

ADMIN USER GUIDE – RH

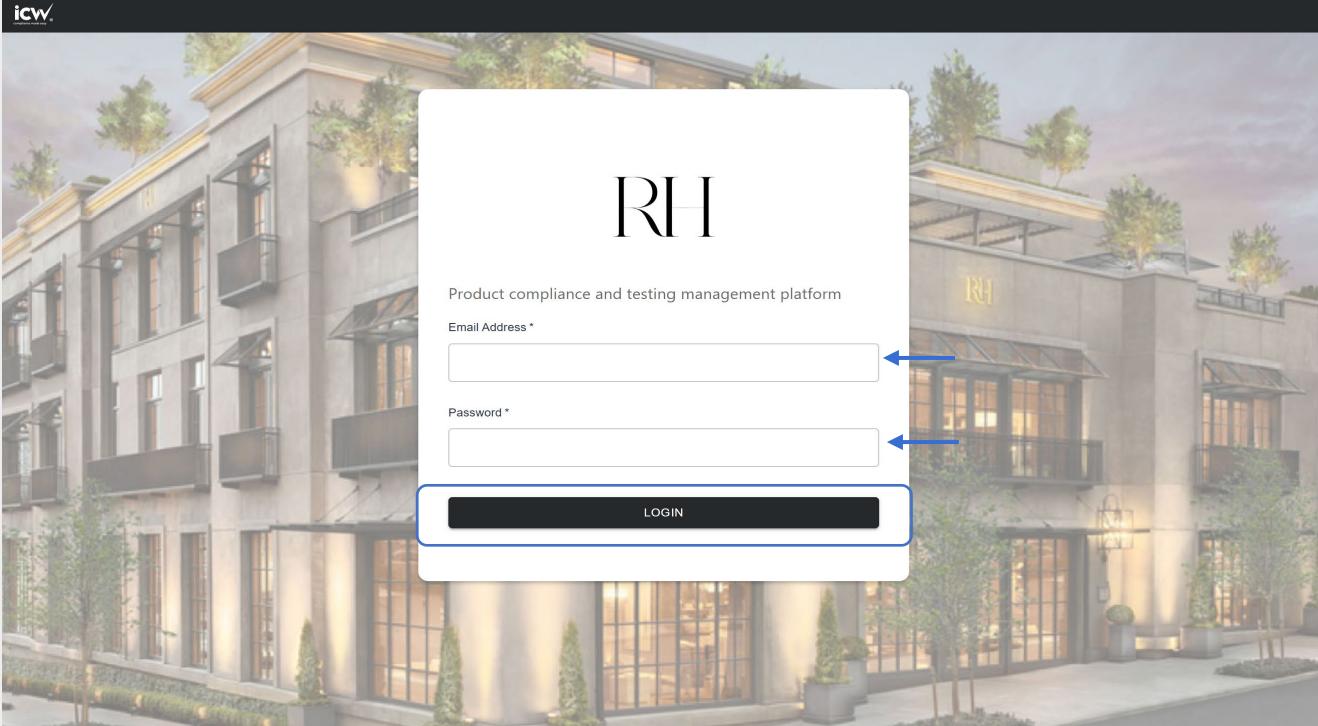
Product Compliance and Testing Management Platform – Admin

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2 Login



The image shows the RH login screen. The background is a photograph of a modern, multi-story building with large windows and a prominent entrance. The RH logo is displayed on the building's facade. The login form is overlaid on the image. It contains fields for 'Email Address' and 'Password', both marked with a red asterisk indicating they are required. A blue arrow points to the 'Email Address' field, and another blue arrow points to the 'Password' field. Below these fields is a 'LOGIN' button, which is highlighted with a blue border. The text 'Product compliance and testing management platform' is visible above the login form.

Log in to the platform:
<https://admin.rh.icw.io/login>

You can now start managing users of RH, agents, vendors, and laboratories.

1. Enter the **E-mail Address**.
2. Enter the **Password**.
3. Select **LOGIN** button.

Should you require Admin access right, please send your request to support_rh@icw.io.

3 Dashboard

Select Dashboard

Welcome back, RH

Here is your subscription and account status summary.

Total Users

Buyer (50)	Supplier (572)	Lab (202)
Total Active 804	Total Archived 20	

Buyer Users

Accounts	50/50
Active 46	Archived 4

Non-Buyer Users

Accounts	774/1200
Supplier User 543	Agency User 14
Lab User 201	Total Active 758
	Total Archived 16

Subscription & Billing

Search keywords SEARCH Show filters Plan Subscription Issue Date Subscription End Date RESET

Plan	Credit	Subscription Issue Date	Subscription End Date	Amount
Extra user subscription plan	100	27/Jun/2023	14/Aug/2023	USD 4027.4
Extra user subscription plan	100	22/Jun/2023	14/Aug/2023	USD 4438.36
Basic subscription plan	1050	15/Aug/2022	14/Aug/2023	USD 30000

Page: 1 Rows per page: 20 Showing items 1-3 of 3 < >

A **Dashboard** shows the subscription and account status summary.

Total users: list Total Active and Total Archived users, composed of Buyer and Non-Buyer users.
Buyer users: list RH Active and Archived users.
Non-Buyer users: list Active and Archived users for Supplier, Agency and Lab and lab admin users.

Notes:

- Active user:** user who has access to the platform for current subscription period.
- Archived user:** user without access to the platform in current subscription period.
- Archived Buyer:** all the archived RH users.
- Archived Supplier:** all the archived Supplier and Agency users in current subscription period.
- Archived Lab:** all the archived Lab location and admin users in current subscription period.

View Subscription & Billing details. You can apply filter or sorting.

Subscription & Billing

Search keywords SEARCH Show filters Plan Subscription Issue Date Subscription End Date RESET

Plan	Credit	Subscription Issue Date	Subscription End Date	Amount
Extra user subscription plan	100	27/Jun/2023	14/Aug/2023	
Extra user subscription plan	100	22/Jun/2023	14/Aug/2023	
Basic subscription plan	1050	15/Aug/2022	14/Aug/2023	

Page: 1 Rows per page: 20 Showing items 1-3 of 3 < >

Basic subscription plan
 Extra user subscription plan

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Subscription & Billing shows the basic subscription plan and extra user subscription plan.

Notes:

- Basic subscription plan:** list the annual basic subscription fee by subscription period (covering 50 buyer user accounts and 1000 non-buyer user accounts. Additional buyer user accounts will count towards non-buyer user accounts limit).
- Extra user subscription plan:** list the subscription fee in pro-rata by subscription period, for each additional 100 user accounts.

4 Buyer User Account Maintenance

4.1 Buyer: Users Overview

An overview of all the active and archived buyer user accounts.

Notes:

- You can search the buyer user by login name or login email address using the **search keywords** bar.
- You can use table search, filter, and sorting function. You can reset or remove the setting that you have applied.

« RH Admin

Dashboard

Users

Buyer (50)

Supplier (572)

Lab (202)

Buyer

Users 50

Search keywords SEARCH Hide filters Created Date Archived Date RESET

Sort By: User Name X

Page: 1 Rows per page: 20 Showing items 1–20 of 50

User Name	Login Email	Role	Status	Created Date	Archived Date	Updated Date	Valid Date	Departments
Alisa Cunningham	alisac@rh.com	Quality	Archived	26/Oct/2022	17/Jul/2023	19/Dec/2022	14/Aug/2023	1200 WINDOW HW & C... 4
Anthony Yuen	ayuen@rh.com	Quality	Active	26/Oct/2022	N/A	19/Dec/2022	14/Aug/2023	5700 Fabric & leat... 1
Bennie Zhong	bzhong@rh.com	Compliance	Active	14/Mar/2023	N/A	14/Mar/2023	14/Aug/2023	4200 GARDEN & ACCE...
Benny Putra	bputra@rh.com	Quality	Active	21/Jun/2023	N/A	21/Jun/2023	14/Aug/2023	6400 OUTDOOR FURNI...
Bill Lin	blin@rh.com	Quality	Active	26/Oct/2022	N/A	21/Jun/2023	14/Aug/2023	6400 OUTDOOR FURNI...
Brian Chia	bchia@rh.com	Quality	Active	26/Oct/2022	N/A	07/Jul/2023	14/Aug/2023	6200 DINING TABLES 4
Callie Mandrell	cmandrell@rh.com	Compliance	Active	26/Oct/2022	N/A	30/May/2023	14/Aug/2023	1500 FLOOR COVERINGS 2

4.2 Buyer: Create Users

Select Buyer > Create

Buyer

User Info and Access Right

Access Right

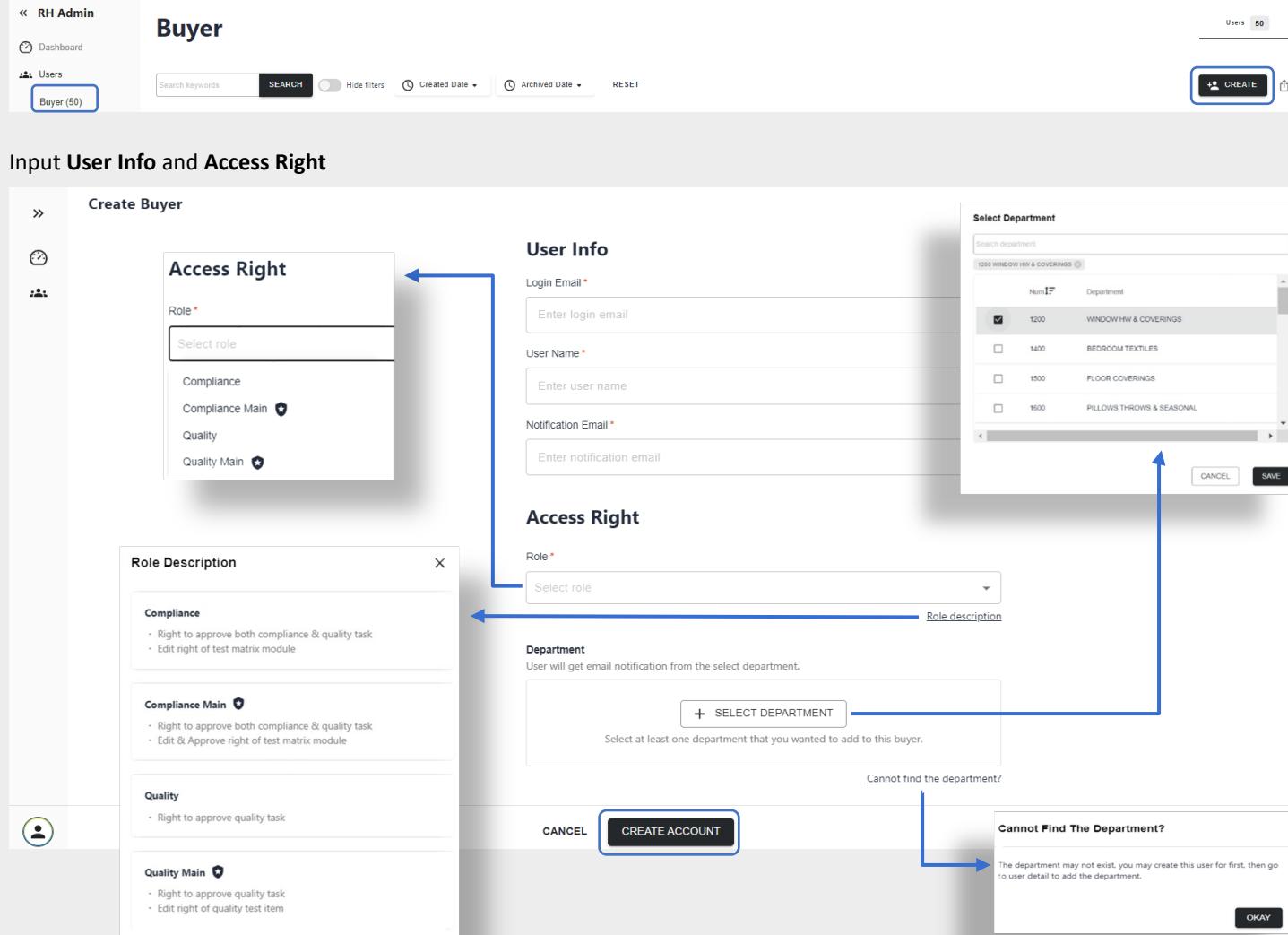
User Info

Access Right

Role Description

Select Department

Create Buyer



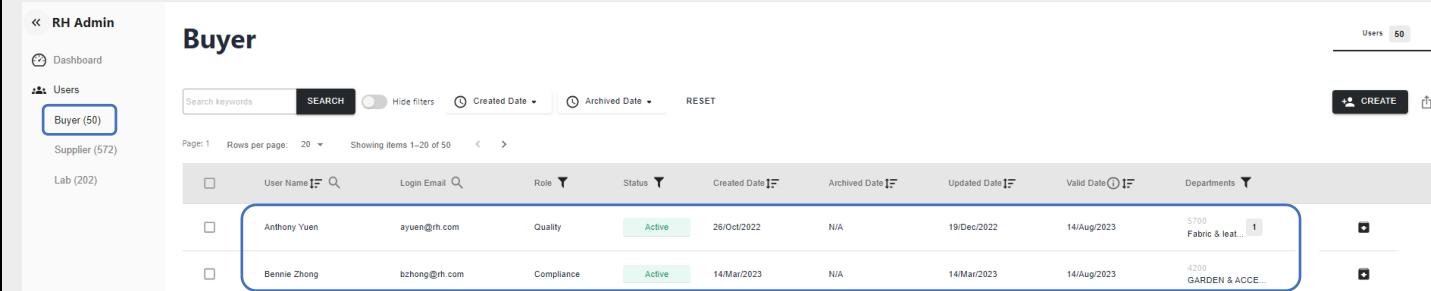
Notes:

- There are four Access Right for Buyer user which is Compliance / Compliance Main / Quality /Quality Main, refer to **Role description** for details.
- You will receive email notifications for your selected departments.
- Select department is optional, if the buyer user doesn't need to handle any department, please leave it as blank.
- Should you require to add a new department, please send your request to support_rh@icw.io.
- After an account is created, a system notification email with re-set password link will be sent to the user to activate the account.

6

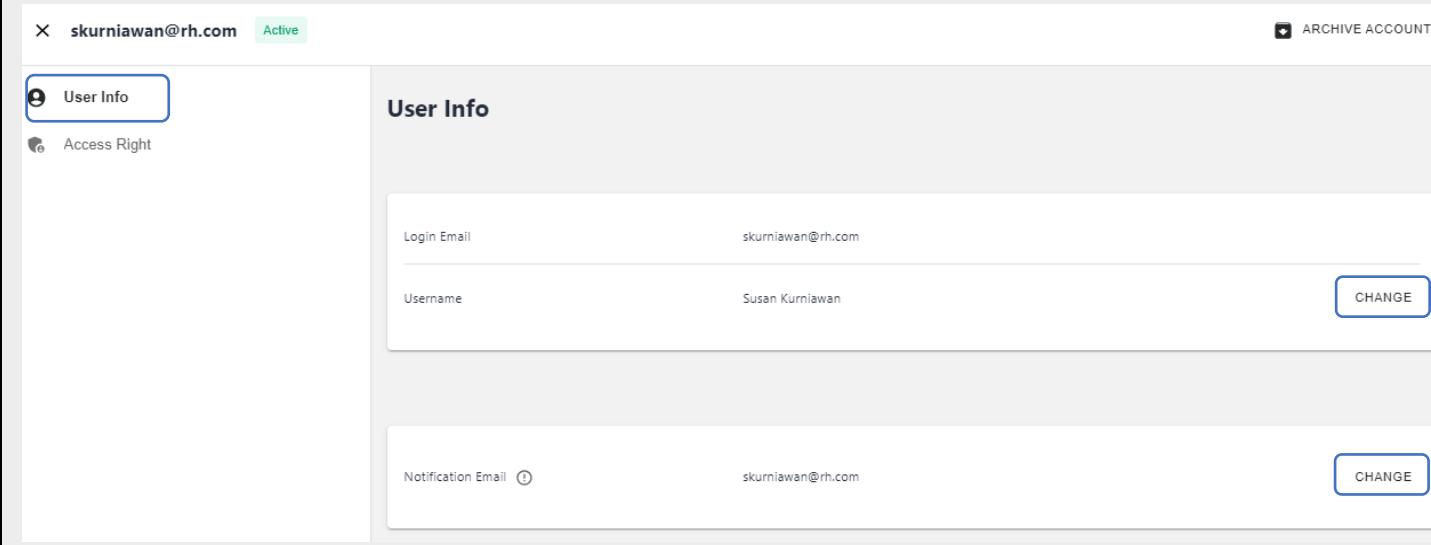
4.3 Buyer: Edit Users

Click onto the buyer user profile



User Name	Login Email	Role	Status	Created Date	Archived Date	Updated Date	Valid Date	Departments
Anthony Yuen	ayuen@rh.com	Quality	Active	26/Oct/2022	N/A	19/Dec/2022	14/Aug/2023	5700 Fabric & leat...
Bennie Zhong	bzhong@rh.com	Compliance	Active	14/Mar/2023	N/A	14/Mar/2023	14/Aug/2023	4220 GARDEN & ACCE...

