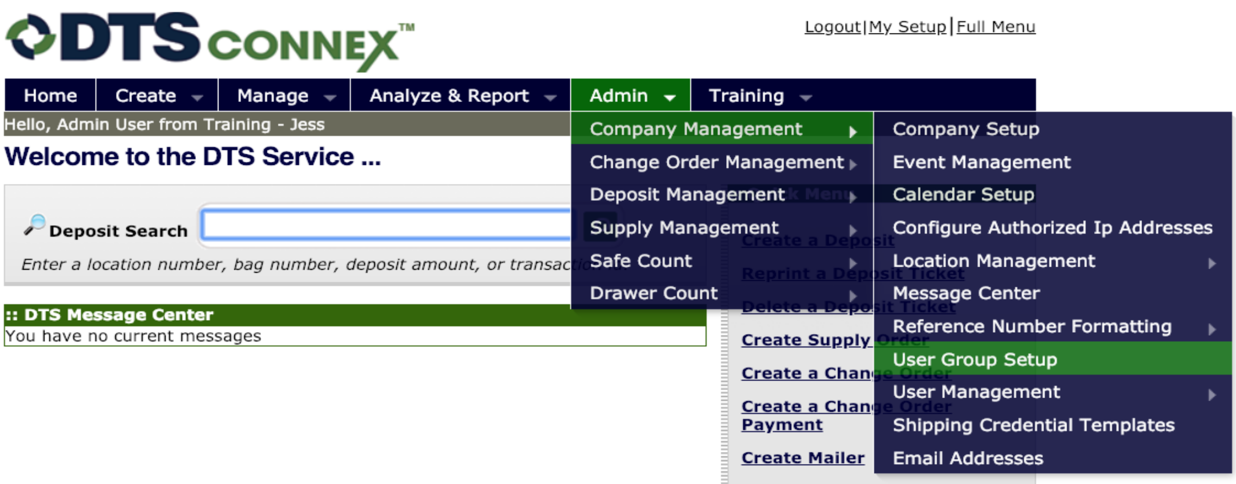
Please verify with your IT team, all devices and browsers that will access DTS Connex company wide, have security protocol TLS 1.2 or greater enabled.

Create User Groups

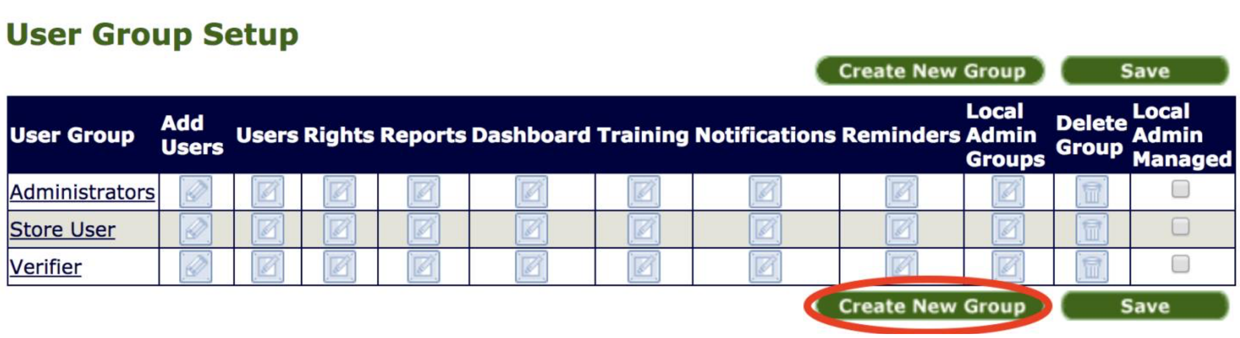
Assigning Users to a specific User Group puts the necessary parameters around what a User can see and do in DTS. Admin Users are assigned to the Administrator' User Group, allowing access to all location profiles and transactions as well as user profiles. Admin Users can make changes, if necessary and where applicable, to location profiles and custom templates and add or remove users.

The User Group for End, Store or Location Users, based on your terminology, will only allow those users to create and search transactions for their own store or location. User Groups can also be created for those users that need access to more than one location, such as Region Managers, by adding certain "Area" identifiers to location profiles like Brand, Region, District and/or Sub-District.

Hover over Admin > Company Management, click **User Group Setup**.

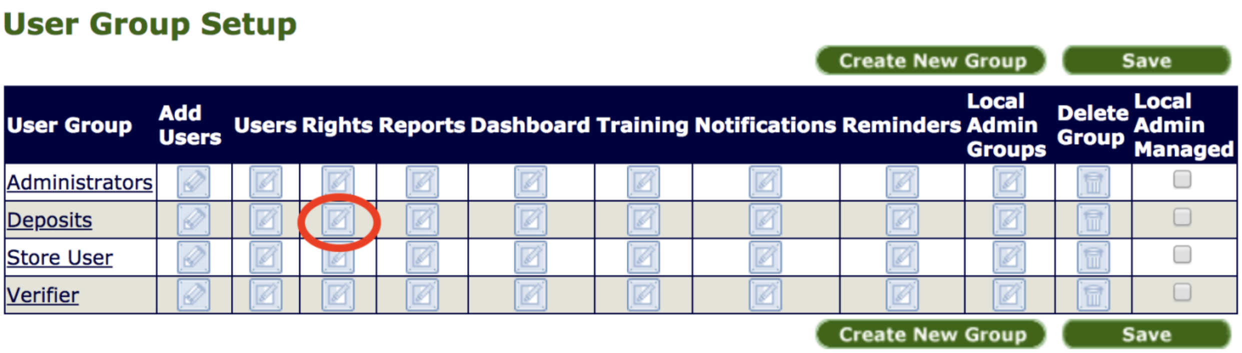


- Click **Create New Group**.

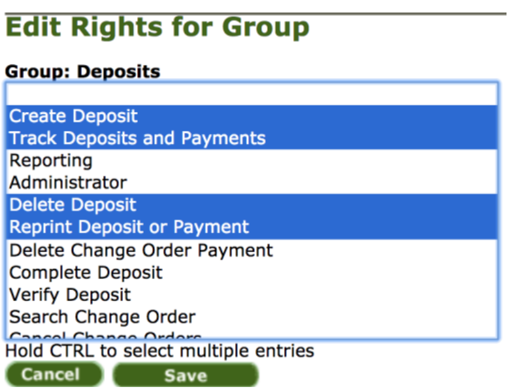


- Enter the name of the new grou, click **Add Group**.

- Assign the "rights" or functions the users in this group will be able to perform by clicking the blue box in the "Rights" column for the appropriate User Group.



The list of rights will appear.

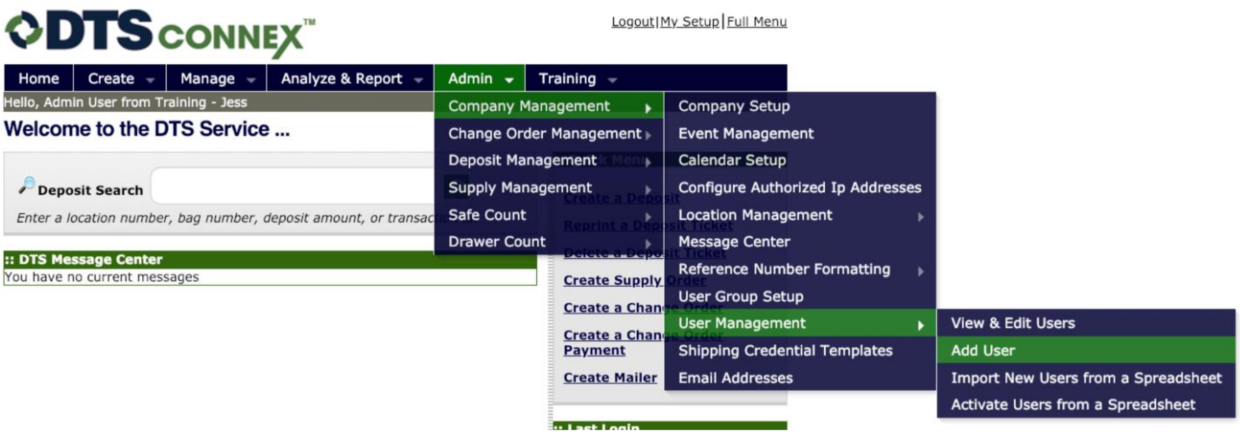


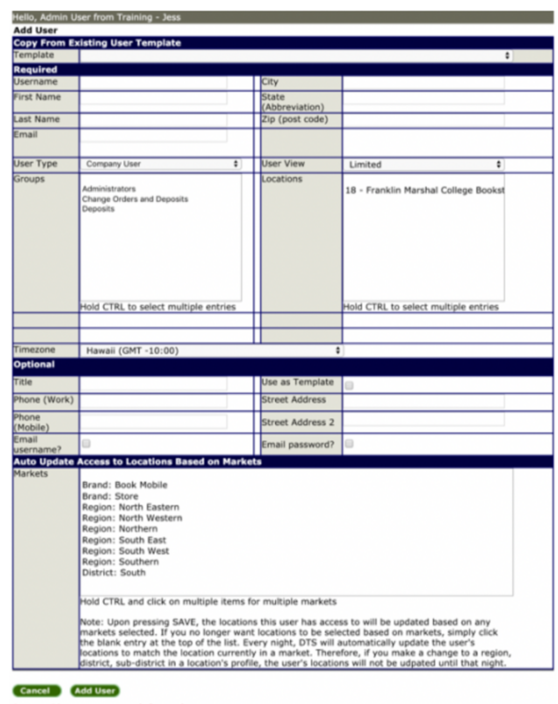
- Holding down the control or command key on your keyboard, click each "right" or function to add to the User Group
- Click **Save**.

Manually Enter New Users

A single user or a small number of users can be manually added and assigned to a specific User Group or Groups.

- Hover over Admin > Company Management > User Management, click **Add User**.





This screen will appear.

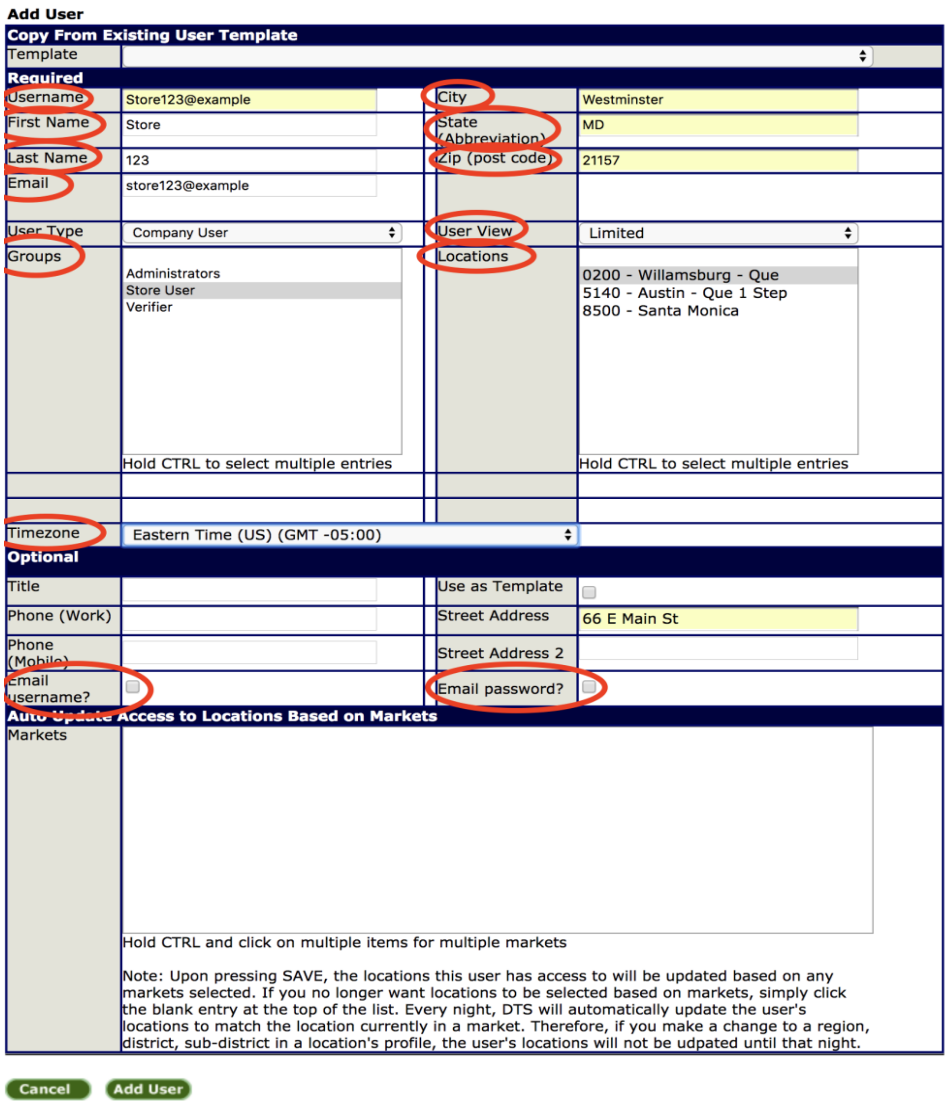
Populate:

- Username (can be the user's email address, MUST include the @ sign)
- First Name
- Last Name
- Email address
- Choose User Group
    - This is the specific user group that you want this user assigned to. This will dictate what functions the user will be able to perform and access.
- City
- State
- Zip
- User View
    - LIMITED or FULL view. LIMITED view means the user only has access to one or a limited number of locations, FULL means the user has access to all locations, usually an Admin User. If a user has LIMITED view, select the location or locations from the location list, when choosing more than 1 location, hold the command/control key on your keyboard and left click to select each location. Locations do not need to be individually selected for users set to FULL view.
- Time zone

Log in information can be automatically forwarded to new users from DTS Connex, in two separate emails, that contain:

1. the website URL and username
2. a temporary password the user will be prompted to change immediately

- Place check marks in the boxes labeled Email Username? And Email Password? Prior to clicking **Add User**

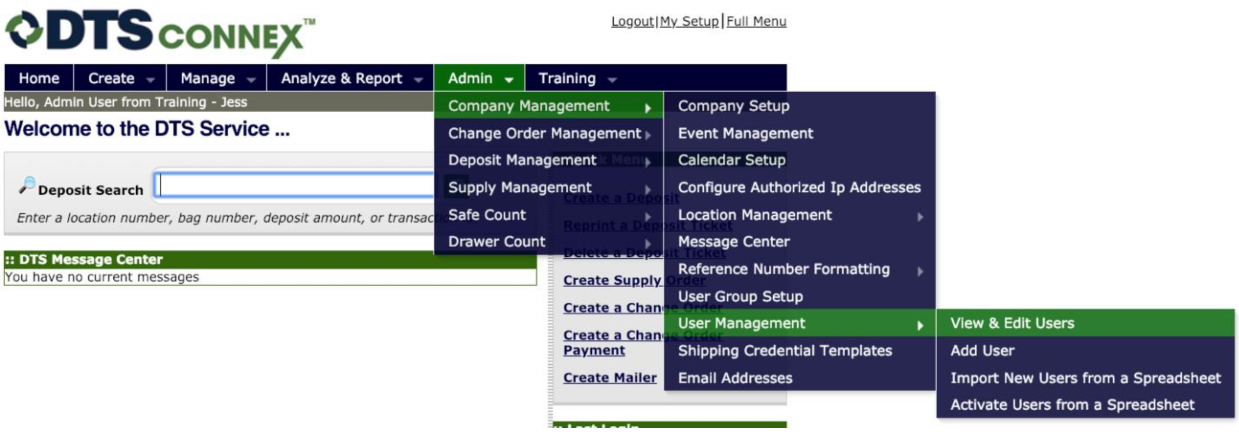


A confirmation will appear on the screen containing the username and temporary password for the new user. The user is now "active" and can log into DTS Connex. Please NOTE: users will not have access to create transactions UNTIL the locations they have been assigned are made active for change orders and/or deposits by the Admin User. Location activation instructions begin on page 25 of this manual.

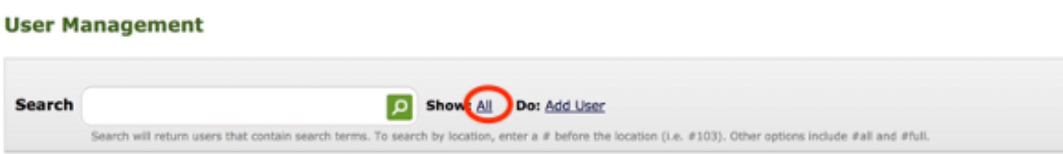
Manually Activate Users / Send Welcome Emails

NOTE: This function is NOT performed by DTS, password resets must be done by an Admin User.

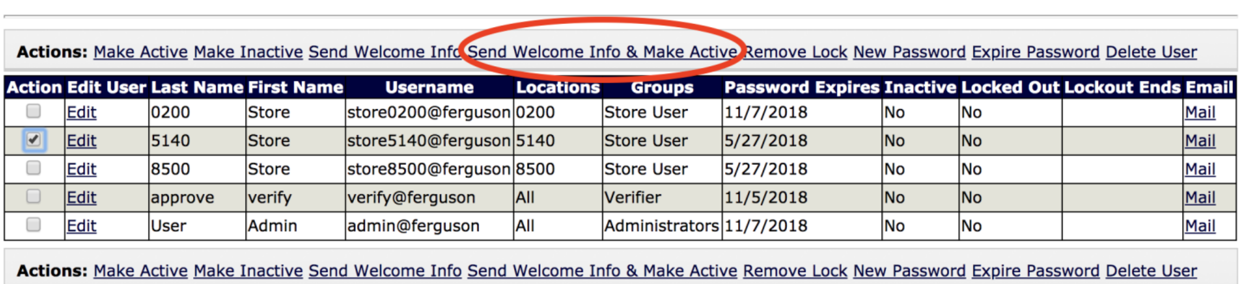
- Hover over Admin > Company Management > User Management, click **View & Edit Users**.



- Click **ALL** to load a list of all users to the screen.



- Click the action box to the left of each user you wish to activate, a check mark will appear.
- Click **Send Welcome Info & Make Active**.