User info > Select **CHANGE** to update **Username** or **Notification Email**.

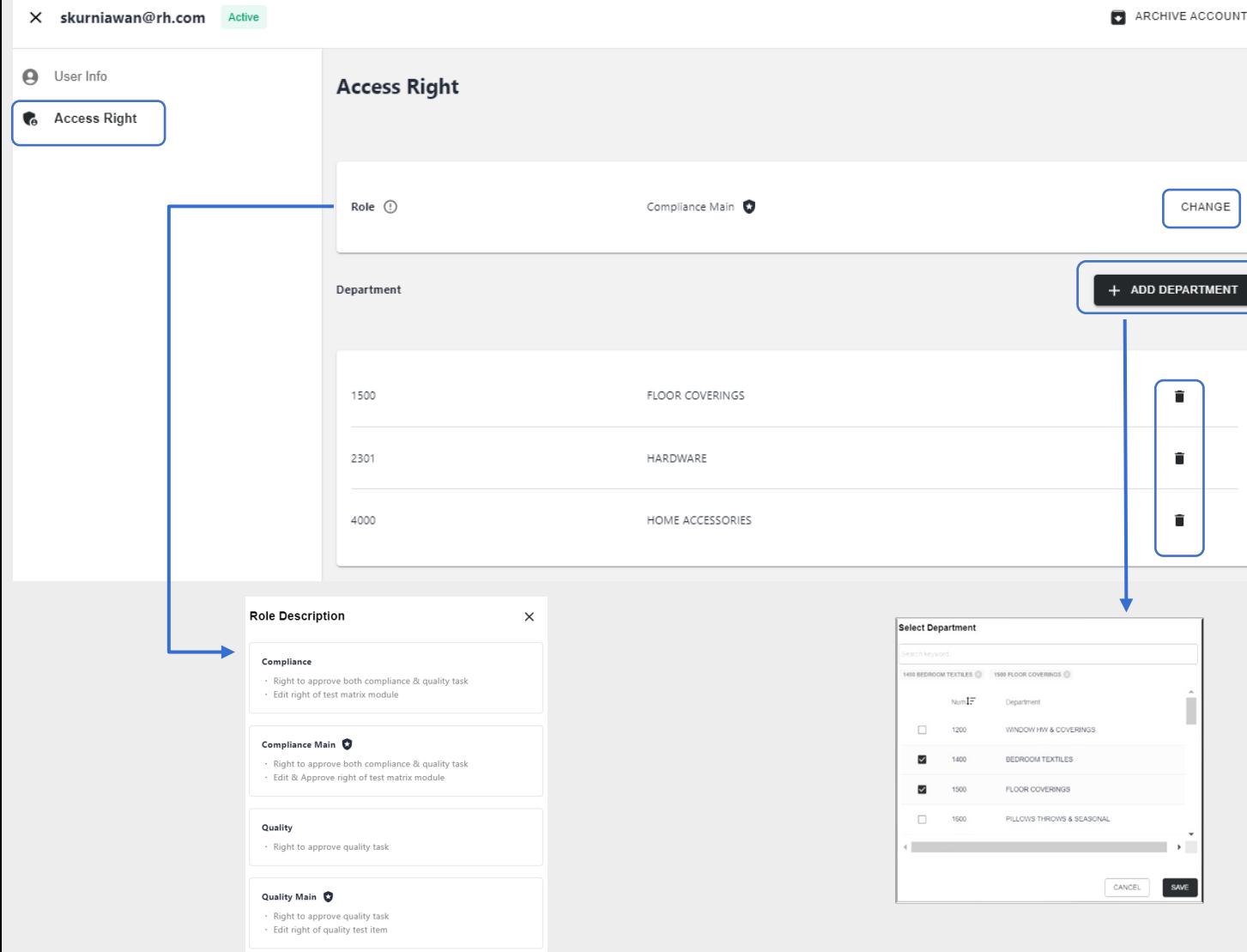


Login Email	skurniawan@rh.com	
Username	Susan Kurniawan	CHANGE
Notification Email	skurniawan@rh.com	CHANGE

Notes:

- Once a user account is created, you cannot change the Login Email.
- Notification email is the email for receiving notifications.

Access Right > Select CHANGE to update user role. Select + ADD DEPARTMENT or remove department.



The screenshot shows the 'Access Right' section of the iCW interface. At the top, there is a user info bar for 'skurniawan@rh.com' (Active). On the right, there is an 'ARCHIVE ACCOUNT' button. Below this, the 'Access Right' section is titled 'Access Right'. It contains a 'Role' section with 'Compliance Main' and a 'CHANGE' button. A blue box highlights the 'Role' section. Below it is a 'Department' section listing three items: '1500 FLOOR COVERINGS', '2301 HARDWARE', and '4000 HOME ACCESSORIES'. To the right of this list is a '+ ADD DEPARTMENT' button and a trash bin icon. A blue box highlights the '+ ADD DEPARTMENT' button. A vertical blue box highlights the trash bin icon. At the bottom, there are two modals: 'Role Description' (listing 'Compliance', 'Compliance Main', 'Quality', and 'Quality Main' roles) and 'Select Department' (listing '1400 BEDROOM TEXTILES', '1500 FLOOR COVERINGS', '1600 PILLOWS THROWS & SEASONAL', and '1200 WINDOW HW & COVERINGS', with '1500' checked). A blue arrow points from the 'Role' section in the main interface to the 'Role Description' modal. A blue arrow points from the trash bin icon in the main interface to the 'Select Department' modal.

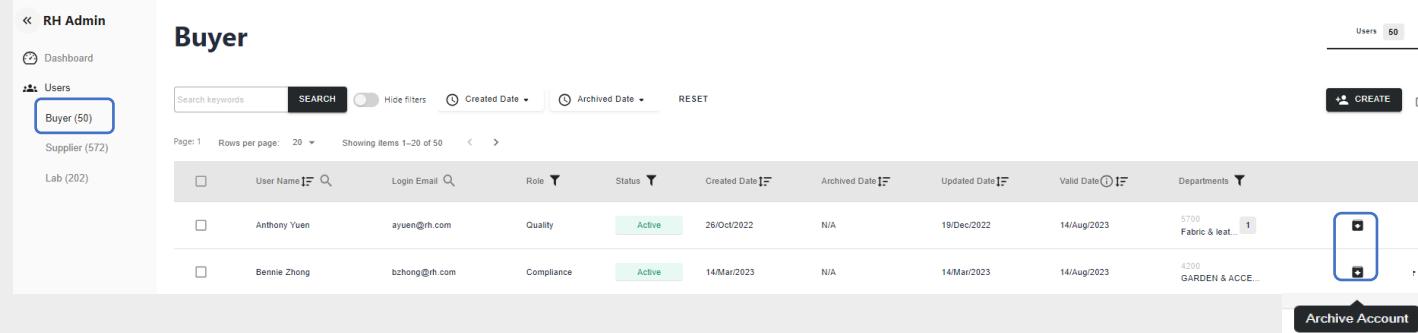
Notes:

- Should you require to add a new department, please send your request to support_rh@icw.io.

4.4 Buyer: Archive and Unarchive Users

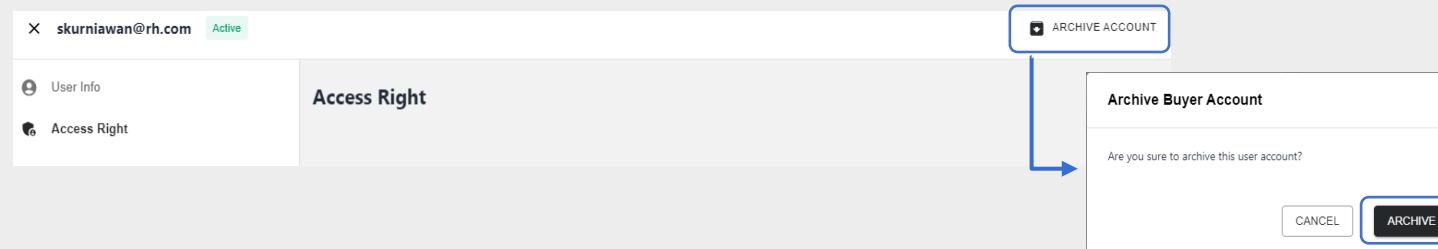
Archive user

Select **Archive Account** from **Buyer>Users** page.



The screenshot shows the 'Buyer' section of the application. In the top navigation, 'Buyer (50)' is selected. The main area displays a table of users with columns for User Name, Login Email, Role, Status, Created Date, Archived Date, Updated Date, Valid Date, and Departments. Two specific users are listed: 'Anthony Yuen' and 'Bennie Zhong'. For each user, there is a blue box around the 'Archive Account' button located at the bottom right of the user profile card.

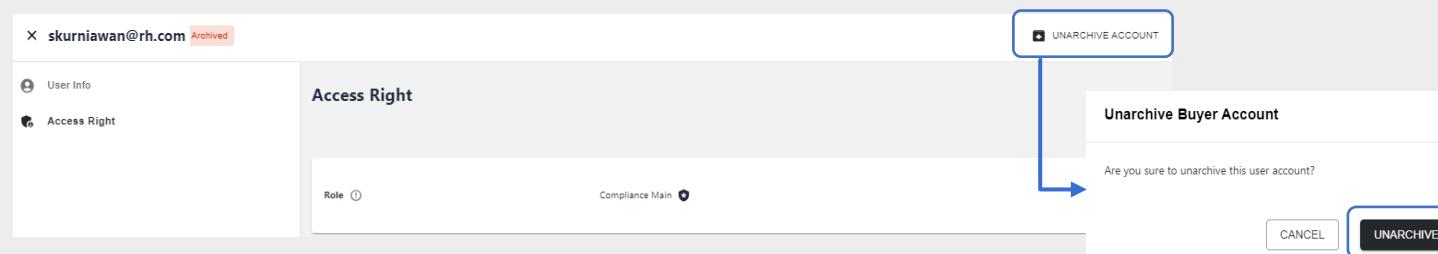
Alternatively, click onto a specific user profile, select **ARCHIVE ACCOUNT**.



The screenshot shows a user profile for 'skurniawan@rh.com' with the status 'Active'. The 'Access Right' tab is selected. A blue box highlights the 'ARCHIVE ACCOUNT' button. A modal dialog titled 'Archive Buyer Account' is displayed, asking 'Are you sure to archive this user account?' with 'CANCEL' and 'ARCHIVE' buttons.

Unarchive user

Click onto a specific user profile, select **UNARCHIVE ACCOUNT**.



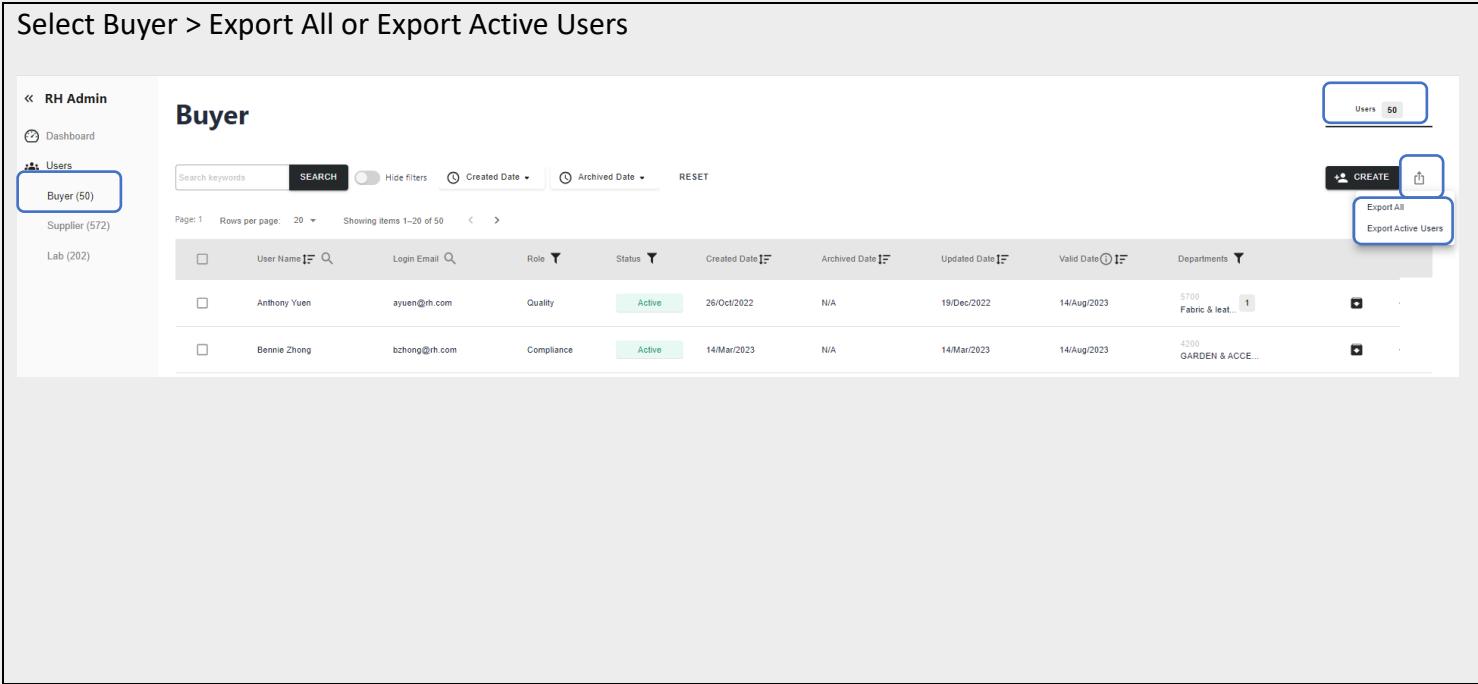
The screenshot shows the same user profile for 'skurniawan@rh.com', but with the status 'Archived' indicated by a red box. The 'Access Right' tab is selected. A blue box highlights the 'UNARCHIVE ACCOUNT' button. A modal dialog titled 'Unarchive Buyer Account' is displayed, asking 'Are you sure to unarchive this user account?' with 'CANCEL' and 'UNARCHIVE' buttons.

Notes:

- The archived users will be counted as subscription users within the current subscription period.
- You can archive an active user account. Or you can unarchive an archived user account.
- No notification email will be sent to an archived user.

4.5 Buyer: Export Users

Select Buyer > Export All or Export Active Users



The screenshot shows a list of users with two export options highlighted: 'Export All' and 'Export Active Users'.

Notes:

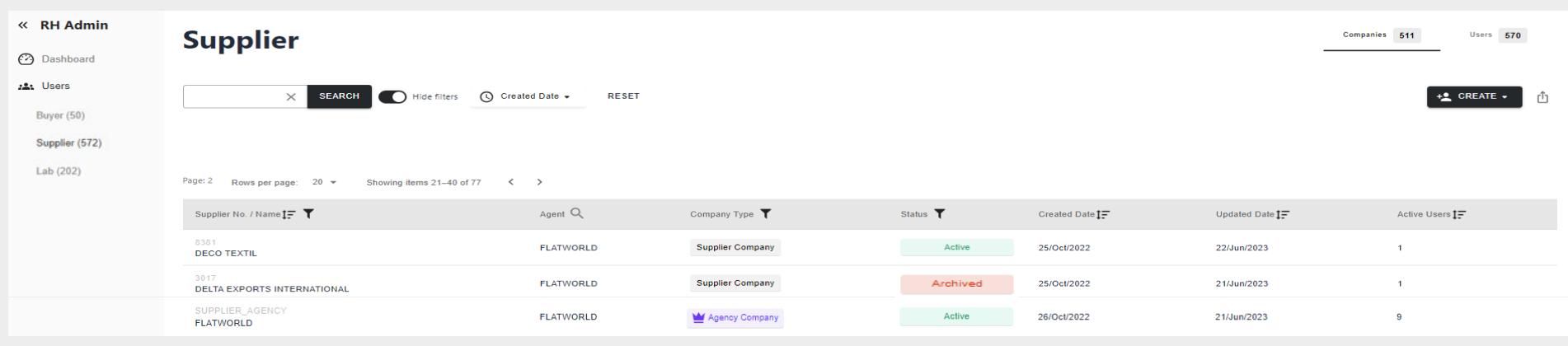
Export All: All the buyer users include active and archived users will be exported.

Export Active users: Archived buyer users will be excluded from the export.

5 Supplier and Agency User Account Maintenance

5.1 Supplier and Agency: Companies and Users Overview

An overview of all the active and archived supplier and agency companies.



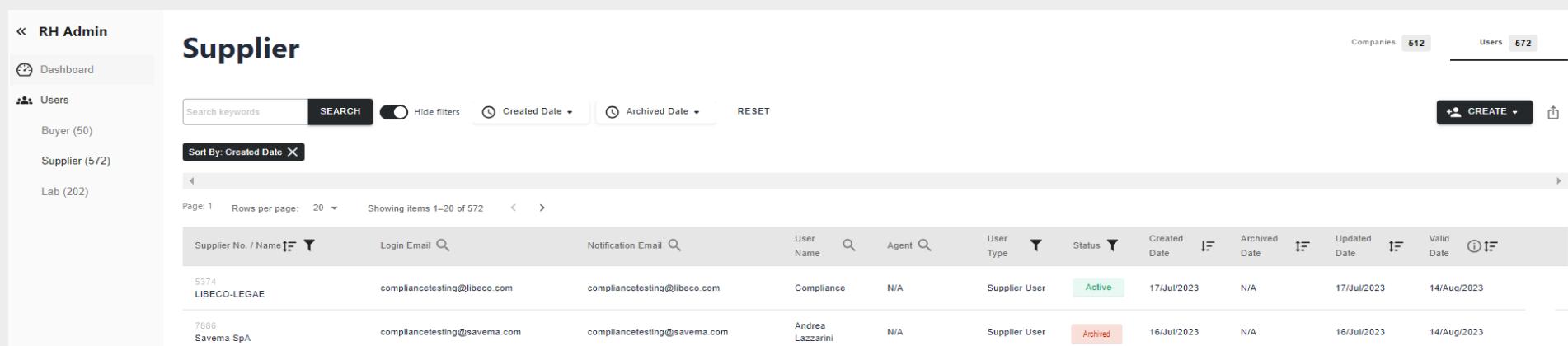
Supplier

Companies: 511 | Users: 570

Supplier No. / Name Agent Company Type Status Created Date Updated Date Active Users

8381 DECO TEXTIL	FLATWORLD	Supplier Company	Active	25/Oct/2022	22/Jun/2023	1
3017 DELTA EXPORTS INTERNATIONAL	FLATWORLD	Supplier Company	Archived	25/Oct/2022	21/Jun/2023	1
SUPPLIER_AGENCY FLATWORLD	FLATWORLD	Agency Company	Active	26/Oct/2022	21/Jun/2023	9

An overview of all the active and archived supplier and agency users.



Supplier

Companies: 512 | Users: 572

Supplier No. / Name Login Email Notification Email User Name Agent User Type Status Created Date Archived Date Updated Date Valid Date

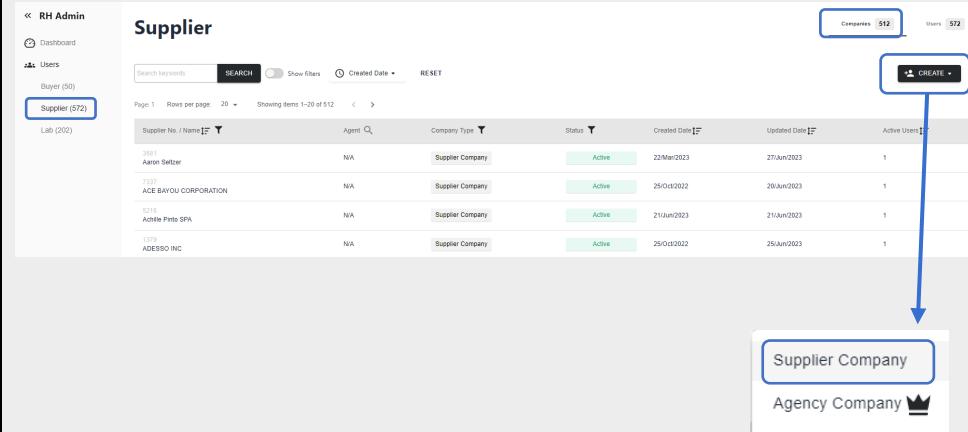
5374 LIBECO-LEGAE	compliancetesting@libeco.com	compliancetesting@libeco.com	Compliance	N/A	Supplier User	Active	17/Jul/2023	N/A	17/Jul/2023	14/Aug/2023
7886 Savema SpA	compliancetesting@savema.com	compliancetesting@savema.com	Andrea Lazzarini	N/A	Supplier User	Archived	16/Jul/2023	N/A	16/Jul/2023	14/Aug/2023

Notes:

- You can search the supplier/agency by using the **search keywords** bar.
- You can use table search, filter, and sorting function. You can reset or remove the setting that you have applied.

5.2 Supplier: Create company

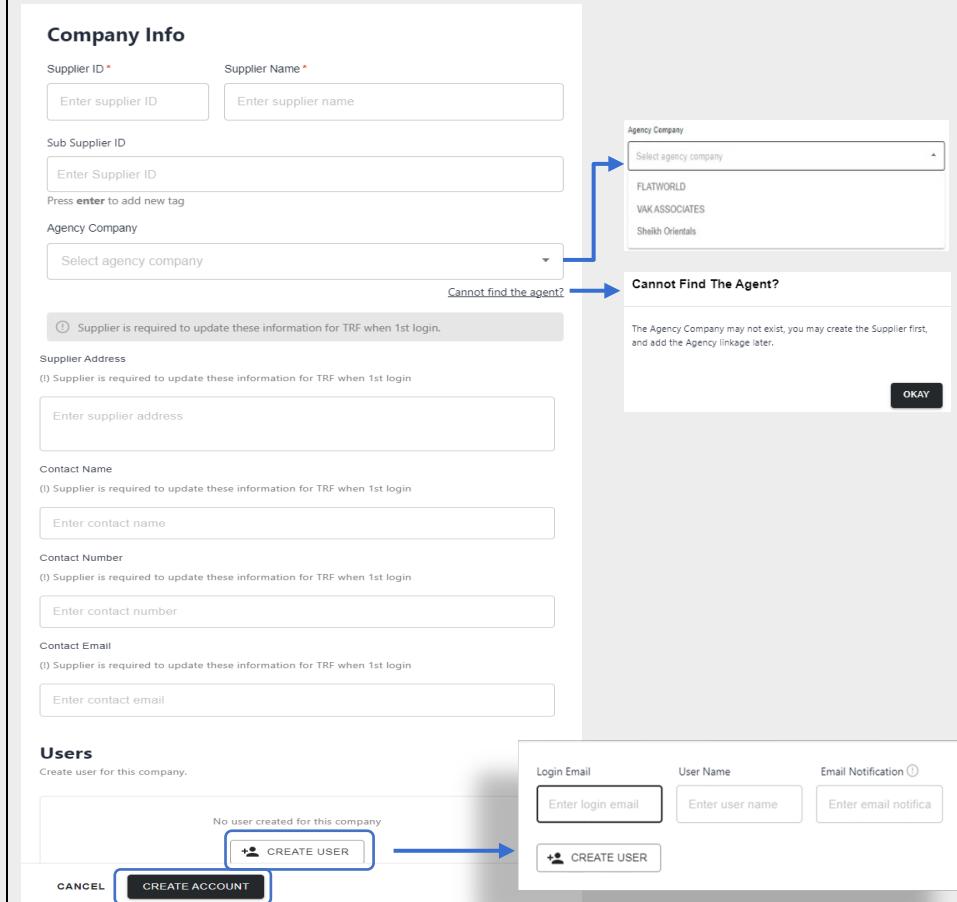
Select **Supplier** > On Companies page, select **CREATE**, then select **Supplier company**.



Supplier Company

Agency Company 

Input Supplier **Company Info**, link it with Agency (if applicable) and **CREATE USER**.



Company Info

Supplier ID * **Supplier Name ***

Sub Supplier ID

Agency Company

Cannot Find The Agent?

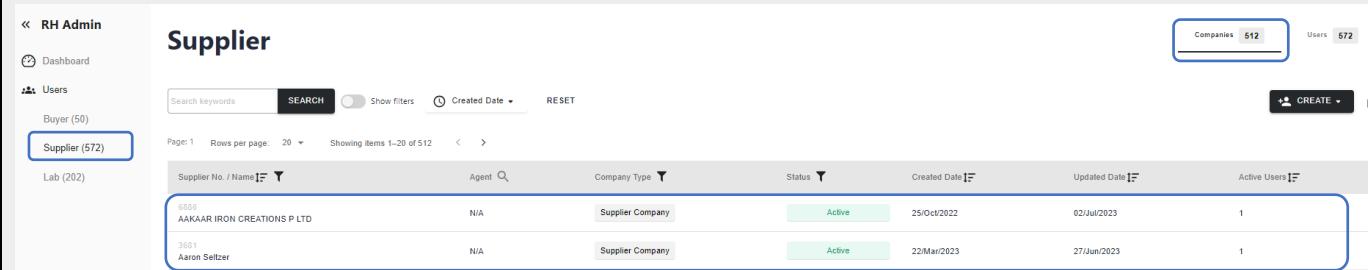
Users

Notes:

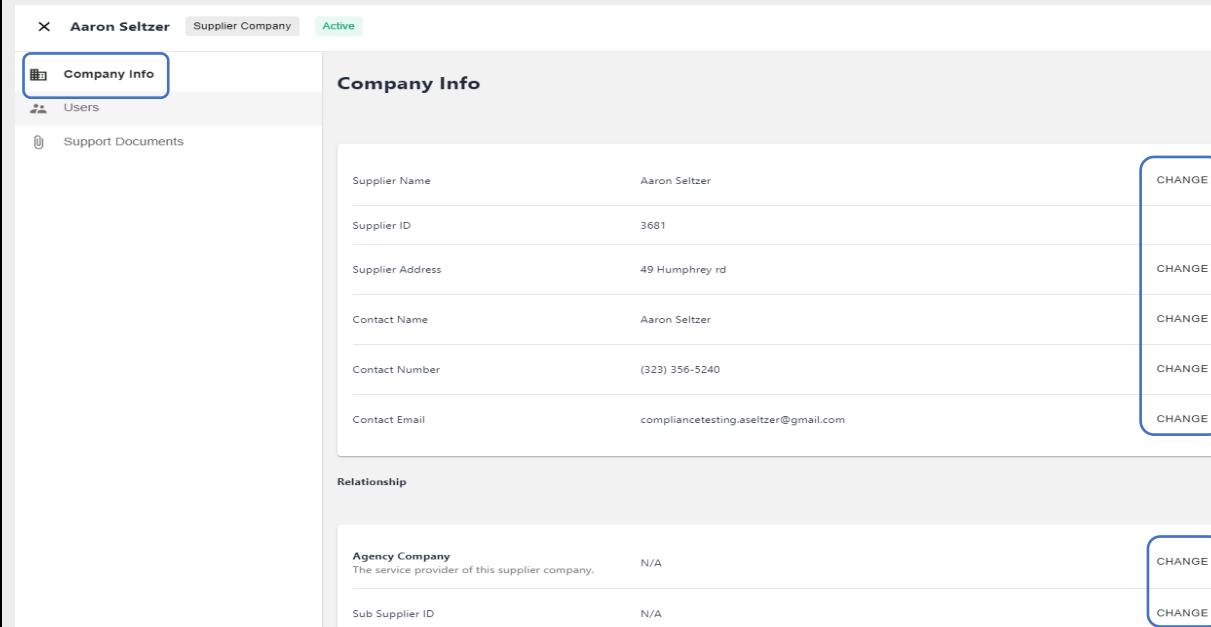
Sub Supplier ID should be different from Supplier ID.
One Supplier can be linked to one Agency Company only.
Please leave Agency Company blank if Agency linkage is not required.

5.3 Supplier: Edit Users

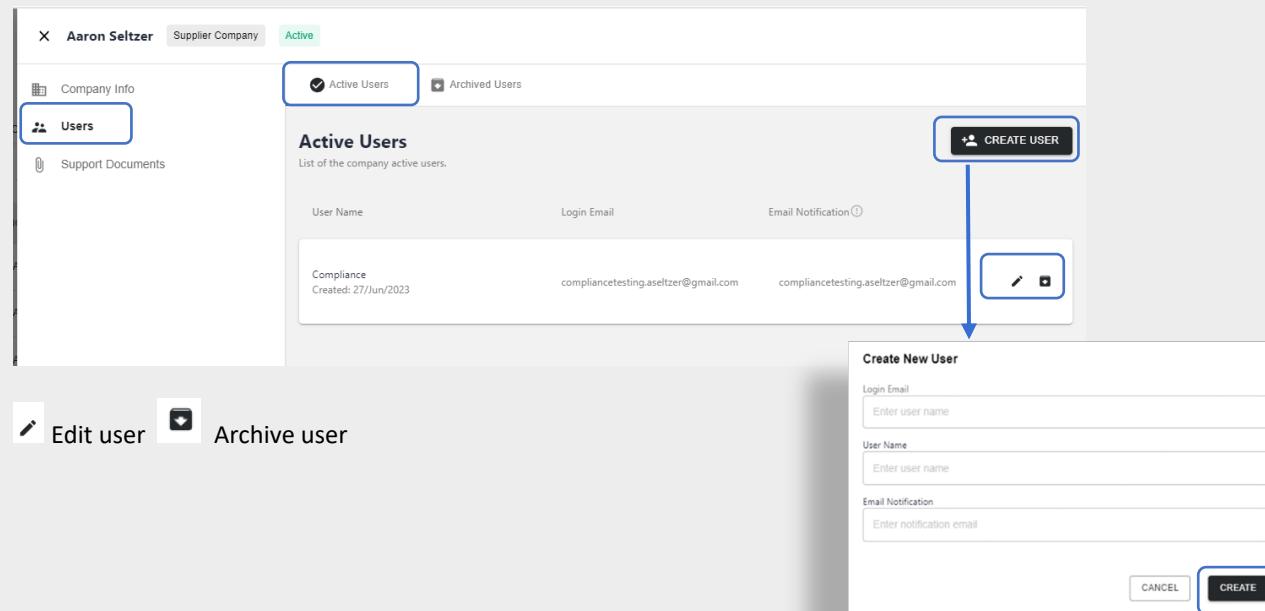
Select **Supplier** > on **Companies** page, select the Supplier Company that you would like to edit.



Select **Company info** to change supplier name, supplier contact information, the linked agency company and sub supplier ID.



Select **Users** > On Active Users page, Select **CREATE USER**, **Archive** or **Edit** to change the users.

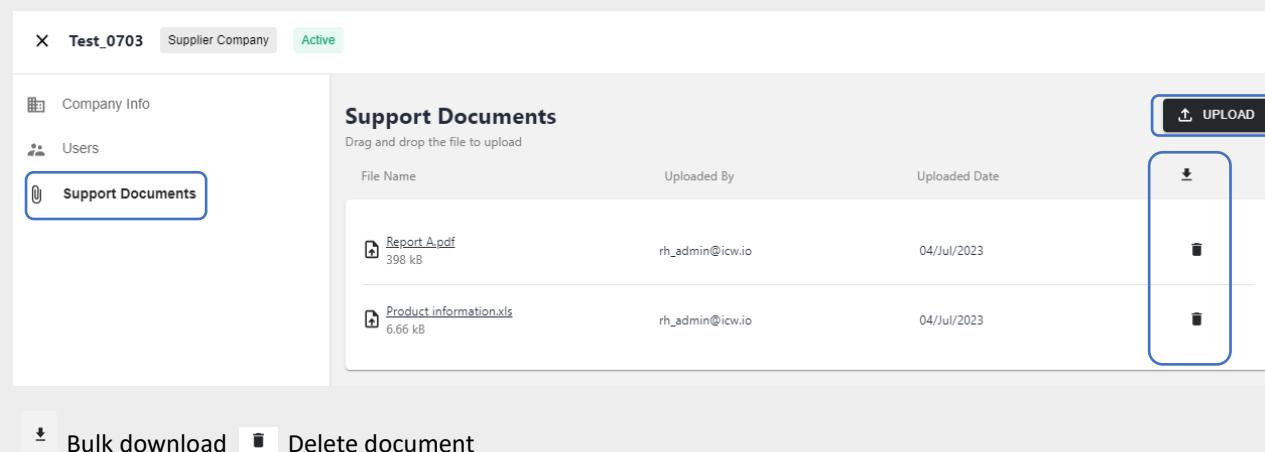


The screenshot shows the 'Active Users' section of the iCW interface. At the top, there are tabs for 'Active Users' (selected) and 'Archived Users'. Below this, a table lists a single user: 'Compliance' (Created: 27/Jun/2023), with the email 'compliancetesting.aseltzer@gmail.com'. To the right of the table is a 'CREATE USER' button. A blue arrow points from this button down to a 'Create New User' dialog box. The dialog box contains fields for 'Login Email' (with placeholder 'Enter user name'), 'User Name' (with placeholder 'Enter user name'), and 'Email Notification' (with placeholder 'Enter notification email'). At the bottom of the dialog are 'CANCEL' and 'CREATE' buttons, with the 'CREATE' button highlighted with a blue border.

Notes:

When supplier users are listed in the Archived Users list, it is not possible to create users with the same login email address. Please unarchive the user directly.

Select **Support Documents** > Select **UPLOAD**, **Bulk Download** or **Delete document** for document management.