Actions: Make Active Make Inactive Send Welcome Info Send Welcome Info & Make Active Remove Lock New Password Expire Password Delete User

Action	Edit User	Last Name	First Name	Username	Locations	Groups	Password Expires	Inactive	Locked Out	Lockout Ends	Email
☐	Edit	0200	Store	store0200@ferguson	0200	Store User	11/7/2018	No	No		Mail
☑	Edit	5140	Store	store5140@ferguson	5140	Store User	5/27/2018	No	No		Mail
☐	Edit	8500	Store	store8500@ferguson	8500	Store User	5/27/2018	No	No		Mail
☐	Edit	approve	verify	verify@ferguson	All	Verifier	11/5/2018	No	No		Mail
☐	Edit	User	Admin	admin@ferguson	All	Administrators	11/7/2018	No	No		Mail

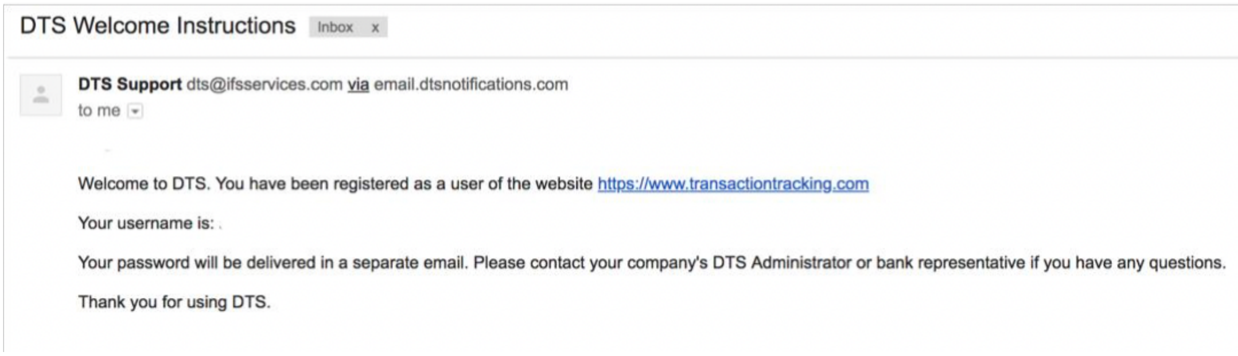
Actions: Make Active Make Inactive Send Welcome Info Send Welcome Info & Make Active Remove Lock New Password Expire Password Delete User

Each user will receive 2 emails; one with the URL to log into DTS Connex and their assigned username. The second email will contain a DTS generated temporary password. The user will be prompted to create their own password when they log in for the first time.

The emails will come from DTS Support. Please ensure that your IT department has whitelisted the email address dts@ifsservices.com and the URL https://www.transactiontracking.com.

The two emails will appear as follows:

URL login and username:



DTS Welcome Instructions Inbox x

DTS Support dts@ifsservices.com via email.dtsnotifications.com
to me

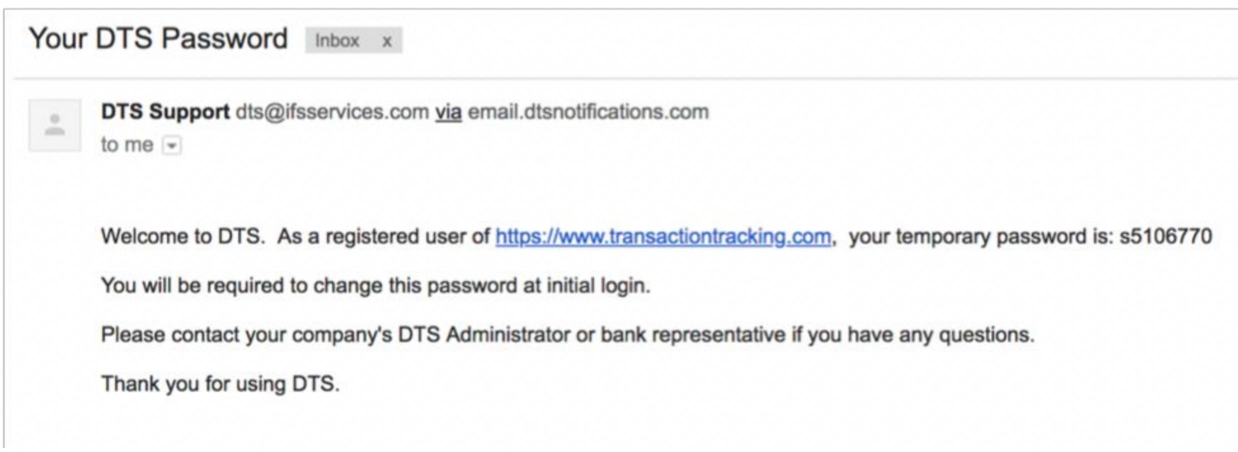
Welcome to DTS. You have been registered as a user of the website https://www.transactiontracking.com

Your username is:

Your password will be delivered in a separate email. Please contact your company's DTS Administrator or bank representative if you have any questions.

Thank you for using DTS.

Password:



Your DTS Password Inbox x

DTS Support dts@ifsservices.com via email.dtsnotifications.com
to me

Welcome to DTS. As a registered user of https://www.transactiontracking.com, your temporary password is: s5106770

You will be required to change this password at initial login.

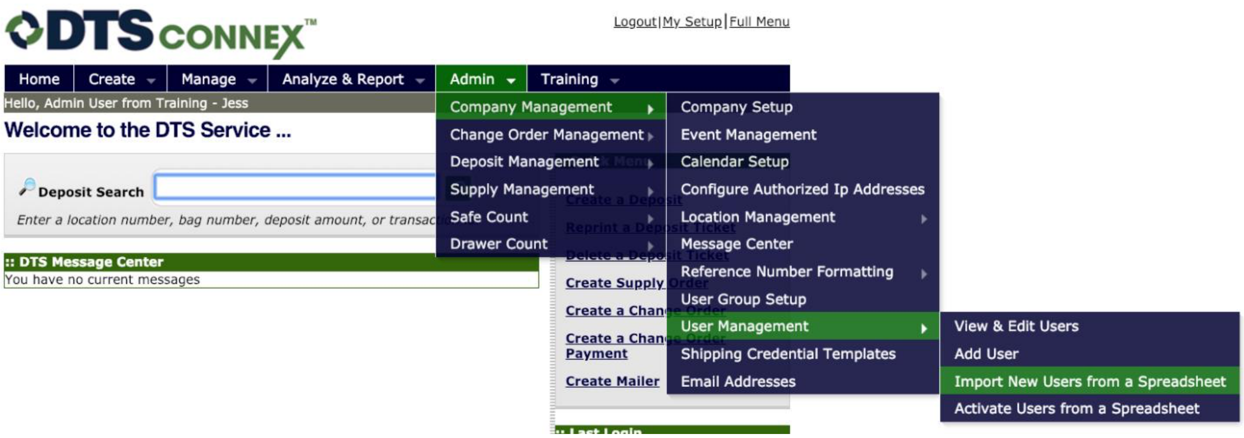
Please contact your company's DTS Administrator or bank representative if you have any questions.

Thank you for using DTS.

Import New Users

The import tool is convenient when adding a large number of new users to the system.

- Hover over Admin > Company Management > User Management, click **Import New Users from a Spreadsheet**



- Click **here** to download the New User Import Spreadsheet, users will not be imported unless this specific document is downloaded with each new import.

Import users

You can upload a list of new users and have them be imported in DTS. Download the Excel upload file here. Be sure to view the instructions worksheet for information. Please leave all columns and worksheet titles as they are or the import will not work.

- Populate the Required fields along with any non-required you wish to assign
  - The username can be any configuration but **MUST** contain the **@** symbol and does not require the "**.com**".
  - The user group name **MUST** be formatted exactly as the name appears in DTS Connex.
  - The location number links the user to a specific location.
    - NOTE: If a user will have access to more than one location, list all the locations, separated by a comma.
  - The time zone **MUST** be a two-letter abbreviation in all capital letters, i.e.: AT, ET, PT, HT, CT, or MT.

	A	B	C	D	E	F	G
1	Username	First Name	Last Name	Email	City	State	Zip
2	Required	Required	Required	Required	Required	Required	Required
3	store123@example	Store	123	store123@example.com	Westminster	MD	21157
4							

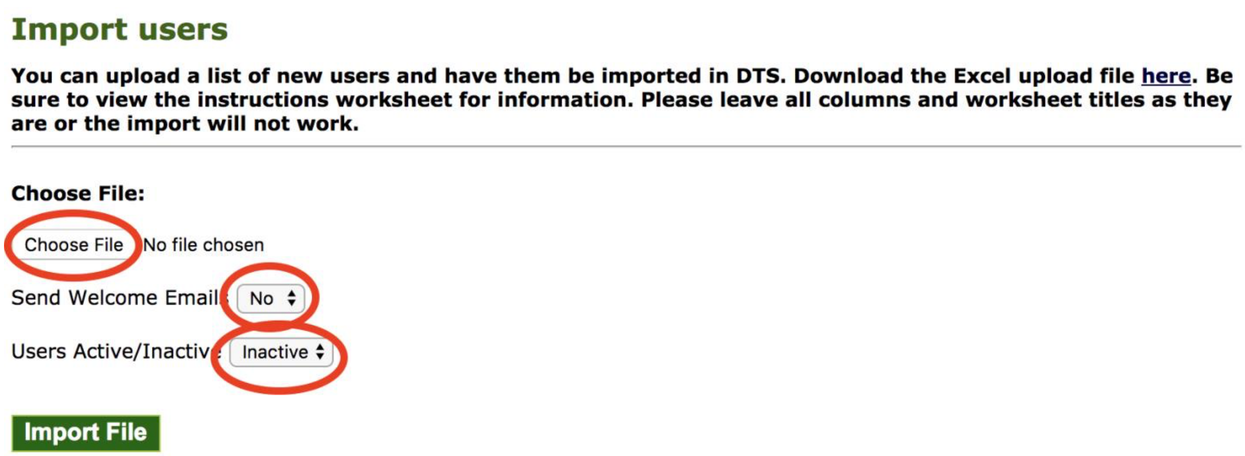
H	I	J	K	L	M	N
Password	User Groups	Sub Districts	Districts	Regions	Location Numbers	Time Zone
Not Require	Not Required	Not Required	Not Required	Not Required	Not Required	Required
	Store User				123	ET

- The password field on this template will not populate a long-term password but can be a "common" temporary password the user will be asked to change when logging in for the first time.

Save this document to your desktop.

Import Users
From the Import Users Screen:

- Click Choose File. You will be prompted to select a file from your computer.
- If you would like to activate the users as well as send the Welcome Emails that contain the URL, username and temporary password at the same time users are imported
  - Select **Yes** in the box next to Send Welcome Emails.
  - Select **Active** in the box next to Users Active/Inactive.
- If you do NOT want to make the users active and send their welcome emails do not change the setting which reads:
  - **No** in the box next to Welcome Emails.
  - **Inactive** in the box next to Users Active/Inactive.
- Select Import File
  - If anything is not formatted correctly, the screen will display an error message indicating the line number on the import document that needs to be corrected. Please correct this error, save, and go back to the import file process again.
  - If everything imports correctly, the screen will display a message indicating how many users were imported, whether they were made active and if welcome emails were sent.

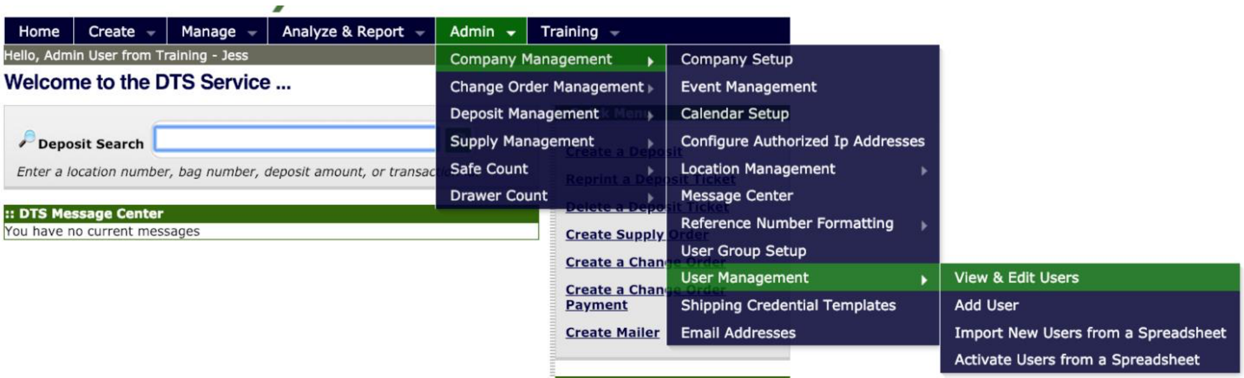


Reset a User Password

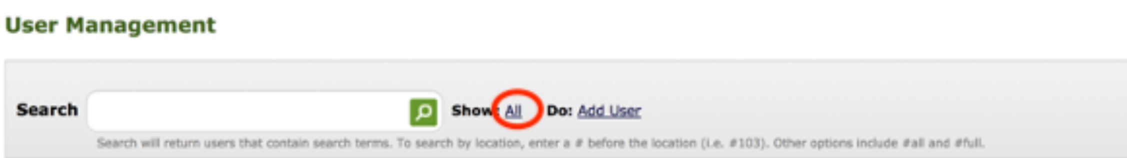
NOTE: This function is NOT performed by DTS, password resets must be done by an Admin User.

If a user forgets their password, a new, temporary password can be sent to allow the user to reset their forgotten password. <u>It is recommended that you have an internal process in place to direct users how to request a password reset, as DTS will not be able to assist, for security purposes</u>.

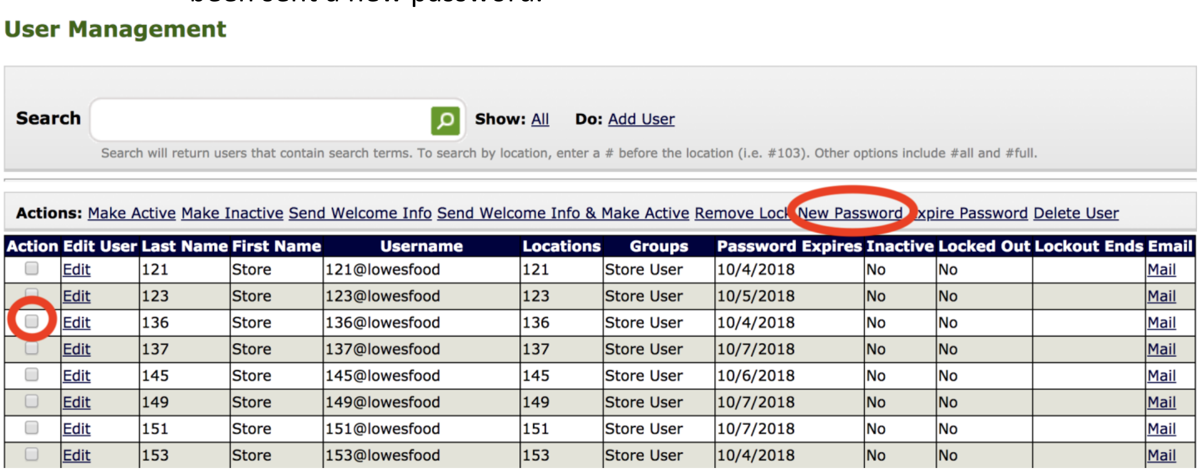
Hover over Admin > Company Management > User Management, click **View and Edit Users**.



- Click **ALL** to load a list of all users to the screen. You may also search by the name of the user as long as it matches what was entered into DTS.



- Click the action box to the left of each user to enter a check mark for the user or users you wish to send a new password to.
- Click **New Password** from the Actions menu
  - A green message will appear at the top of the screen indicating the number of users who have been sent a new password.



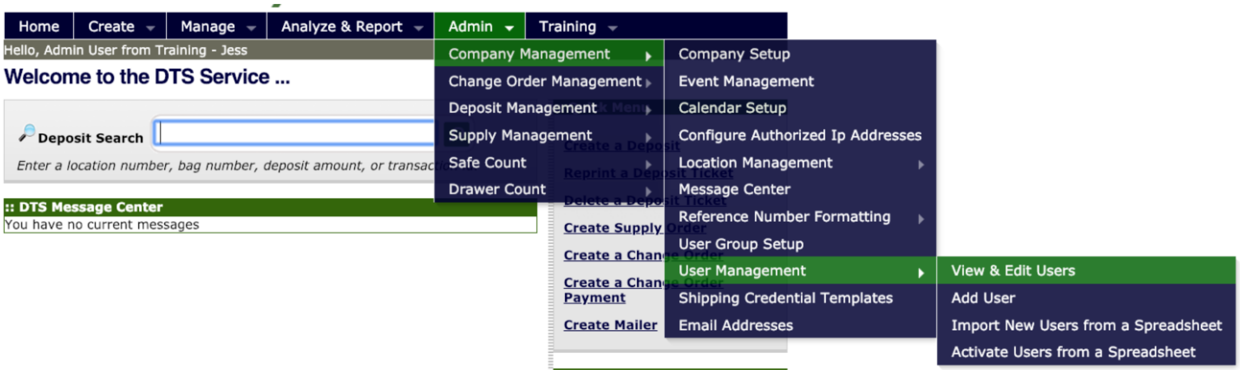
Action	Edit User	Last Name	First Name	Username	Locations	Groups	Password Expires	Inactive	Locked Out	Lockout Ends	Email
	Edit	121	Store	121@lowesfood	121	Store User	10/4/2018	No	No		Mail
	Edit	123	Store	123@lowesfood	123	Store User	10/5/2018	No	No		Mail
	Edit	136	Store	136@lowesfood	136	Store User	10/4/2018	No	No		Mail
	Edit	137	Store	137@lowesfood	137	Store User	10/7/2018	No	No		Mail
	Edit	145	Store	145@lowesfood	145	Store User	10/6/2018	No	No		Mail
	Edit	149	Store	149@lowesfood	149	Store User	10/7/2018	No	No		Mail
	Edit	151	Store	151@lowesfood	151	Store User	10/7/2018	No	No		Mail
	Edit	153	Store	153@lowesfood	153	Store User	10/4/2018	No	No		Mail

The user will be emailed a temporary password, the user will be prompted to change the password when they log in for the first time.