The screenshot shows the 'Support Documents' section of the iCW interface. At the top, there are tabs for 'Company Info', 'Users', and 'Support Documents' (selected). Below this, a table lists two documents: 'Report A.pdf' (398 kB) uploaded by 'rh_admin@icw.io' on '04/Jul/2023' and 'Product information.xls' (6.66 kB) uploaded by 'rh_admin@icw.io' on '04/Jul/2023'. To the right of the table is a vertical toolbar with an 'UPLOAD' button (highlighted with a blue border), a download icon, and a delete icon. At the bottom of the page are 'Bulk download' and 'Delete document' buttons.

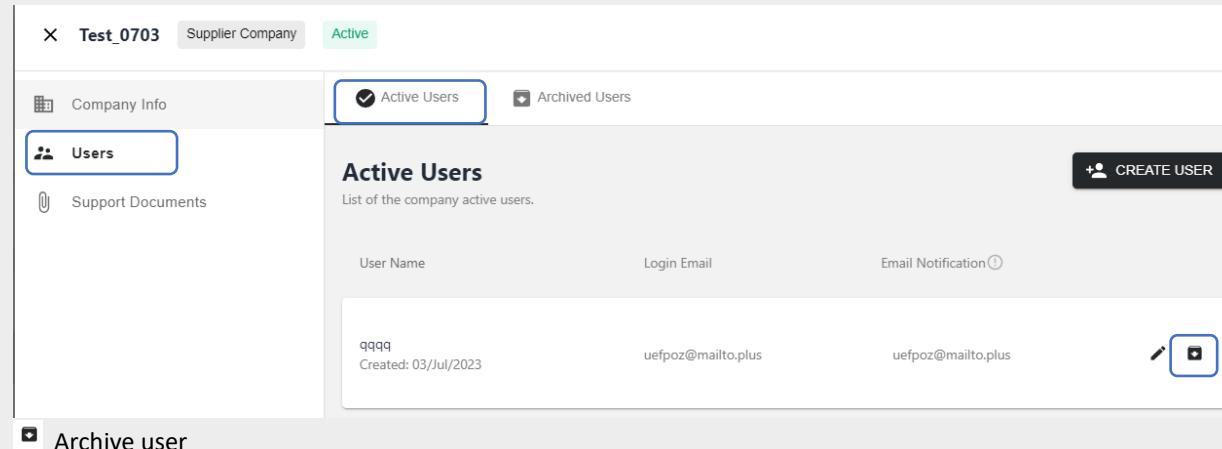
(Continued on next page)

5.4 Supplier: Archive and Unarchive

Select **Supplier > On Companies** page, select the Supplier to continue.

Archive User:

Select **Users > On Active Users** page, select **Archive**.



Test_0703 Supplier Company Active

Company Info

Active Users Archived Users

Users

Support Documents

Active Users

List of the company active users.

CREATE USER

User Name Login Email Email Notification

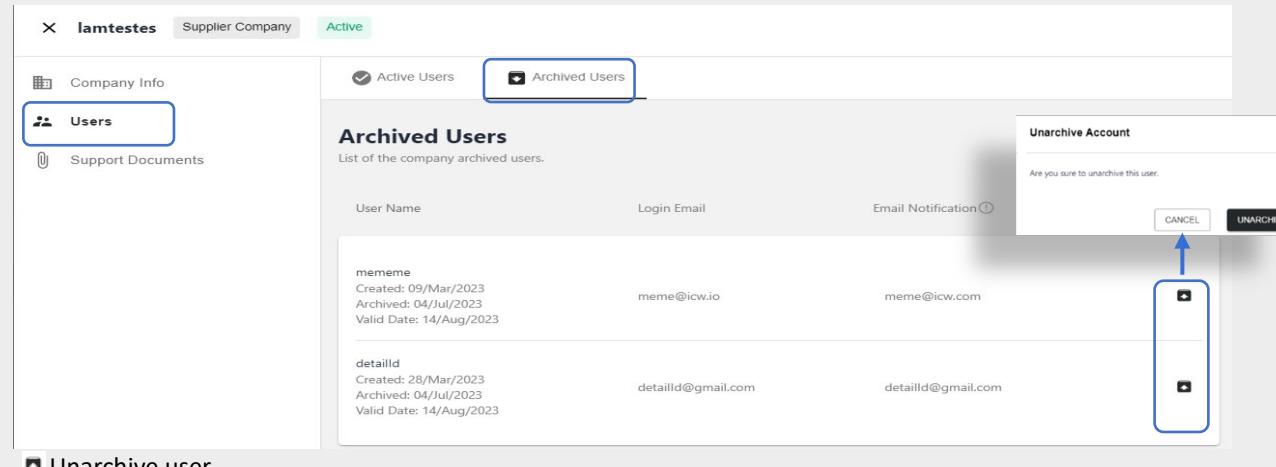
qqqq uefpoz@mailto.plus uefpoz@mailto.plus

Created: 03/Jul/2023

Archive user

Unarchive User:

Select **Users > On Archived Users** page, select **Unarchive**.



lamtestes Supplier Company Active

Company Info

Active Users Archived Users

Users

Support Documents

Archived Users

List of the company archived users.

User Name Login Email Email Notification

mememe meme@icw.io meme@icw.com

Created: 09/Mar/2023 Archived: 04/Jul/2023 Valid Date: 14/Aug/2023

detailld detailld@gmail.com detailld@gmail.com

Created: 28/Mar/2023 Archived: 04/Jul/2023 Valid Date: 14/Aug/2023

Unarchive user

Unarchive Account

Are you sure to unarchive this user.

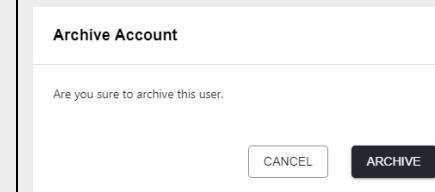
CANCEL UNARCHIVE

Notes:

- The archived users will be counted as subscription users within the current subscription period.
- If the supplier has outstanding tasks, the last supplier user cannot be archived.
- If the supplier does not have any outstanding task, the supplier company will also be deactivated once the last supplier user is archived.
- Create a SKU or Import Monday Feed is workable when supplier is active with active user.

Some tips when archiving Supplier users:

1. More than one existing Supplier users

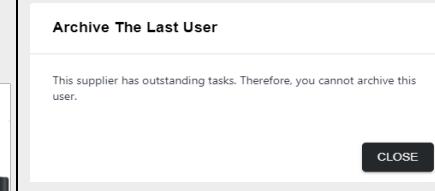


Archive Account

Are you sure to archive this user.

CANCEL ARCHIVE

2. Archive the last Supplier user with outstanding tasks

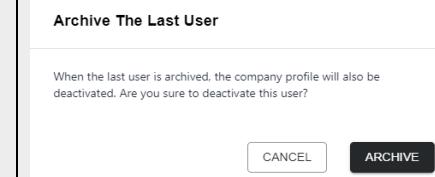


Archive The Last User

This supplier has outstanding tasks. Therefore, you cannot archive this user.

CLOSE

3. Archive the last Supplier user without outstanding task



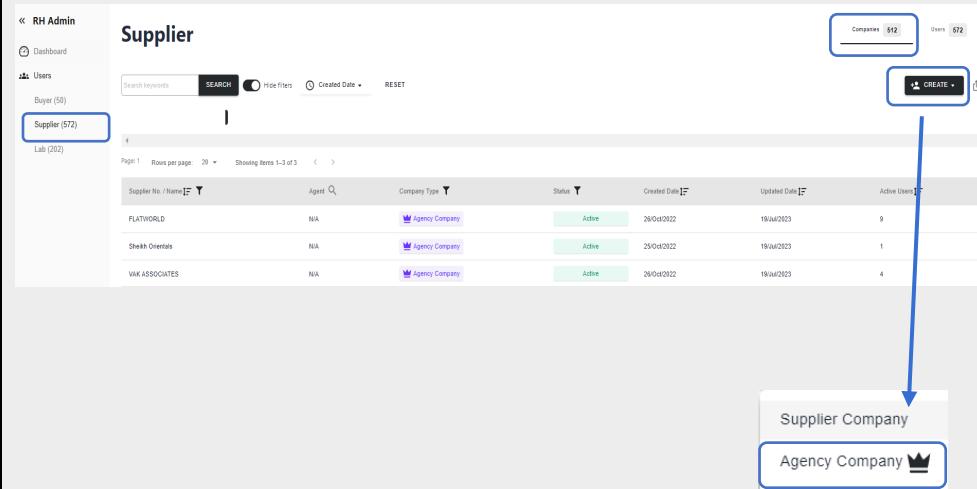
Archive The Last User

When the last user is archived, the company profile will also be deactivated. Are you sure to deactivate this user?

CANCEL ARCHIVE

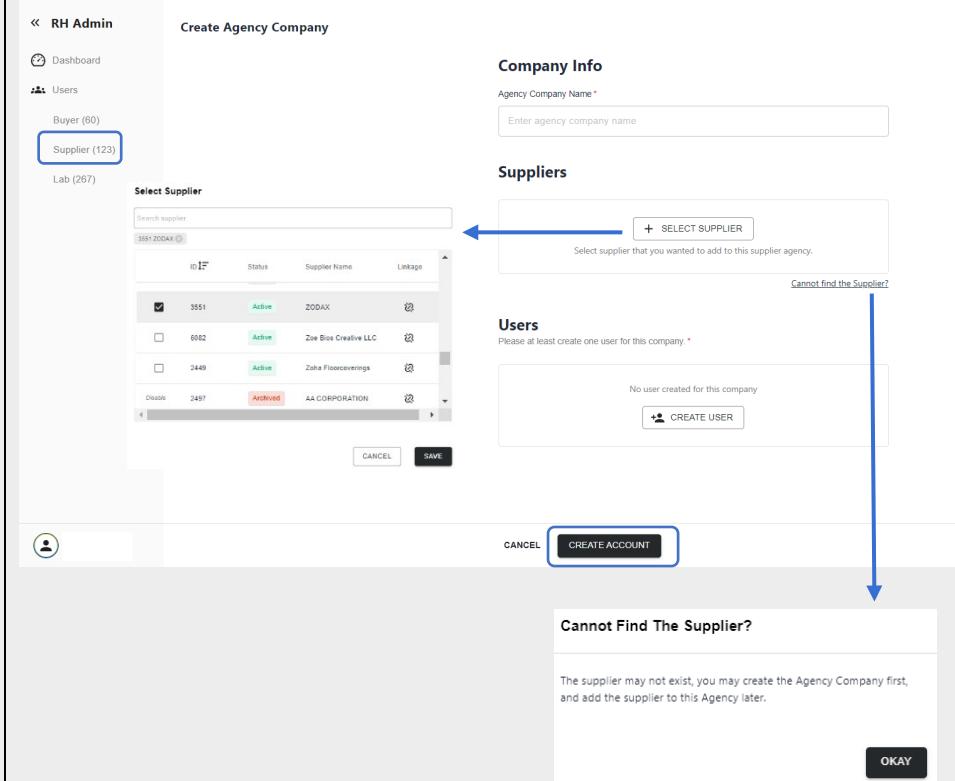
5.5 Agency: Create Company

Select **Supplier** > On Companies page, select **CREATE**, then select **Agency company**.



The screenshot shows the 'Supplier' section of the 'Companies' page. It includes a search bar, filters, and a table with columns: Supplier No./Name, Agent, Company Type, Status, Created Date, Updated Date, and Active Users. Three suppliers are listed: FLATWORLD, Sheikh Orientas, and VAKASSOCIATES, all marked as 'Agency Company' and 'Active'. A blue box highlights the 'CREATE' button in the top right corner of the table header. A blue arrow points from this button to a callout box labeled 'Supplier Company' with a crown icon.

Input Agency **Company Info**, + **SELECT SUPPLIER** to link it with Suppliers and **CREATE USER**.



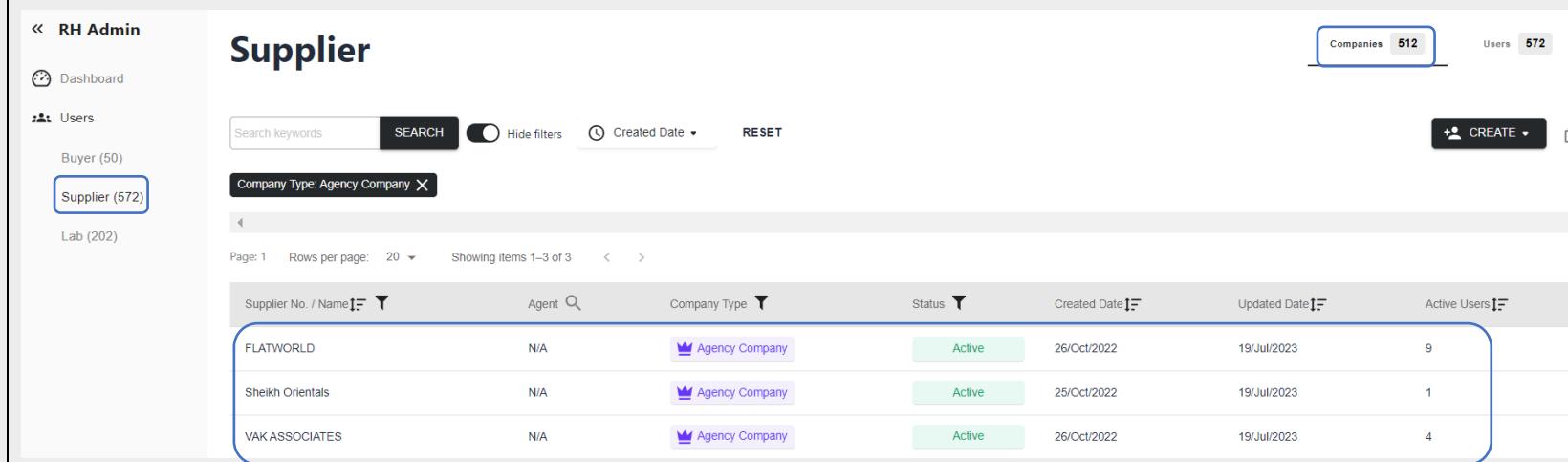
The screenshot shows the 'Create Agency Company' page. It has sections for 'Company Info' (Agency Company Name) and 'Suppliers' (Search supplier, list of suppliers with checkboxes, and a '+ SELECT SUPPLIER' button). A blue arrow points from the 'SELECT SUPPLIER' button to a callout box labeled 'Cannot find the Supplier?'. Another blue arrow points from the 'CREATE USER' button to a callout box labeled 'Cannot Find The Supplier?'.

Notes:

One Supplier can be linked to one Agency Company only.
 If the supplier is linked to an existing Agency Company, you cannot link with others.
 Please go to the Supplier/Agency profile to change the Agency linkage first.

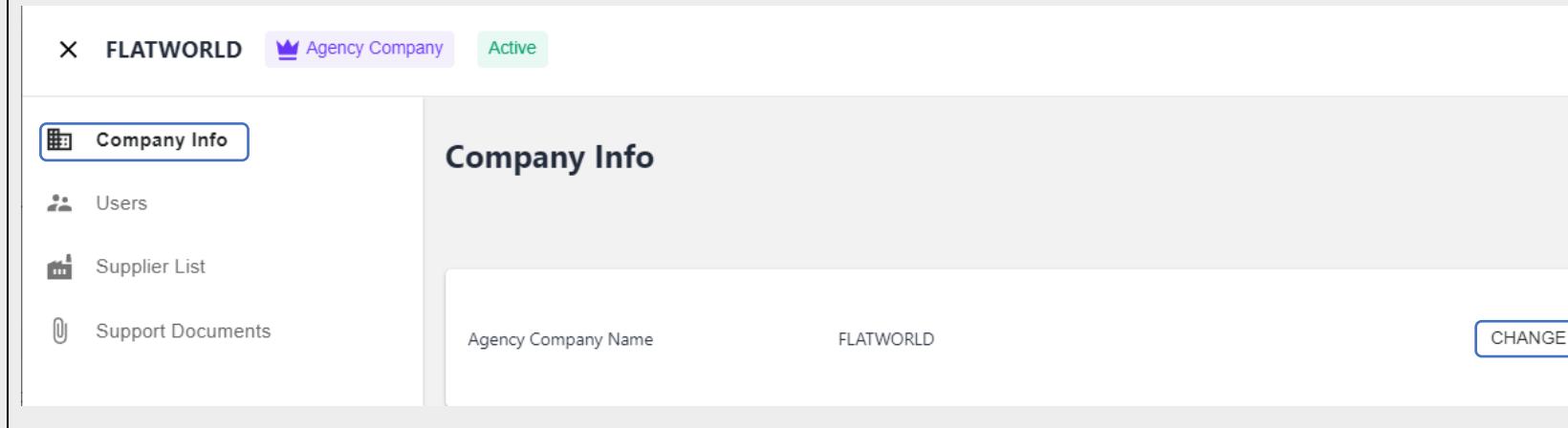
5.6 Agency: Edit Users

Select **Supplier** > On **Companies** page, select the Agency Company that you would like to edit.