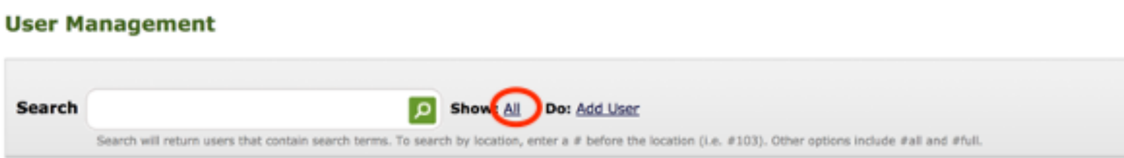
Delete User(s)

NOTE: This function is NOT performed by DTS, password resets must be done by an Admin User.

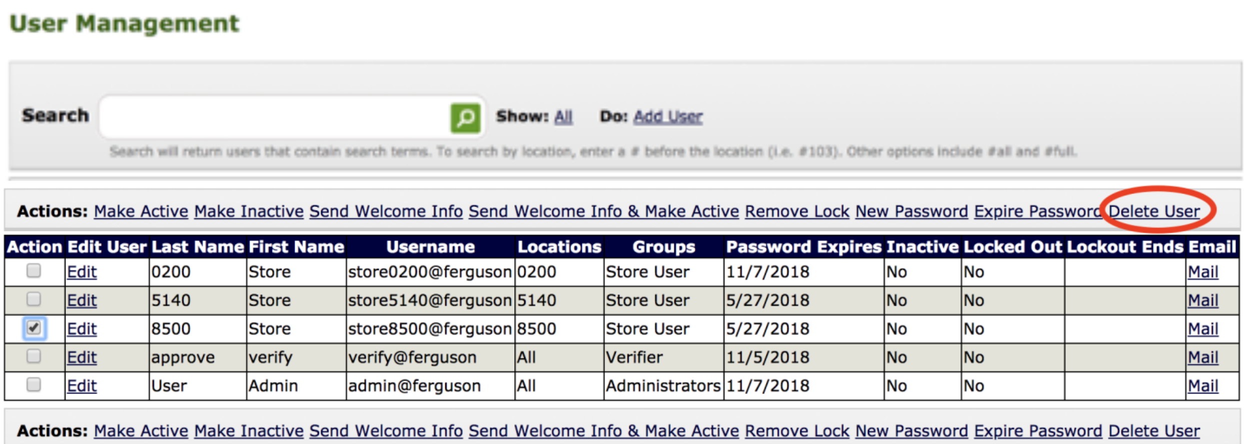
Hover over Admin > Company Management > User Management, click **View & Edit Users**.



- Click **ALL** to load a list of all users to the screen.



- Click the action box to the left of each user you wish to delete, a check mark will appear.
- Click **Delete User.**

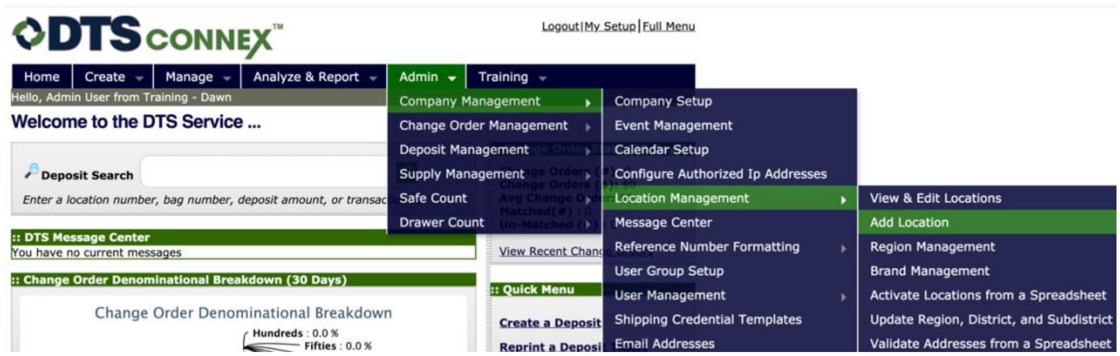


A confirmation message will appear with how many users have been deleted. At this time, they will be removed from the list of users.

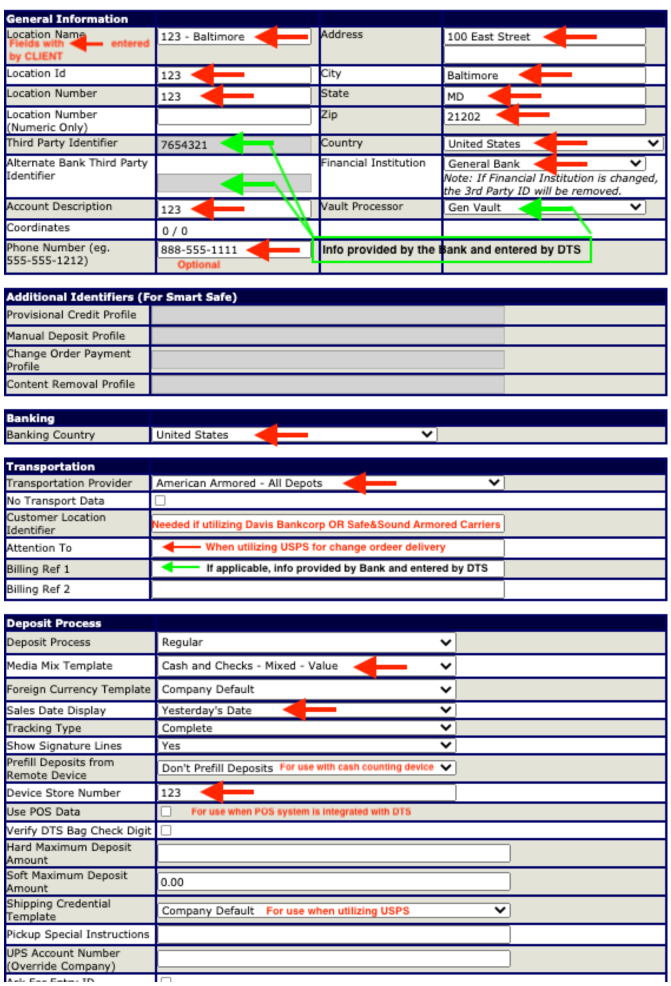
Manually Enter New Location(s)

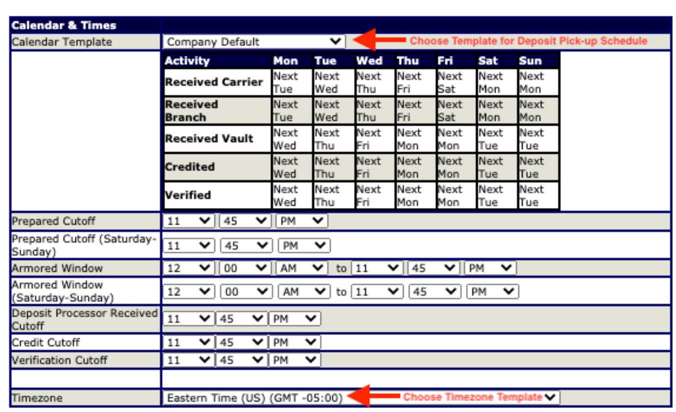
Admin Users can enter new location “shells” in DTS Connex. DTS will notify Admin Users when setup is complete after the Bank profile numbers have been added.

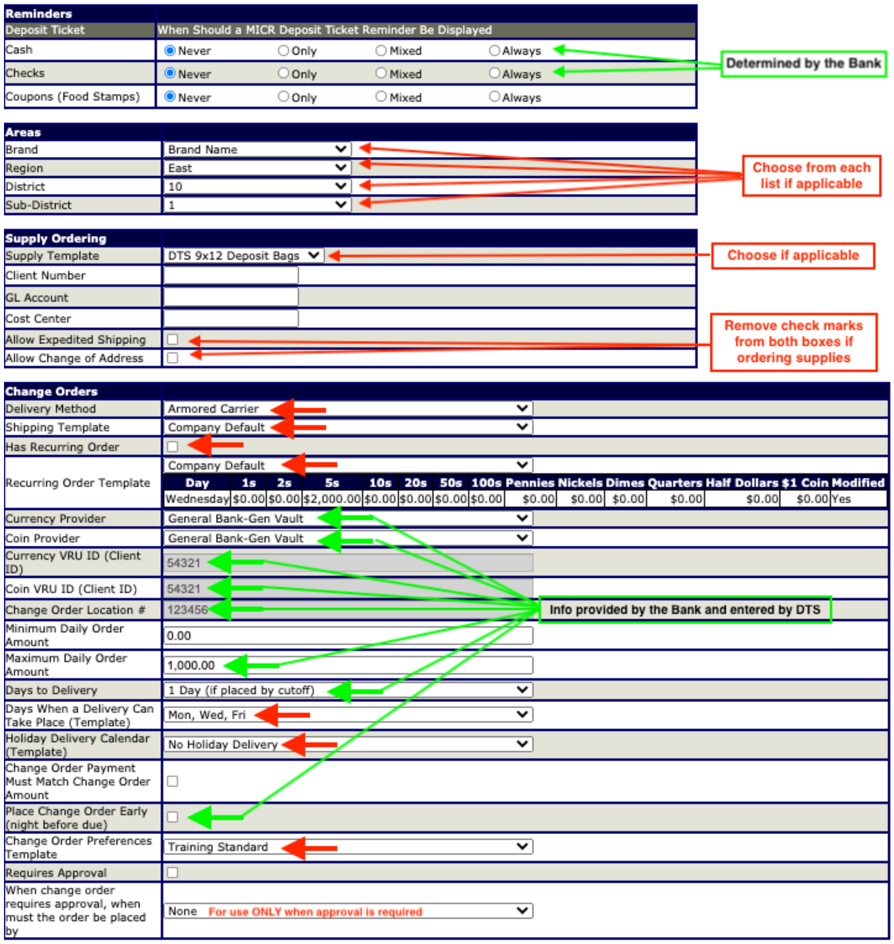
Hover over Admin > Company Management > Location Management, click **Add Location**.