Supplier No. / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
FLATWORLD	N/A	Agency Company	Active	26/Oct/2022	19/Jul/2023	9
Sheikh Orientals	N/A	Agency Company	Active	25/Oct/2022	19/Jul/2023	1
VAK ASSOCIATES	N/A	Agency Company	Active	26/Oct/2022	19/Jul/2023	4

Select **Company info** to change Agency Company Name.



Company Info

Agency Company Name: FLATWORLD

CHANGE

Select **Users** > On Active Users page, select **CREATE USER**, **Archive** or **Edit** to change the users.



The screenshot shows the 'Active Users' page with a list of users. A blue box highlights the 'CREATE USER' button. Below the list, there are 'Edit user' and 'Archive user' buttons.

Create New User (Modal):

- Login Email: Enter user name
- User Name: Enter user name
- Email Notification: Enter notification email
- CREATE button

Edit User (Modal):

- Login Email: uefpoz@mailto.plus
- User Name: 0999
- Email Notification: uefpoz@mailto.plus
- CANCEL button
- SAVE button

Select **Supplier list** > select **ADD SUPPLIER** or **Delete** to change the supplier linkage.



The screenshot shows the 'Supplier List' page with a list of suppliers. A blue box highlights the 'ADD SUPPLIER' button. Below the list, there are 'Direct to supplier profile' and 'Delete supplier linkage' buttons.

Add Supplier (Modal):

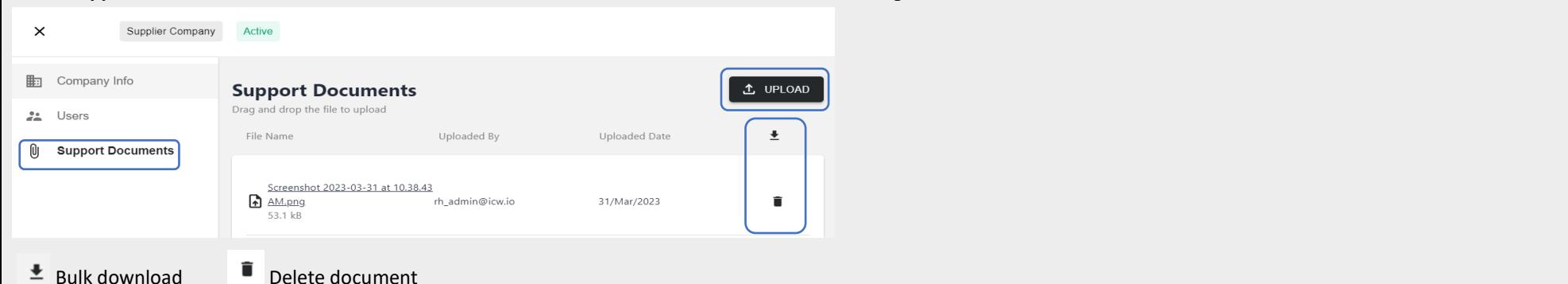
ID	Status	Supplier Name	Linkage
3081	Active	Aaron setzer	?
7337	Active	ACE BAYOU CORPORATION	?
5216	Active	Achille Pitti SPA	?
1379	Active	ADESSO INC	?

Notes:
Criteria to Add Supplier to an Agency:

- The supplier is active with an active user account.
- The supplier is not linked to another Agency Company.

 Otherwise, **Disable** will be displayed next to the supplier user in the **Add Supplier** window.

Select **Support Documents** > Select **UPLOAD**, **Bulk Download** or **Delete document** for document management.



The screenshot shows the 'Support Documents' page with a list of documents. A blue box highlights the 'UPLOAD' button. Below the list, there are 'Bulk download' and 'Delete document' buttons.

Support Documents (Table):

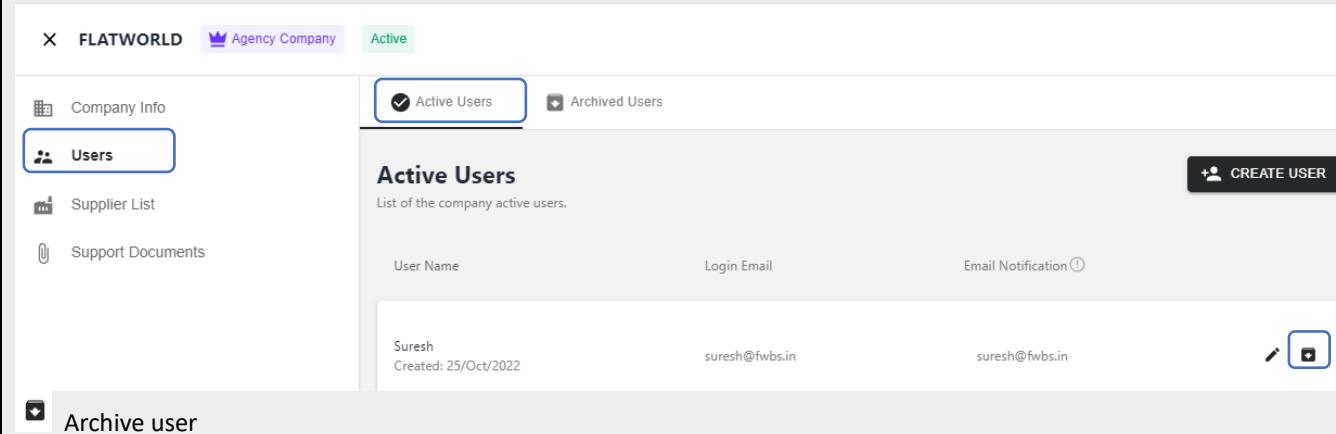
File Name	Uploaded By	Uploaded Date
Screenshot 2023-03-31 at 10.38.43	rh_admin@icw.io	31/Mar/2023
AM.png		53.1 kB

5.7 Agency: Archive and Unarchive

Select **Supplier** > On **Companies** page, select the Agency to continue.

Archive User:

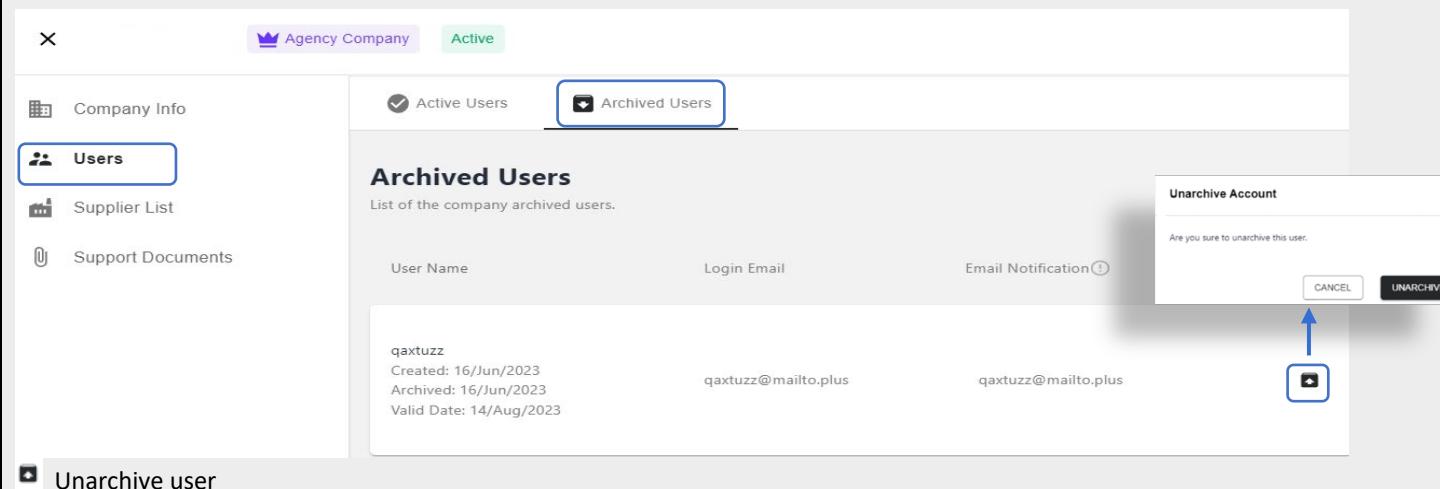
Select **Users** > On **Active Users** page, select **Archive**.



The screenshot shows the 'Active Users' page. At the top, there are tabs for 'Active Users' (selected) and 'Archived Users'. On the left, a sidebar has 'Users' selected. The main area shows a table with columns: User Name, Login Email, and Email Notification. One row for 'Suresh' is shown, with details: 'Created: 25/Oct/2022', 'suresh@fwbs.in', and 'suresh@fwbs.in'. To the right of the table is a 'CREATE USER' button. At the bottom left, a button labeled 'Archive user' is highlighted with a blue box and a blue arrow pointing to it.

Unarchive User:

Select **Users** > On **Archived Users** page, select **Unarchive**.



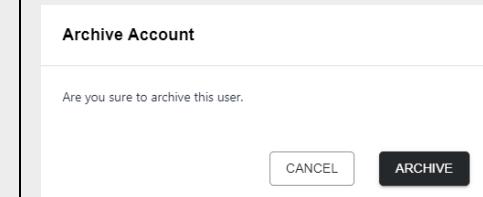
The screenshot shows the 'Archived Users' page. At the top, there are tabs for 'Active Users' and 'Archived Users' (selected). On the left, a sidebar has 'Users' selected. The main area shows a table with columns: User Name, Login Email, and Email Notification. One row for 'qaxtuzz' is shown, with details: 'Created: 16/Jun/2023', 'Archived: 16/Jun/2023', and 'Valid Date: 14/Aug/2023'. To the right of the table is a 'Unarchive Account' dialog box with 'UNARCHIVE' and 'CANCEL' buttons. At the bottom left, a button labeled 'Unarchive user' is highlighted with a blue box and a blue arrow pointing to it.

Notes:

- The archived users will be counted as subscription users within the current subscription period.
- No notification email will be sent to an archived user.

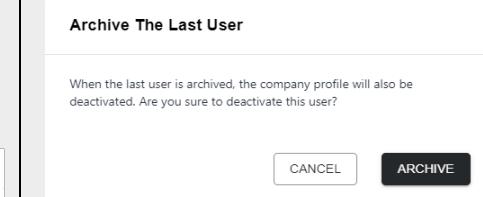
Some tips when archiving Agency users:

1. More than one existing Agency users



The screenshot shows the 'Archive Account' dialog box. It contains the text 'Are you sure to archive this user.' and two buttons: 'CANCEL' and 'ARCHIVE'.

2. Archive the last Agency user

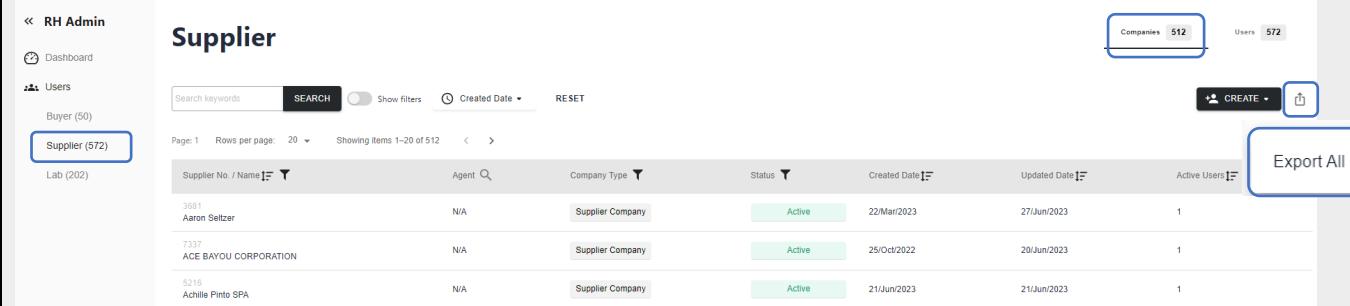


The screenshot shows the 'Archive The Last User' dialog box. It contains the text 'When the last user is archived, the company profile will also be deactivated. Are you sure to deactivate this user?' and two buttons: 'CANCEL' and 'ARCHIVE'.

5.8 Export Companies and Users

Export Supplier and Agency Company

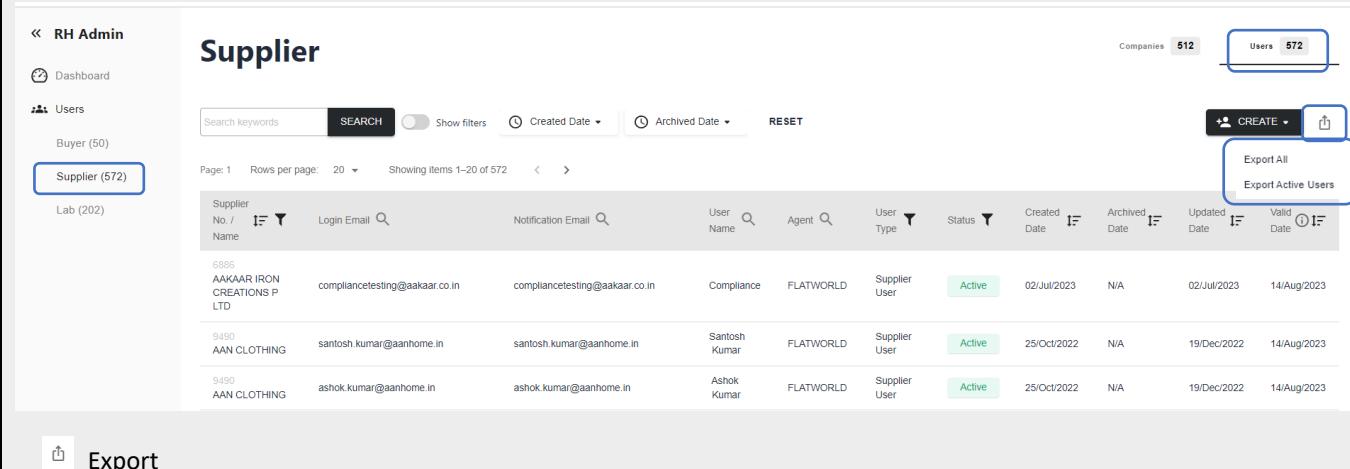
Select **Supplier > On Companies** page, select **Export All**.



The screenshot shows the 'Supplier' page with the 'Companies' tab selected. The top navigation bar shows 'Companies 512' and 'Users 572'. The main content area displays a table of supplier companies with columns for Supplier No./Name, Agent, Company Type, Status, Created Date, Updated Date, and Active Users. The 'Export All' button is highlighted with a blue box.

Export Supplier and Agency Users

Select **Supplier > On Users** page, select **Export All** or **Export Active Users**.



The screenshot shows the 'Supplier' page with the 'Users' tab selected. The top navigation bar shows 'Companies 512' and 'Users 572'. The main content area displays a table of supplier users with columns for Supplier No./Name, Login Email, Notification Email, User Name, Agent, User Type, Status, Created Date, Archived Date, Updated Date, and Valid Date. The 'Export All' and 'Export Active Users' buttons are highlighted with blue boxes.

Notes:

Supplier and Agency Company

- Companies > Export All:** Both Supplier and Agency company will be exported.

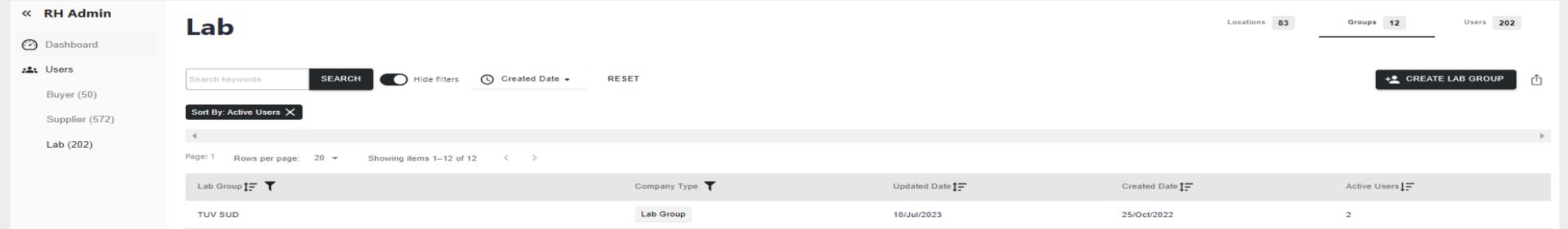
Supplier and Agency Users

- Users > Export All:** Both active and archive users will be exported.
- Users > Export Active Users:** Archived users will be excluded from the export.

6 Lab User Account Maintenance

6.1 Lab: Groups, Locations and Users Overview

An overview of all the active Lab Groups.



The screenshot shows a table with the following data:

Lab Group	Company Type	Updated Date	Created Date	Active Users
TUV SUD		10/Jul/2023	25/Oct/2022	2

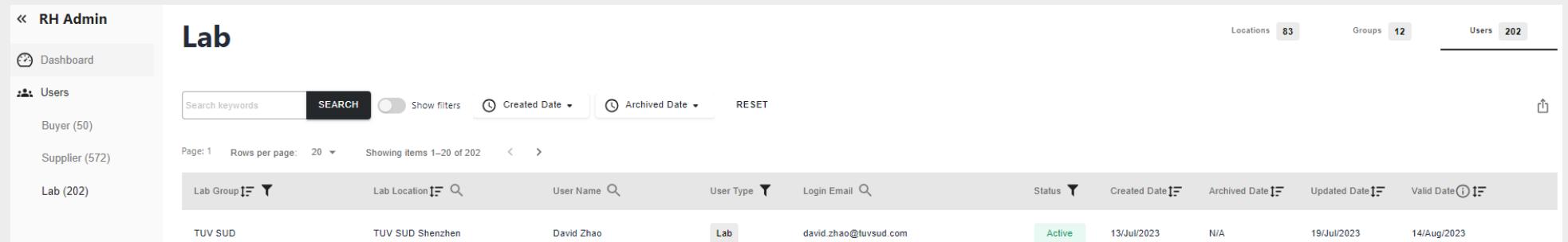
An overview of all the active Lab Locations.



The screenshot shows a table with the following data:

Lab Group	Lab Location	Company Type	Status	Created Date	Updated Date	Active Users
API LAB TESTING	API LAB TESTING		Active	23/Oct/2022	19/Jul/2023	5

An overview of all the active and archived Lab Location and Lab Admin users.



The screenshot shows a table with the following data:

Lab Group	Lab Location	User Name	User Type	Login Email	Status	Created Date	Archived Date	Updated Date	Valid Date
TUV SUD	TUV SUD Shenzhen	David Zhao	Lab	david.zhao@tuvssud.com	Active	13/Jul/2023	N/A	19/Jul/2023	14/Aug/2023

Notes:

- You can search the Lab by using the **search keywords** bar.
- You can use table search, filter, and sorting function. You can reset or remove the setting that you have applied

6.2 Lab: Create Lab Group

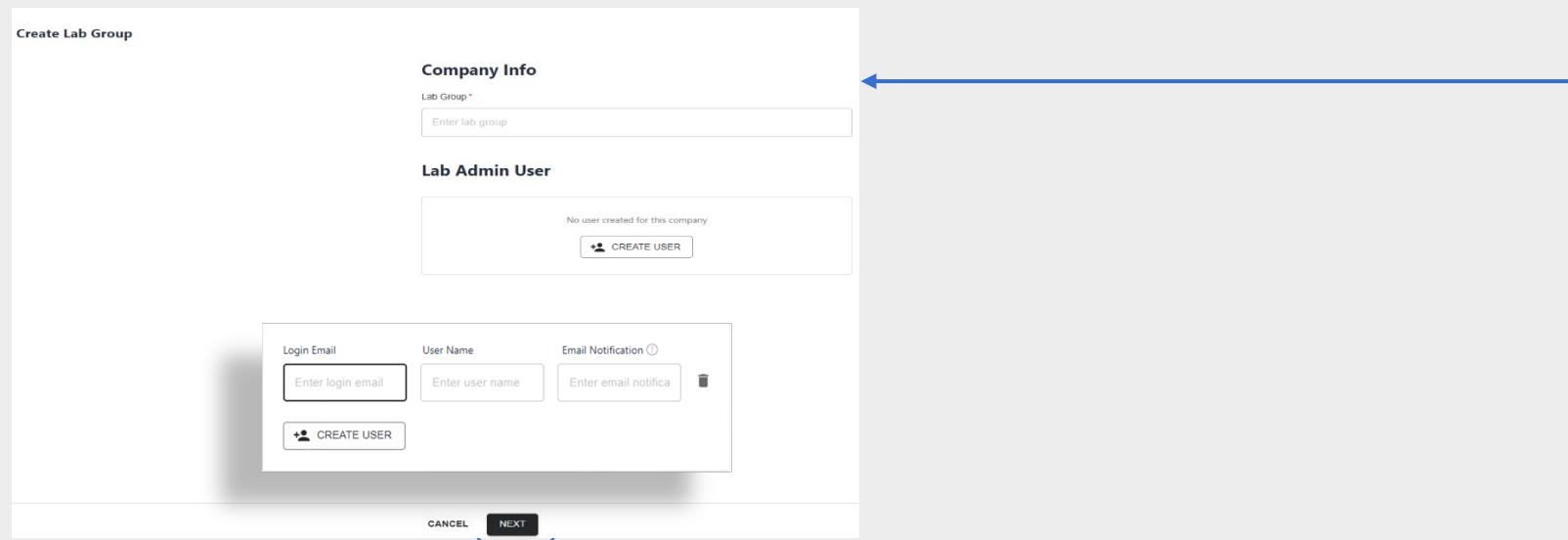
Create Lab Group

Select **Lab** > On **Groups** page, select **CREATE LAB GROUP**.



The screenshot shows the 'Lab' page with a navigation bar and a search/filter section. The 'Groups' section displays statistics: Locations 148, Groups 29, and Users 267. A prominent blue box highlights the 'CREATE LAB GROUP' button.

Input **Company Info** and select **CREATE USER** to create Lab Admin User, then select **NEXT**.

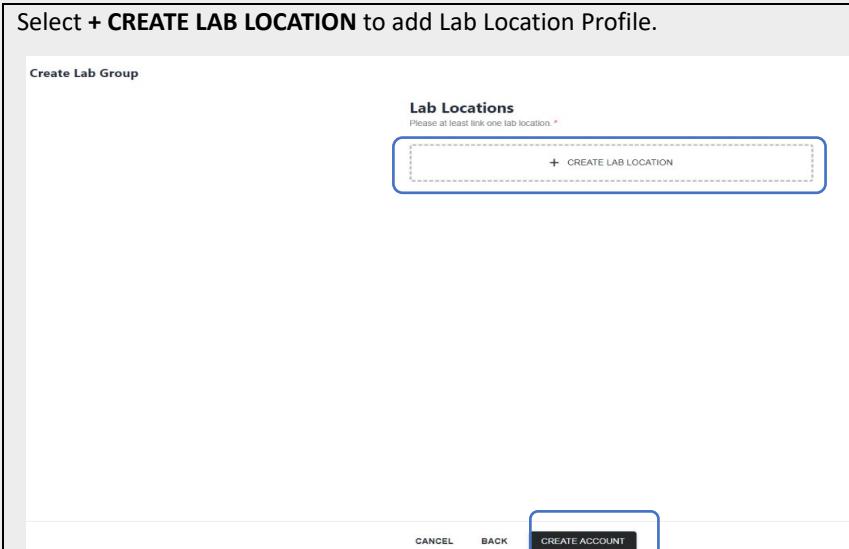


The screenshot shows the 'Create Lab Group' dialog. The 'Company Info' section has a blue box around it. A blue arrow points from this box to the 'CREATE USER' button in the 'Lab Admin User' section. The 'NEXT' button at the bottom is also highlighted.

Notes:

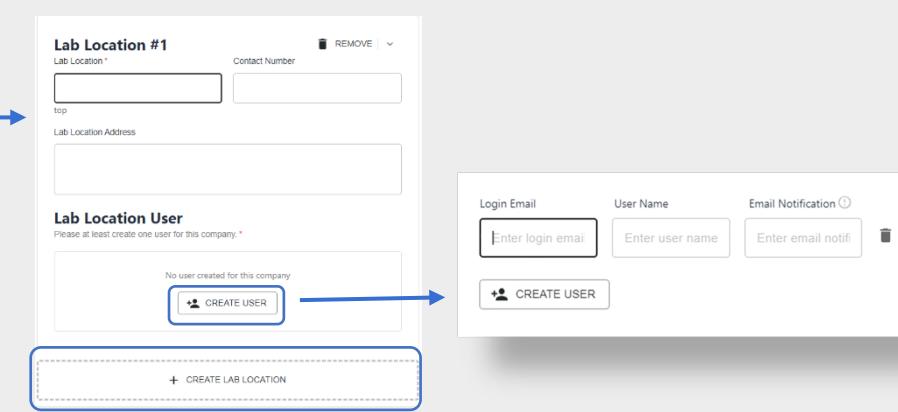
You can create multiple Lab Admin Users.

Select **+ CREATE LAB LOCATION** to add Lab Location Profile.



Select **CREATE USER** to add Lab Location users.

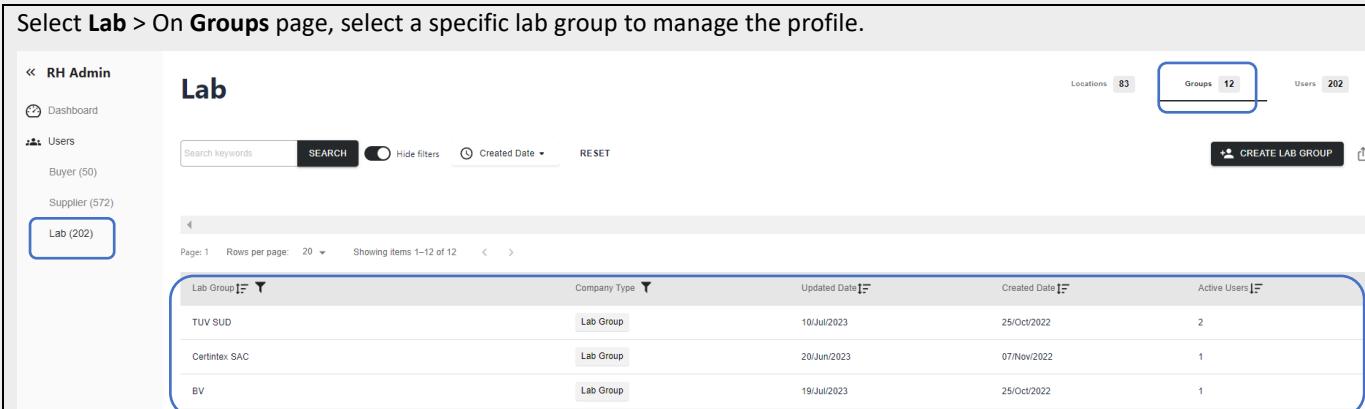
Select **+ CREATE LAB LOCATION** to add more Lab Locations under the same Lab Group.



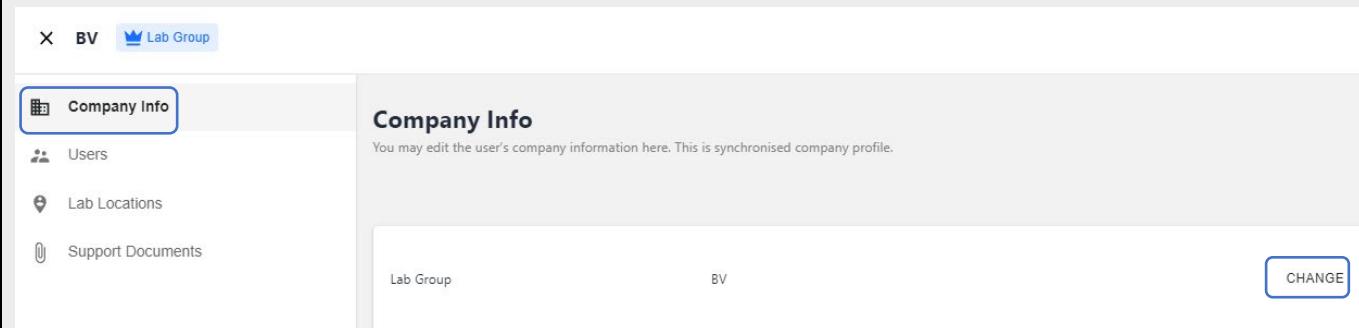
Select **CREATE ACCOUNT** to complete the creation.

6.3 Lab: Manage Lab Group

Select **Lab > On Groups** page, select a specific lab group to manage the profile.



Select **Company Info** to **CHANGE** Lab Group name.



X BV Lab Group

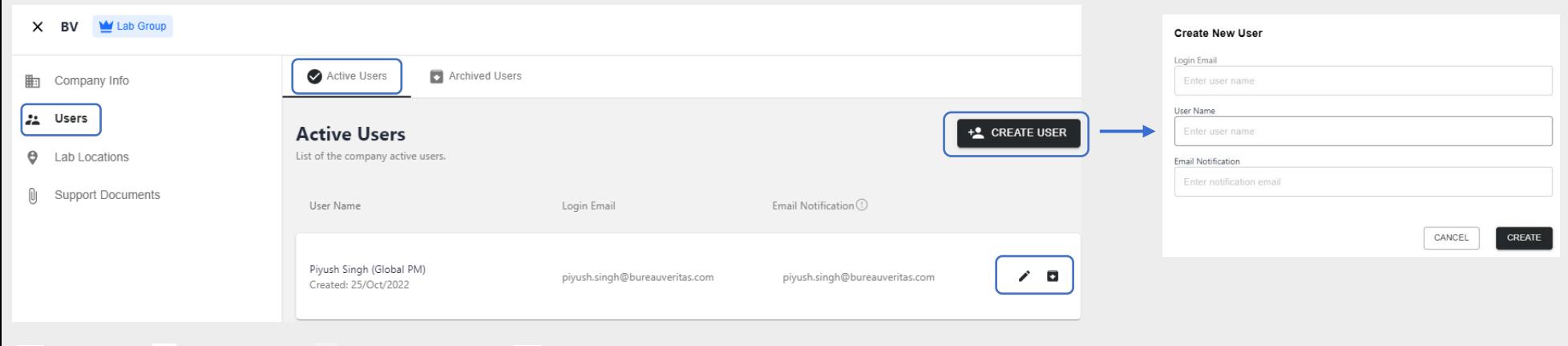
Company Info

You may edit the user's company information here. This is synchronised company profile.

Lab Group BV CHANGE

- Company Info
- Users
- Lab Locations
- Support Documents

Select **Users** > On **Active Users** page, select **CREATE USERS** to add new Lab Admin user to an existing Lab Group.
 Select **Users** > On **Active Users** page, select **Edit User** to change Lab Admin user details.



X BV Lab Group

Active Users

List of the company active users.

CREATE USER

Piyush Singh (Global PM)
Created: 25/Oct/2022

piyush.singh@bureauveritas.com

piyush.singh@bureauveritas.com

EDIT

Create New User

Login Email
Enter user name

User Name
Enter user name

Email Notification
Enter notification email

CANCEL CREATE

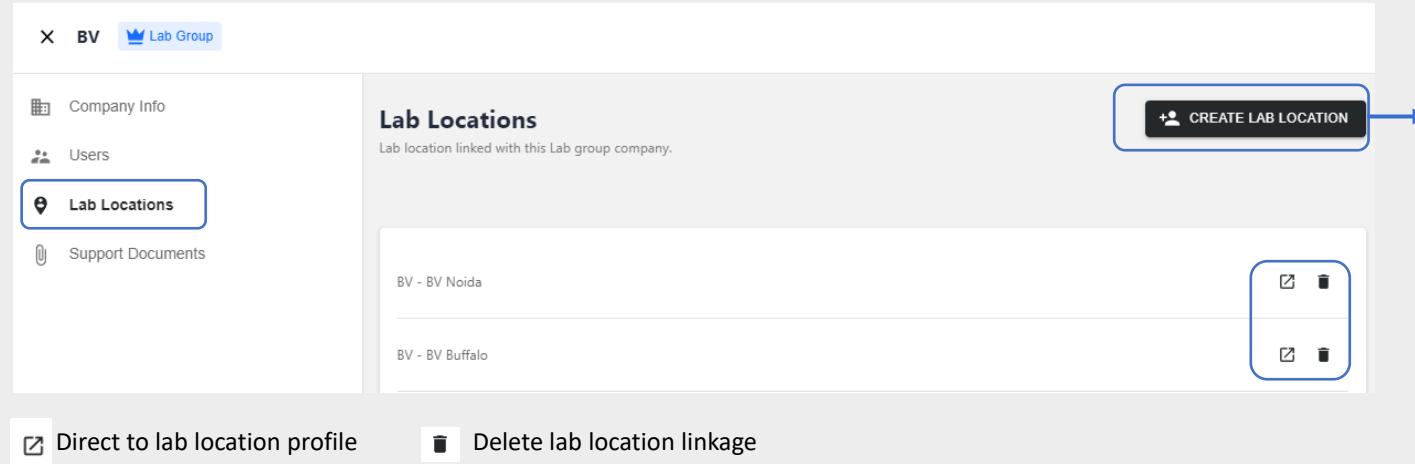
Edit user Archive user Bulk download Delete document

Select **Lab Locations** > Select **CREATE LAB LOCATION** to create new Lab Location for existing Lab Group.

Select **Lab Locations** > Select **Delete LAB LOCATION** to remove the linkage between existing Lab Location and Lab Group.

Notes:

Please go back to **Lab > Locations** page to update the Lab Group for that Lab Location, otherwise, it cannot be selected by Supplier during Acknowledge and Quote flow.



Lab Locations
Lab location linked with this Lab group company.