This process may vary depending on your company’s specific needs; however, these steps will allow you to enter the most basic information pertaining to each new location you add to the DTS platform.







Click **Save** at the bottom of the page.

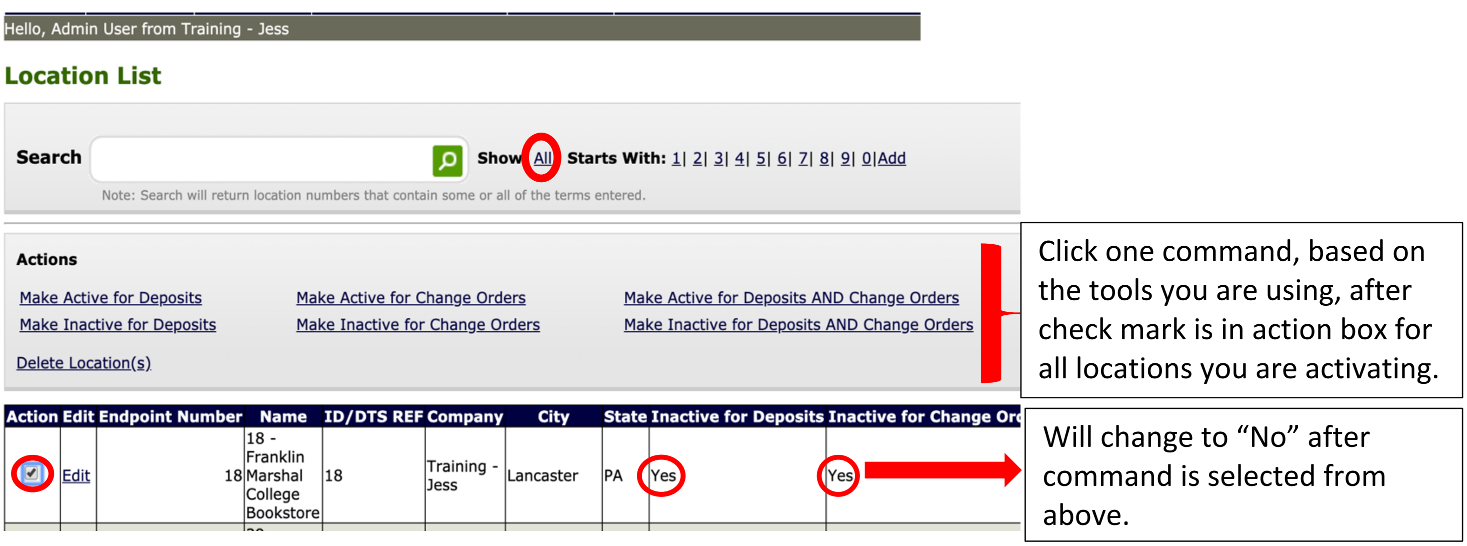
Manually Activate Location(s)

NOTE: This function is NOT performed by DTS, activating locations must be performed by an Admin User.
NOTE: Activating locations will prompt the location to be included in the billing process.

Before a user can create transactions in DTS the location(s) must be made active. This is the last step in the process before going live and can only be done after setup is complete with all bank profile information. The Admin User is the only user with the ability to activate/deactivate locations. This ensures that locations are not using DTS before everything is ready. This method is convenient for activating small amounts of locations.

Hover over Admin > Company Management > Location Management, click **View and Edit Locations**.

- Click **ALL** to load a list of all locations to the screen.



Click the action box to the left of each location number you wish to activate, a check mark will appear.

- Dependent on the tools you will be utilizing in DTS; click **Make Active for Deposits; Make Active for Change Orders; Make Active for Deposits and Change Orders.**

The final two columns will be changed from Yes to No; no longer inactive for the tools you are using.

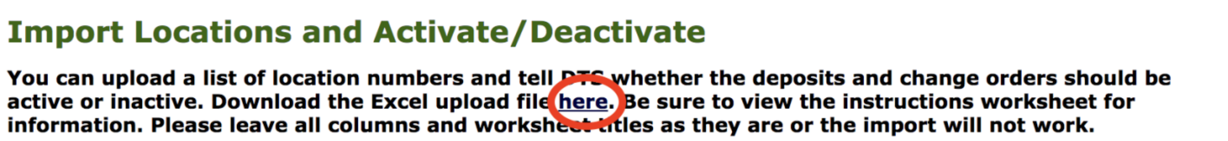
Activate Locations from a Spreadsheet

NOTE: This function is NOT performed by DTS, activating locations must be performed by an Admin User.
NOTE: Activating locations will prompt the location to be included in the billing process.

Before a user can create transactions in DTS the location(s) must be made active. This is the last step in the process before going live and can only be done after setup is complete with all bank profile information. The Admin User is the only user with the ability to activate/deactivate locations. This ensures that locations are not using DTS before everything is ready. This method is convenient for activating small amounts of locations. This activation method is convenient for activating large amounts of locations.

Hover over Admin > Company Management > Location Management, click **Activate Locations from a Spreadsheet**.

- Click **<u>Here</u>** to download the spreadsheet.



Populate:

- The location number of each location that you wish to activate.
- Yes, in the column for Deposits (if applicable).
- Yes, in the column for Change Orders (if applicable).

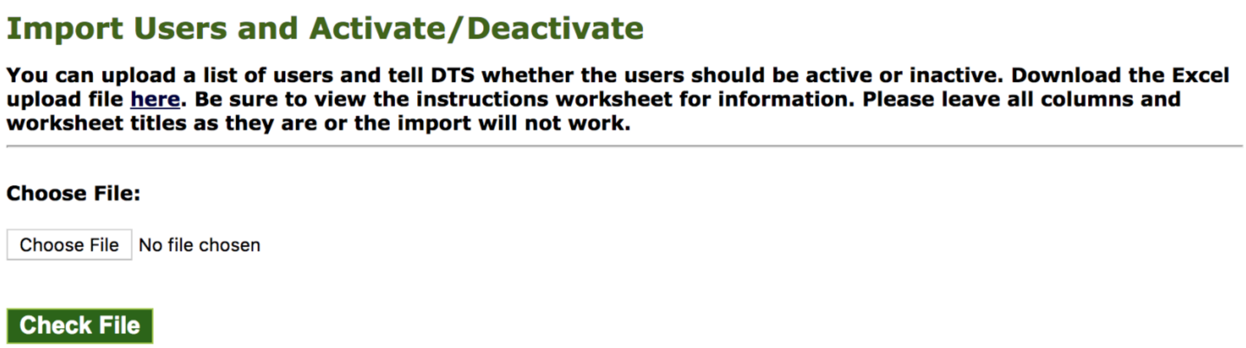
	A	B	C
1	Location Number	Active for Deposits (Yes/No)	Active for Change Orders (Yes/No)
2	**Required**	**Required**	**Required**
3	123	Yes	Yes
4			

Save this to your desktop.

Activate the Locations:

From the “Activate Users from a Spreadsheet” screen:

- Click **Choose File**. You will be prompted to select a file from your computer. Choose the file which you have saved to your desktop.
- Click **Check File**.

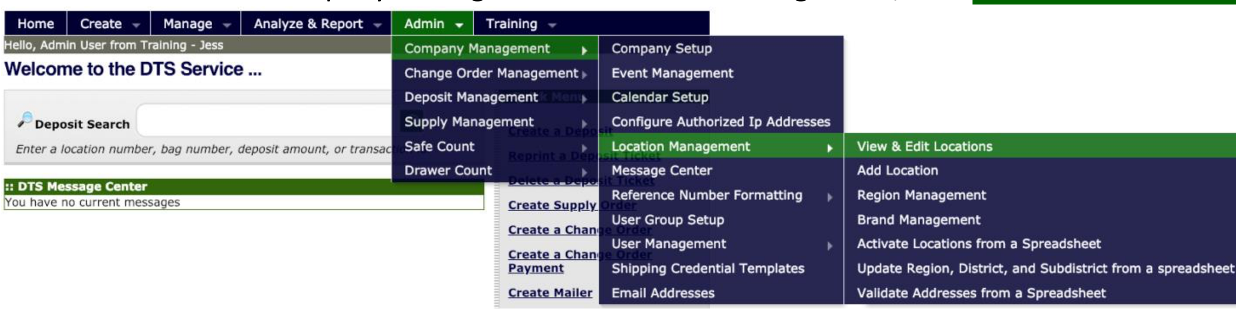


A confirmation message will appear with how many locations were made active.

Manually Deactivate Location(s)

NOTE: This function is NOT performed by DTS, deactivating locations must be performed by an Admin User.
NOTE: Inactive locations WITH transaction history will continue to be included in the billing process.