CREATE LAB LOCATION

Direct to lab location profile Delete lab location linkage

Create Lab Location

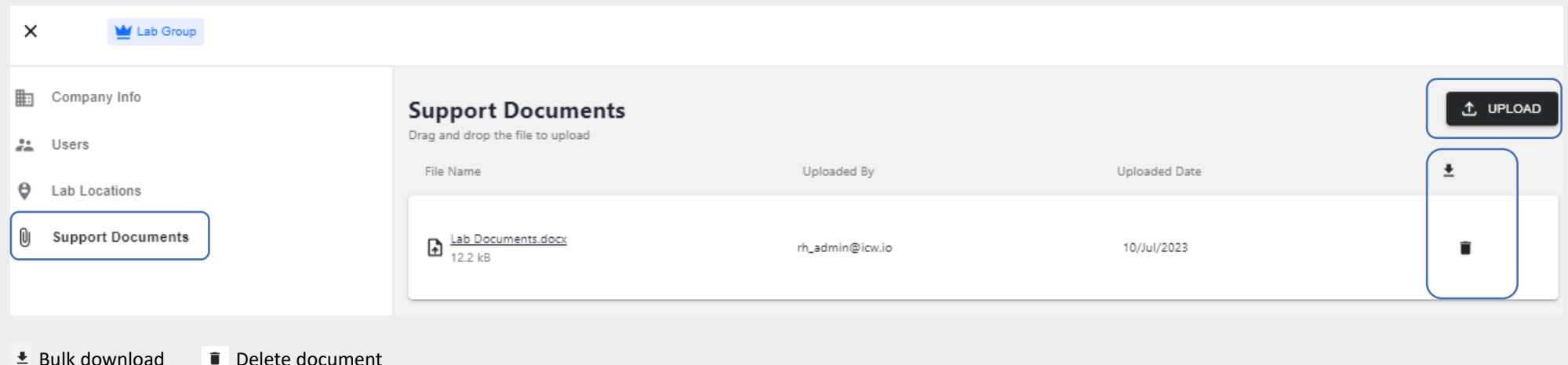
Company Info

Lab location*
Lab Group*
Lab Address
Contact Number
E-mail contact number

Users
Create user for this company
 CREATE USER

CANCEL **CREATE ACCOUNT**

Select **Support Documents** > Select **UPLOAD, Bulk Download or Delete document** for document management.



Support Documents
Drag and drop the file to upload

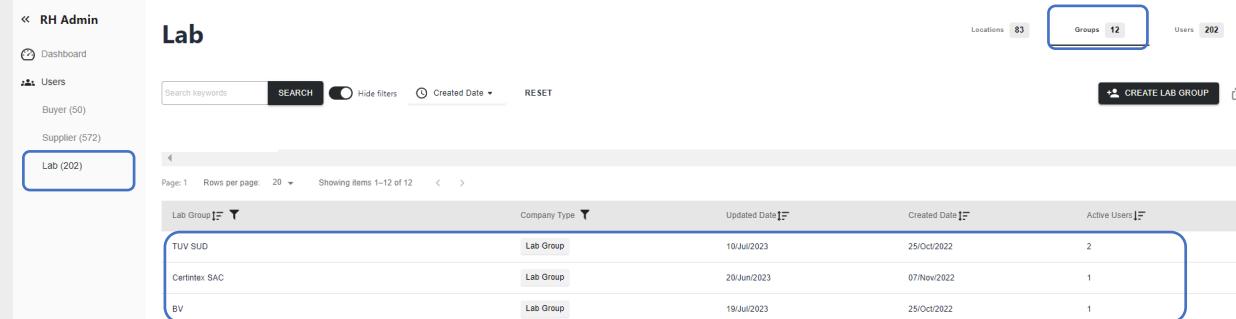
File Name	Uploaded By	Uploaded Date
Lab Documents.docx 12.2 kB	rh_admin@icw.io	10/Jul/2023

UPLOAD

Bulk download **Delete document**

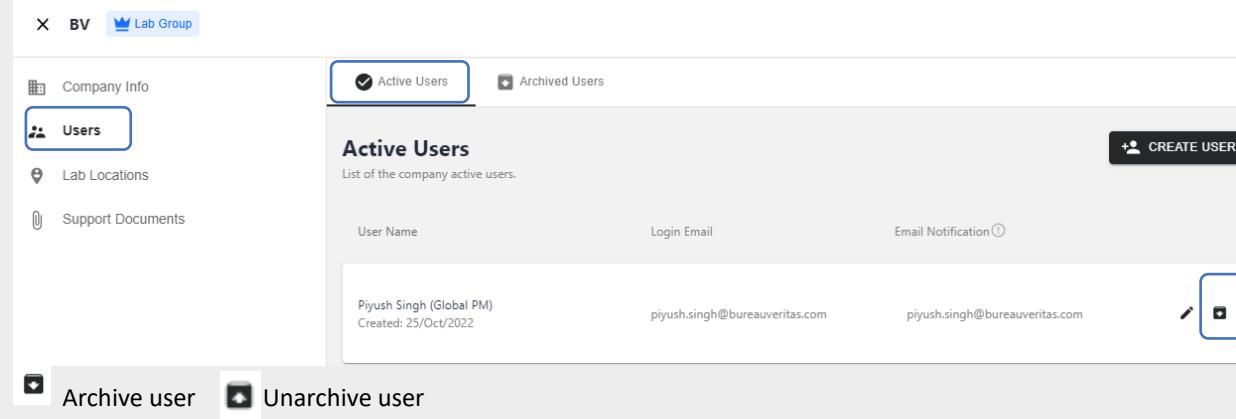
6.4 Lab: Archive and Unarchive Lab Group

Select **Lab** > On **Groups** page, select the Lab Group to continue.



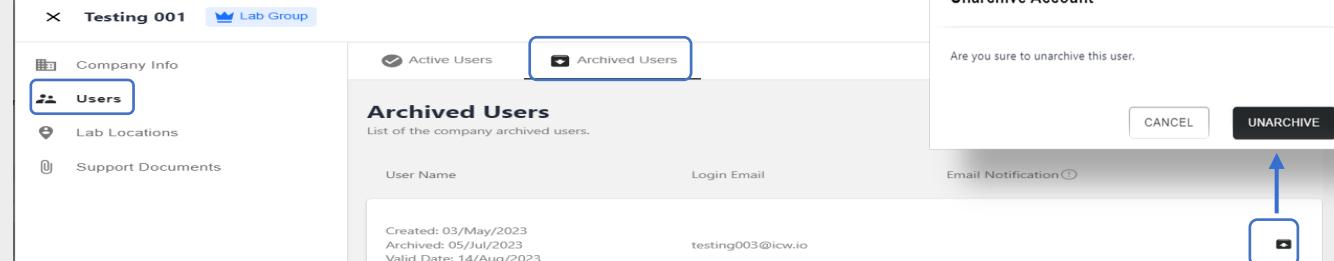
Archive User

Select **Users** > On **Active Users** page, select **Archive**.



Unarchive User

Select **Users** > On **Archived Users** page, select **Unarchive**.



Unarchive Account

Are you sure to unarchive this user.

CANCEL **UNARCHIVE**

Notes:

- The archived users will be counted as subscription users within the current subscription period.

Some tips when archiving Lab Admin users:

1. More than one Lab Admin users

Archive Account

Are you sure to archive this user.

CANCEL **ARCHIVE**

2. Not allow to archive the last Lab Admin user

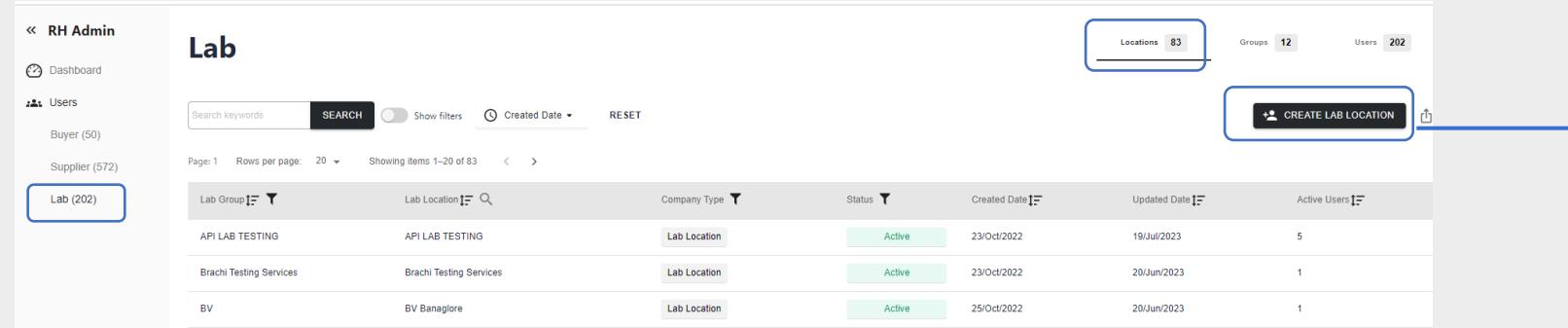
Archive The Last User

You can not archive the last user.

CLOSE

6.5 Lab: Create Lab Location

Select **Lab** > On **Locations** page, select **CREATE LAB LOCATION** > **CREATE ACCOUNT**



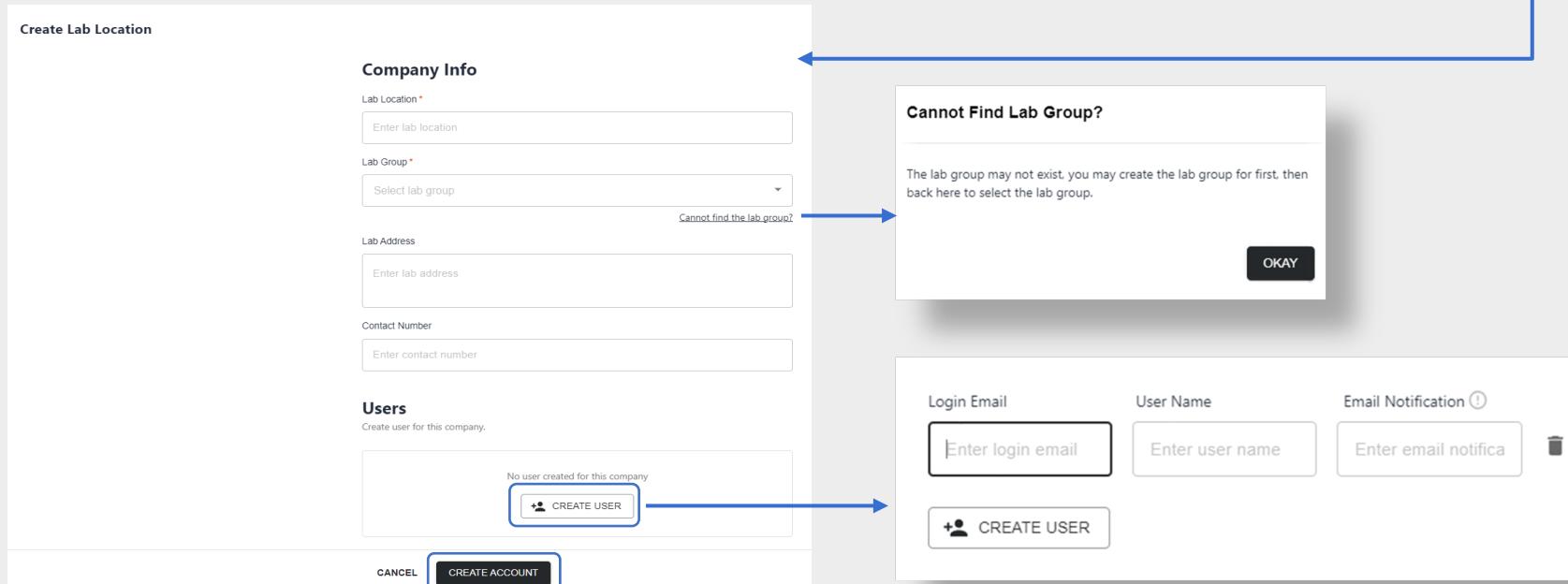
Lab

Locations 83 Groups 12 Users 202

CREATE LAB LOCATION

Lab Group	Lab Location	Company Type	Status	Created Date	Updated Date	Active Users
API LAB TESTING	API LAB TESTING	Lab Location	Active	23/Oct/2022	19/Jul/2023	5
Brachi Testing Services	Brachi Testing Services	Lab Location	Active	23/Oct/2022	20/Jun/2023	1
BV	BV Bangalore	Lab Location	Active	25/Oct/2022	20/Jun/2023	1

Input **Company Info** and select **CREATE USER** to create Lab Location User, then select **CREATE ACCOUNT**.



Create Lab Location

Company Info

Lab Location

Lab Group Cannot find the lab group?

Lab Address

Contact Number

Users
Create user for this company.

No user created for this company **CREATE USER**

CREATE ACCOUNT

Cannot Find Lab Group?

The lab group may not exist, you may create the lab group for first, then back here to select the lab group.

OKAY

Login Email

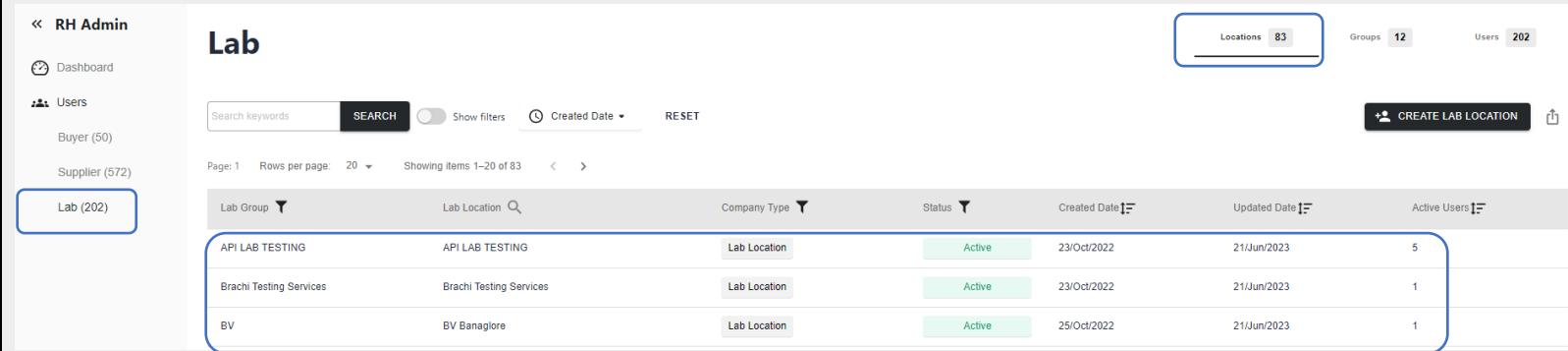
User Name

Email Notification (i)

CREATE USER

6.6 Lab: Manage Lab Location

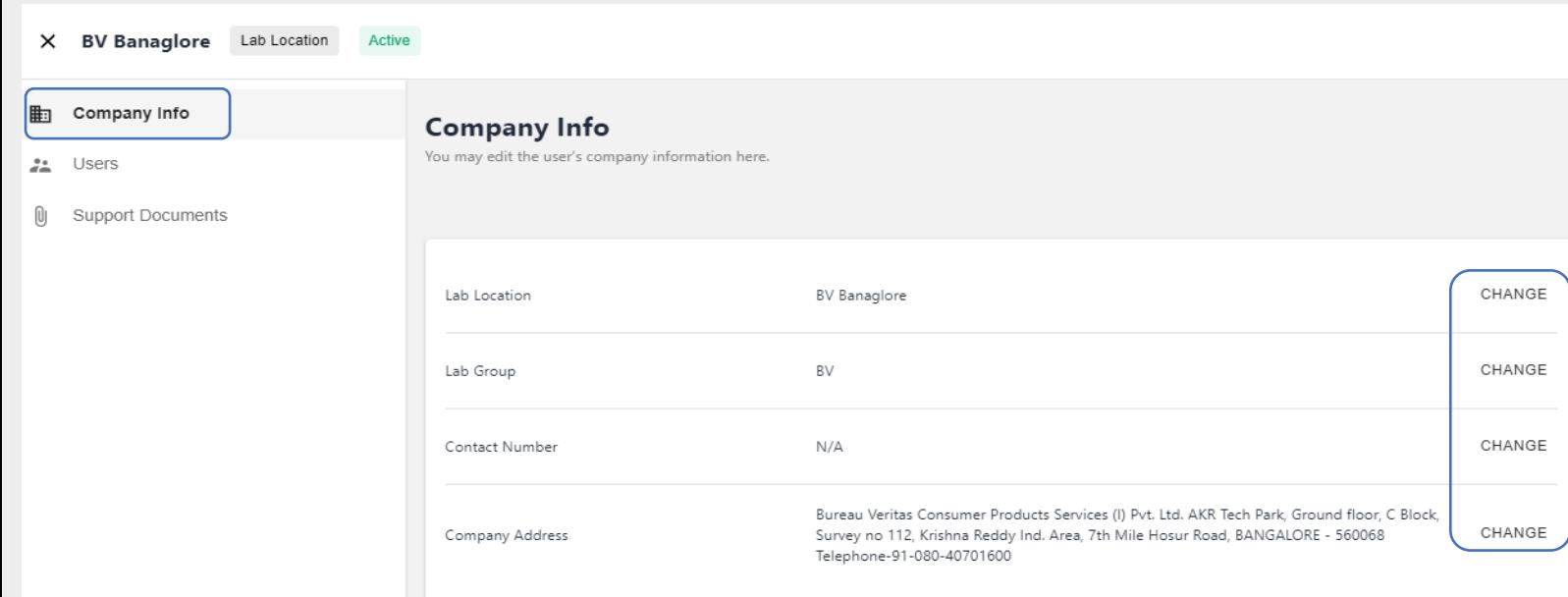
Select **Lab** > On **Locations** page, select a specific lab location to manage the profile.