If a location will no longer be using DTS Connex, you can deactivate these locations but keep the transaction history in the system. This method is convenient for deactivating small amounts of locations.
Hover over Admin > Company Management > Location Management, click **View & Edit Locations**.



- Click **ALL** to load a list of all locations to the screen.
- Click the action box to the left of each location number you wish to deactivate, a check mark will appear.
- Dependent on the tools you will be utilizing in DTS click **Make Inactive for Deposits; Make Inactive for Change Orders.**

The final two columns will be changed from No to Yes; inactive for the tools you are using.

Actions: Make Active for Deposits | Make Inactive for Deposits | Make Active for Change Orders | Make Inactive for Change Orders | Make Active for Deposits AND Change Orders | Delete Location

Action	Edit	Endpoint Number	Name	ID/DTS REF	Company	City	State	Inactive for Deposits	Inactive for Change Orders
☑	Edit	0200	0200 - Willamsburg - Que	0200	Ferguson	Williamsburg	VA	No	No
☐	Edit	5140	5140 - Austin - Que 1 Step	5140	Ferguson	Austin	TX	No	No
☐	Edit	8500	8500 - Santa Monica	8500	Ferguson	Santa Monica	CA	No	No

Deactivate Locations from a Spreadsheet

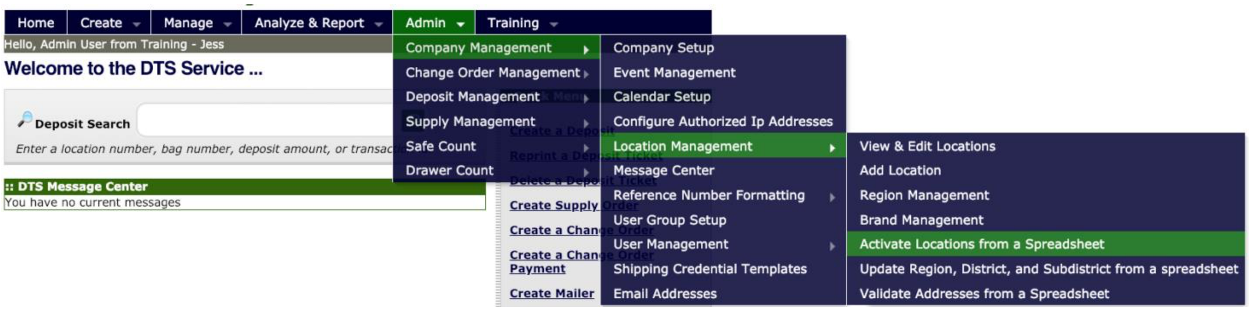
NOTE: This function is NOT performed by DTS, deactivating locations must be performed by an Admin User.
NOTE: Inactive locations WITH transaction history will continue to be included in the billing process.

If a location will no longer be using DTS Connex, you can deactivate these locations but keep the transaction history in DTS.

This method is convenient for deactivating large amounts of locations.

Download the Spreadsheet

Hover over Admin > Company Management > Location Management, click **Activate Locations from a Spreadsheet**.



- Click **Here** to download the spreadsheet.

Import Locations and Activate/Deactivate

You can upload a list of location numbers and tell DTS whether the deposits and change orders should be active or inactive. Download the Excel upload file here. Be sure to view the instructions worksheet for information. Please leave all columns and worksheet titles as they are or the import will not work.

Populate:

- The location number of each location that you wish to deactivate.
- No, in the column for Deposits (if applicable).
- No, in the column for Change Orders (if applicable).

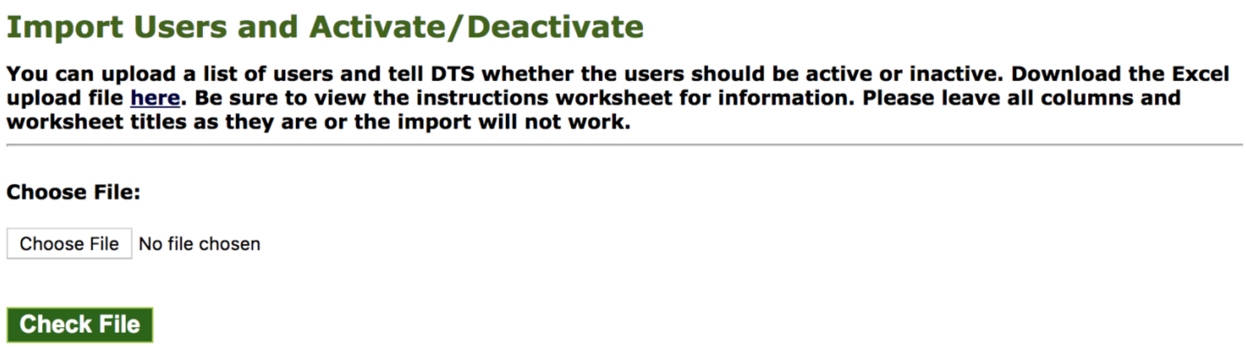
	A	B	C
1	Location Number	Active for Deposits (Yes/No	Active for Change Orders (Yes/No)
2	**Required**	**Required**	**Required**
3	123	No	No
4			

Save this to your desktop.

Deactivate the Locations

From the Activate Users from a Spreadsheet screen:

- Click **Choose File**. You will be prompted to select a file from your computer.
- Choose the file saved to your desktop.
- Click **Check File**.

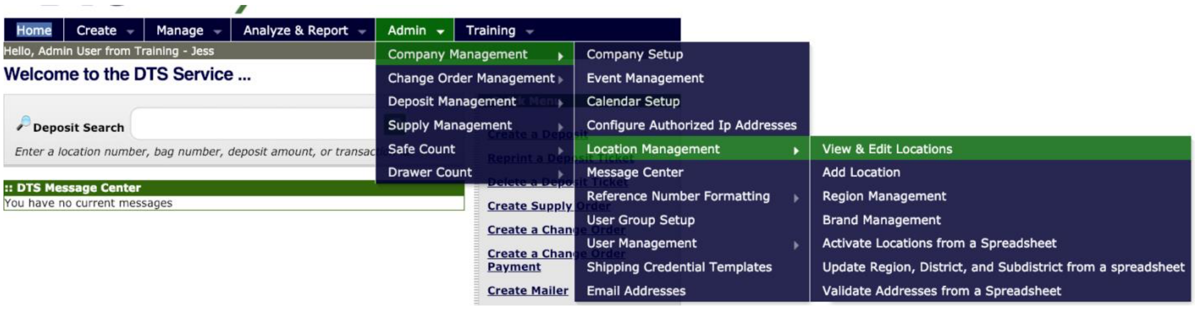


A confirmation message will appear with how many locations were made inactive.

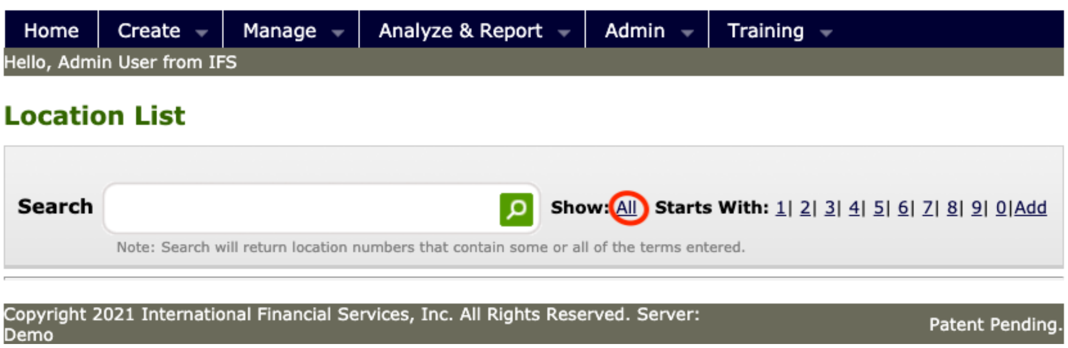
Delete Location(s)

NOTE: This function is NOT performed by DTS, deleting locations must be performed by an Admin User.
NOTE: Deleted locations will be removed from the billing process.
NOTE: Deleting a location will also remove ALL history related to the location; take caution when deleting locations, DTS is not able to reproduce the history of a location once it has been deleted.

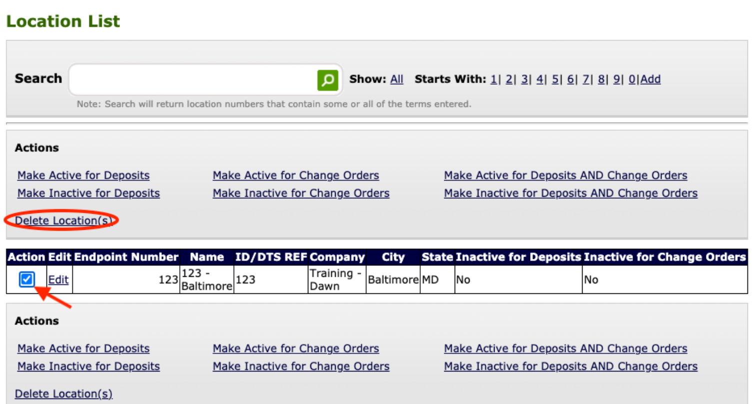
Hover over Admin > Company Management > Location Management, click **View & Edit Locations**.