Lab Locations Page Screenshot:

Lab Group	Lab Location	Company Type	Status	Created Date	Updated Date	Active Users
API LAB TESTING	API LAB TESTING	Lab Location	Active	23/Oct/2022	21/Jun/2023	5
Brachi Testing Services	Brachi Testing Services	Lab Location	Active	23/Oct/2022	21/Jun/2023	1
BV	BV Bangalore	Lab Location	Active	25/Oct/2022	21/Jun/2023	1

Select **Company Info** to **CHANGE** the Lab Location, Lab Group or contact details.



Company Info Page Screenshot:

Lab Location: BV Bangalore

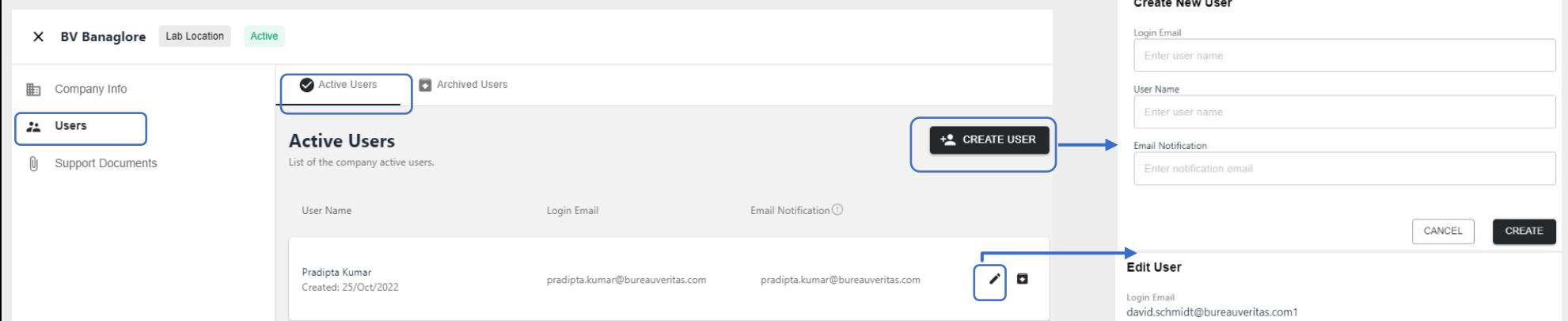
Lab Group: BV

Contact Number: N/A

Company Address: Bureau Veritas Consumer Products Services (I) Pvt. Ltd. AKR Tech Park, Ground floor, C Block, Survey no 112, Krishna Reddy Ind. Area, 7th Mile Hosur Road, BANGALORE - 560068
Telephone-91-080-40701600

Select **Users** > On Active Users page, select **CREATE USER** to add new Lab Location user to an existing Lab Location.

Select **Users** > On Active Users page, select **Edit User** to change Lab Location user details.



Active Users

List of the company active users.

CREATE USER

Create New User

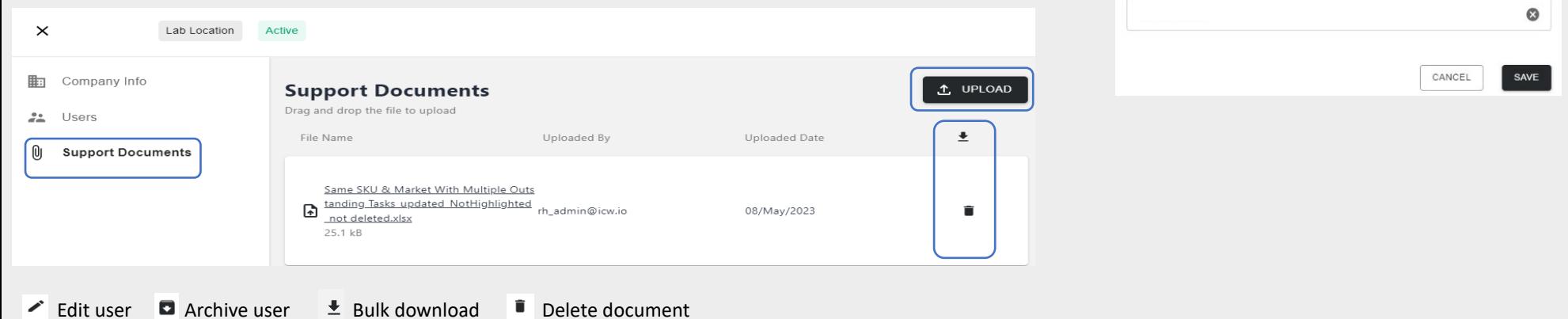
Login Email: Enter user name

User Name: Enter user name

Email Notification: Enter notification email

Cancel **Create**

Select **Support Documents** > Select **UPLOAD, Bulk Download or Delete document** for document management.



Support Documents

Drag and drop the file to upload

UPLOAD

Edit User

Login Email: david.schmidt@bureauveritas.com1

User Name:

Email Notification:

Cancel **Save**

Support Documents

File Name: Same SKU & Market With Multiple Outstanding Tasks updated NotHighlighted_not deleted.xlsx

Uploaded By: rh_admin@icw.io

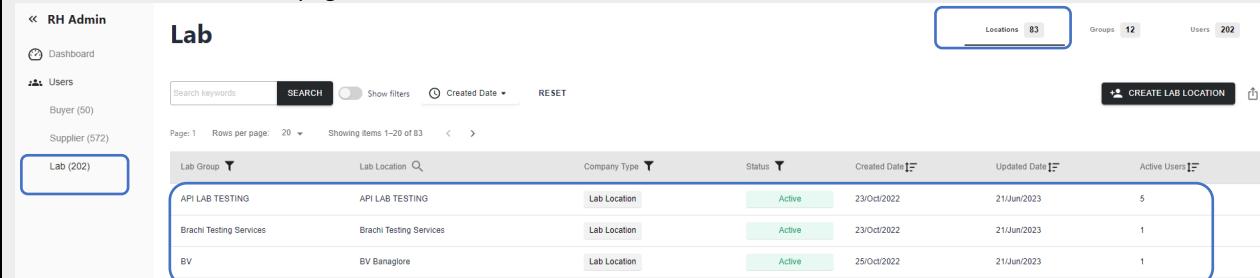
Uploaded Date: 08/May/2023

25.1 kB

Edit user **Archive user** **Bulk download** **Delete document**

6.7 Lab: Archive and Unarchive Lab Location

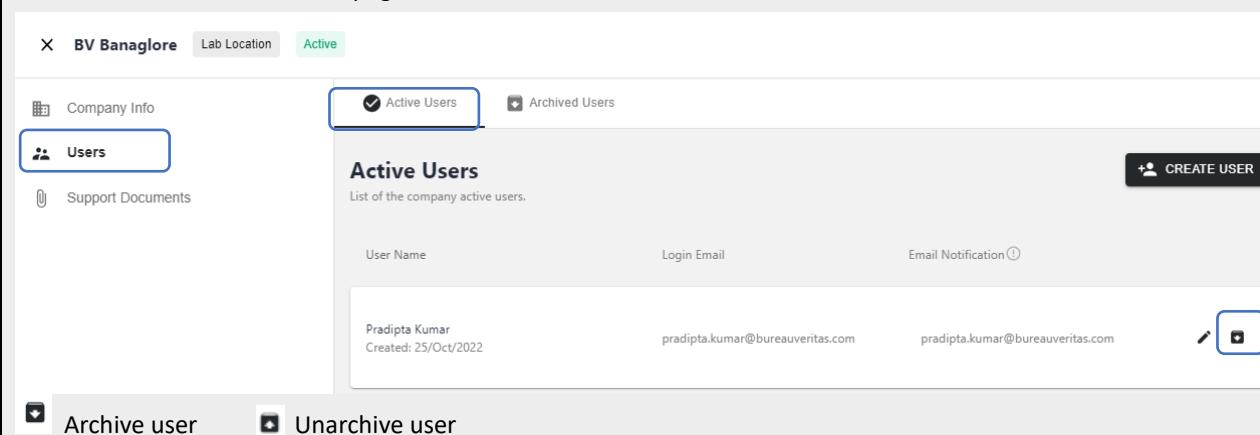
Select Lab > On Locations page, select the lab location to continue.



Lab Group	Lab Location	Company Type	Status	Created Date	Updated Date	Active Users
API LAB TESTING	API LAB TESTING	Lab Location	Active	23/Oct/2022	21/Jun/2023	5
Brachi Testing Services	Brachi Testing Services	Lab Location	Active	23/Oct/2022	21/Jun/2023	1
BV	BV Banaglore	Lab Location	Active	25/Oct/2022	21/Jun/2023	1

Archive User

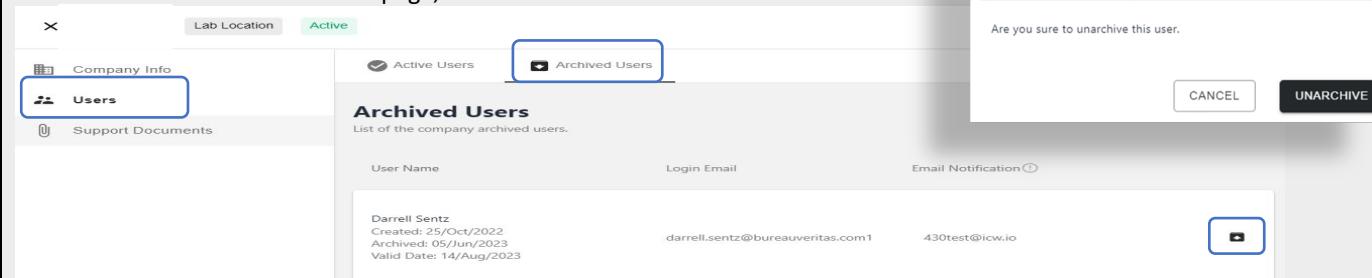
Select Users > On Active Users page, select Archive.



User Name	Login Email	Email Notification
Pradipta Kumar	pradipta.kumar@bureauveritas.com	pradipta.kumar@bureauveritas.com

Unarchive User

Select Users > On Archived Users page, select Unarchive.



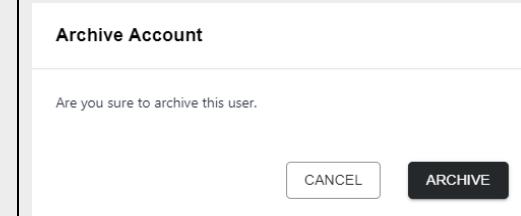
User Name	Login Email	Email Notification
Darrell Sentz	darrell.sentz@bureauveritas.com1	430test@icw.io

Notes:

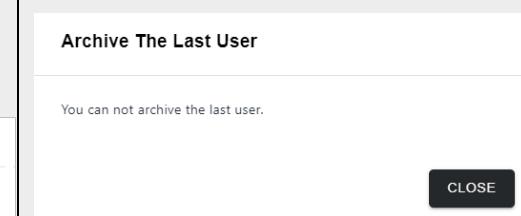
- The archived users will be counted as subscription users within the current subscription period.
- No notification email will be sent to an archived user.

Some tips when archiving Lab Location users:

1. More than one Lab location users



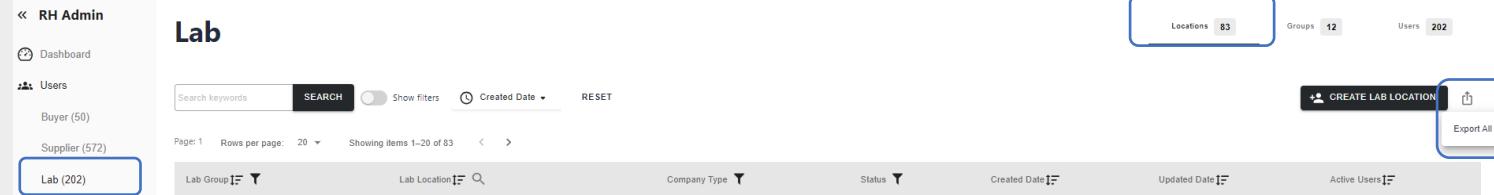
2. Not allow to archive the last Lab location user



6.8 Lab: Export Groups, Locations and Users

Export Lab Locations

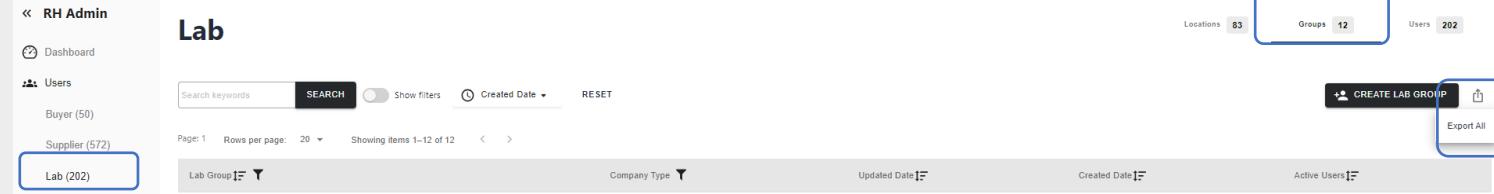
Select Lab > On Locations page, select **Export All**.



The screenshot shows the 'Lab' section of the application. At the top, there are three counts: Locations 83, Groups 12, and Users 202. Below this is a search bar with 'Lab Group' and a 'CREATE LAB LOCATION' button. The main table shows 83 items, with the 'Lab (202)' row highlighted. The 'Export All' button is located in the top right corner of the table area.

Export Lab Groups

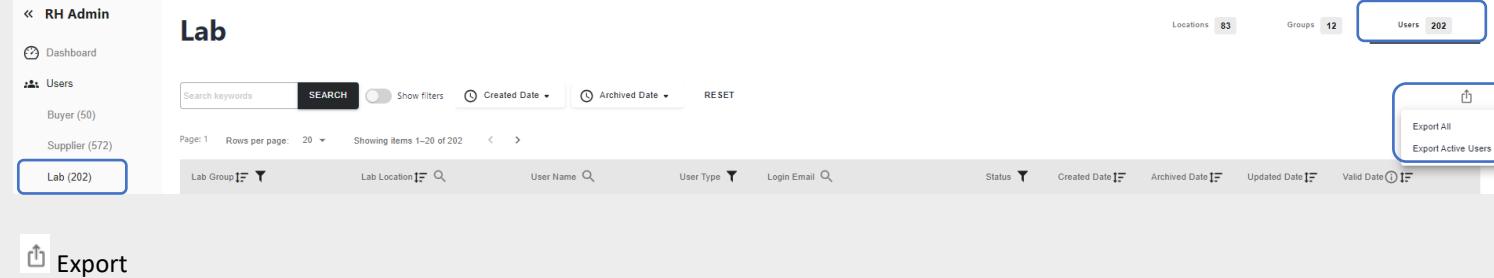
Select Lab > On Groups page, select **Export All**.



The screenshot shows the 'Lab' section of the application. At the top, there are three counts: Locations 83, Groups 12, and Users 202. Below this is a search bar with 'Lab Group' and a 'CREATE LAB GROUP' button. The main table shows 12 items, with the 'Lab (202)' row highlighted. The 'Export All' button is located in the top right corner of the table area.

Export Lab users

Select Lab > On Users page, select **Export All** or **Export Active Users**.



The screenshot shows the 'Lab' section of the application. At the top, there are three counts: Locations 83, Groups 12, and Users 202. Below this is a search bar with 'Lab Location' and a 'CREATE' button. The main table shows 202 items, with the 'Lab (202)' row highlighted. The 'Export All' and 'Export Active Users' buttons are located in the top right corner of the table area. A large 'Export' button is also visible at the bottom left.

Notes:

Lab Company:

- **Locations > Export All:** All Lab Location will be exported.
- **Groups > Export All:** All Lab Groups will be exported.

Lab Users:

- **Users > Export All:** Both active and archive Lab Location and Lab Admin users will be exported.
- **Users > Export Active Users:** Archived Lab Location and Lab Admin users will be excluded from the exported.