- Click **ALL** to load a list of all locations to the screen



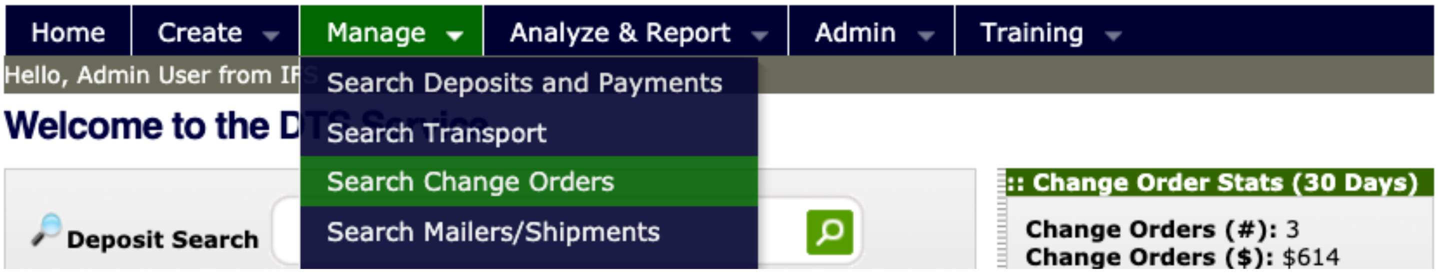
- Click the action box to the left of each location you wish to delete, a check mark will appear.
- Click Delete Location(s).



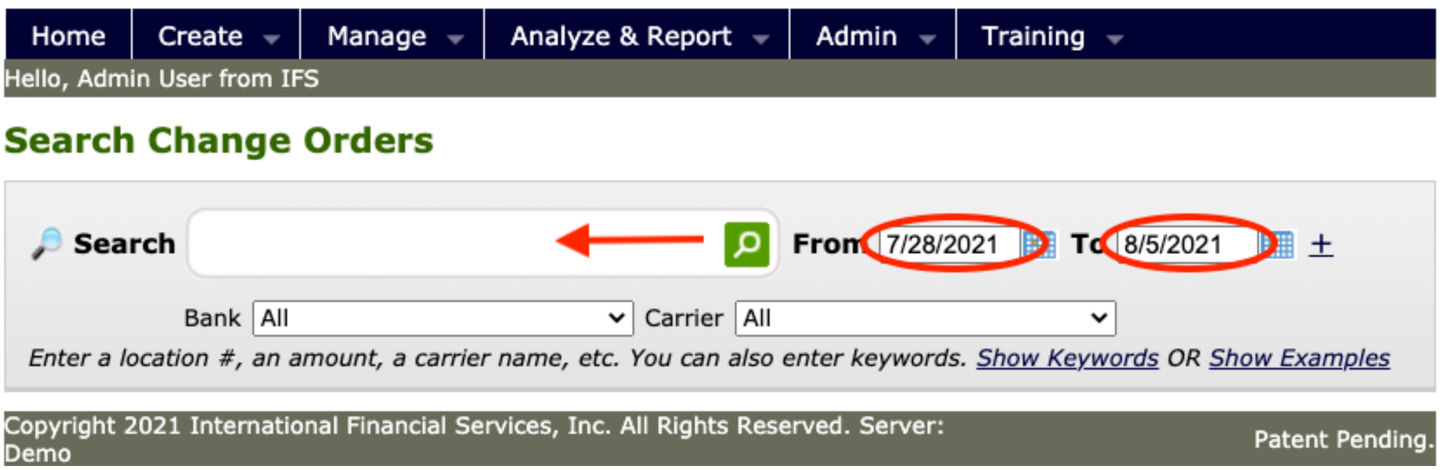
A confirmation message will appear with how many locations have been deleted and removed from the list of locations.

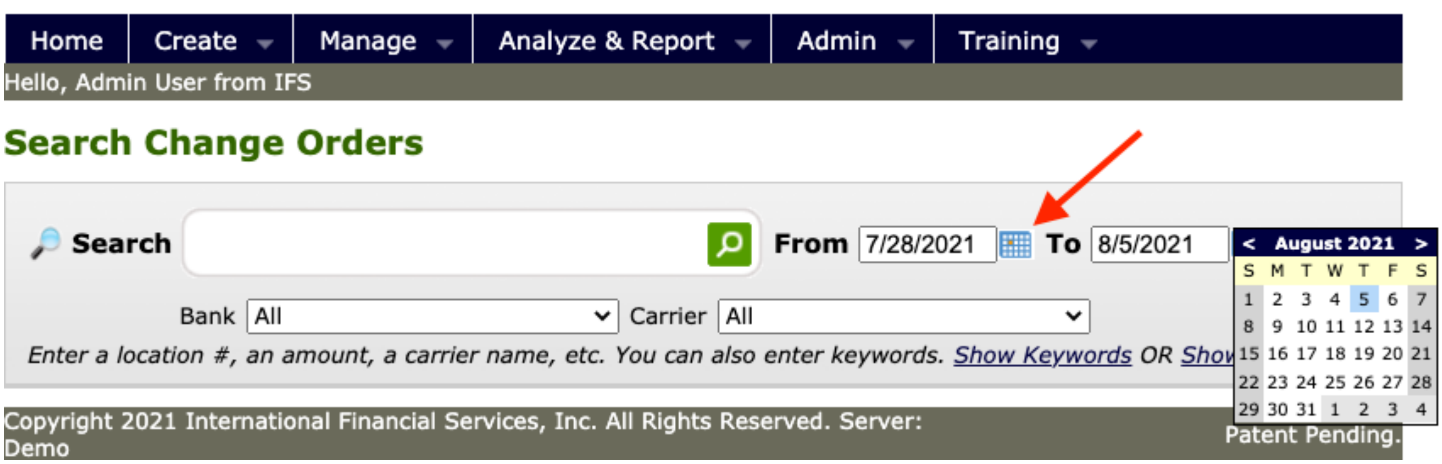
Search Change Orders

Hover over Manage, click **Search Change Orders**.



Search for a specific location's change orders, based on requested delivery date, between a specified timeframe by adding the location number in the search bar and setting the date range. See the next page to use keywords and examples to narrow the search even further.





Search Change Orders

Search | From 6/13/2019 | To 6/21/2019

Bank All | Carrier All

Enter a location #, an amount, a carrier name, etc. You can also enter keywords. Show Keywords OR Show Examples

Click for list

Keywords

Click on one of the keywords below and it will be added to the search terms

Match
Has Payment
No Payment
Rejected
Placed
Approved
Awaiting Approval
Not Approved
Transferred
Not Transferred
Confirmed
Not Confirmed
Cancelled or Deleted
Recurring Order
Delivered Order

Clear search box

Examples

Basic Examples

- 3489 => Shows activity for location 3489, for the amount $3,489, or with a bank confirmation of 3489
- 23549.22 => Shows activity for the amount for $23,549.22.
- D39384234 => Shows DTS order confirmation D39384234
- 2357 => Shows the bank order confirmation 2357
- a>3500 => Shows activity where the the amount was more than $3,500
- a<2200 => Shows activity where the amount was less than $2,200
- Rejected => Shows orders that were not accepted by the bank
- Confirmed => Shows orders that have been confirmed
- Recurring XXXX => Shows orders, including recurring orders, for the location(s) following the word recurring.
- Rejected 2200 => Shows ordre rejected where either the amount was $2200, the location # was 2200
- #55 => Beginning a number with a # will only search for locations that contain that number.
- #!100 => Beginning a number with a #! will only search for locations exactly matching that number.
- $300 => Beginning a number with a $ will only search for change orders for that amount

Keywords and Examples can be typed in the search bar to narrow the search. As an Admin User you have view of ALL locations, one of the most widely used search keywords is adding #! before the location number. An example, #!100 will produce ONLY change orders for location 100 for delivery within the specified date range, change orders created for $100 will not be included.

The change order search results that populate on the screen can also be downloaded into an Excel spreadsheet for your convenience. Once the results of your search are produced click Download to view the information in the spreadsheet format.

Search Change Orders

Search | From 11/30/2020 | To 8/6/2021 +

Bank All | Carrier All

Enter a location #, an amount, a carrier name, etc. You can also enter keywords. Show Keywords OR Show Examples

Next Page >> Now showing 100 records at a time (1 up to 100 on-screen) **Download**

	#	# (Numeric)	Delivery Date	Order Amount	DTS Confirmation #	Vendor Confirmation #	Change Order Detail	Payment Detail	Status	Scheduled Fulfillment Date
	123		7/23/2021	$100.00	0012300737		Detail		Placed	7/21/2021
	123		7/22/2021	$100.00	0012300736		Detail		Placed	7/20/2021

Additional Topics and Tools

DTS Connex has many other tools and features including:

- Reporting functions
- Automatic notifications
- Messaging functions
- Change Order Verification tool
- Cash in Transit tools
- SNAPS image recording
- Deposit bag and supply ordering
- Partner integration abilities for cash counting and POS systems
- Store Cash tools
  - Safe Count
  - Drawer Count
  - Drawer Reconciliation
  - Safe InSites

If you have interest in any of the topics or tools above, please reach out to your assigned Partner Success Specialist or email help@dtsconnex.com.