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# Single Sign-On and Launch Pad Administrator Guide



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# **Table of Contents**

Using Single Sign-On and the Launch Pad for Company Admin Tasks	1
Approving and Rejecting Permission Requests	1
Individual Requests	2
Managing User Permissions	3
Adding a Permission	3
Removing a Permission	7
Managing Your Own Permissions	9
Performing an Advanced User Query	
Viewing Query Search Results	13
Finding Administrator Contacts for Applications	
Viewing the SSO and Launch Pad Admin User Guide	17
Index	18

### **List of Exhibits**

Exhibit 1. Launch Pad (Company Admin)	
Exhibit 2. Manage Permission Requests	2
Exhibit 3. Manage Permission Requests Example for Approve/Reject	3
Exhibit 4. User Search	
Exhibit 5. User Search with Criteria and Results	4
Exhibit 6. Permissions	
Exhibit 7. Manage Permissions for Application	6
Exhibit 8. Permissions Example of Added Role	7
Exhibit 9. Remove Permissions	8
Exhibit 10. Manage My Permissions	9
Exhibit 11. Advanced User Query	0
Exhibit 12. Application Selected (with Roles drop-down list displayed)1	1
Exhibit 13. Mark, Company and Employer Fields1	
Exhibit 14. Last Name Only Query Results	3
Exhibit 15. Select Manage User Permissions in Actions Column	3
Exhibit 16. Manage Permissions1	
Exhibit 17. Search Results	4
Exhibit 18. User Information1	5
Exhibit 19. Find Contact(s) for Application1	6
Exhibit 20. Find Contact(s) for Application (with AskRail Application Administrators	6
Exhibit 21. Find Contact(s) for Application (with Company Administrators) 1	7

### Using Single Sign-On and the Launch Pad for Company Admin Tasks

The Single Sign-On (SSO) system enables Railinc users to register for Railinc access, manage their user profile, and request and access Railinc applications. These functions are described in the *Railinc Single Sign-On User Guide*.

If you are a *company administrator* for a Railinc application, you have access to additional Permissions and Tools tasks, which are listed in the Administrator functions of the Launch Pad (<u>Exhibit 1</u>). This Administrator Guide describes these administrator tasks.

Your authorized tasks and applications can be accessed from the Launch Pad. To access the Launch Pad, enter the following link in your browser:

https://www.railinc.com/rsso/ Log in at the prompt.

Exhibit 1. Launch Pad (Company Admin)

My Applications	Railinc Notifications		My Profile
AAR Embargo/OPSL Permit System	New Support Portal on Launch Pad	Mar 24, 2020 🗸	Edit My Profile
CIF	Update on Railinc COVID-19 Actions	Mar 18, 2020 🗸	Change Password
Car Hire Rate Negotiation	Umler Release Notification	Mar 18, 2020 🗸	View/Request Permissions
Car Repair Billing	Embargo Release	Feb 25, 2020 🗸	Check Status of Permission Requests
Clear Path System	Umler® Release Notification	Feb 11, 2020 🗸	Support Cases
DDCTS	Railinc Ticketing System Update	Jan 17, 2020 🗸	User Guide
EHMS	Reminder: Circular OT-57 Becomes Effective on Feb. 1	Jan 14, 2020 🗸	
Early Warning	If you do not see the notification you require, please contact csc@railinc.com or by phone at 877-724-5462.	the Raillinc Customer Success Center by email	Accounts
Equipment Health View			Edit User Profile
FindUs.Rail	Permissions	Tools	Change User Password
Letter of Authorization	Manage My Permissions	Advanced User Query	Manage User Status
Multi-Level Pool Billing (Committee Site)	Manage User Permissions	Find Admin Contacts for Application	Manage User Type
REN Web	Manage Permission Requests	Manage Companies	View User Audit Log
RailSight	Clone User Permissions	Search Company(s)	
SCRS		Manage Application News and Updates	View User Compliance Run
Single Sign On System		Edit Application Description	Confirm Email for a User
Umler		Edit Role Description	IT Owned
		View Compliance Run	IT Support
		View Compliance Exemptions	Compare Local User to LDAP
		Admin User Guide	
		Internal User Admin Guide	

## Approving and Rejecting Permission Requests

The company administrator is responsible for responding to requests for access to a specific application. The following sections describe how to approve or reject application access requests.

1

### **Individual Requests**

- 1. Log into SSO as described in the *<u>Railinc Single Sign-On User Guide</u>*. The Launch Pad is displayed.
- 2. Select Manage Permission Requests in the Permissions portlet. The Manage Permission Requests page is displayed (see Exhibit 2).

Exhibit 2. Manage Permission Requests

Home / Manage Permissio	n Requests	Filter All							
Filter Total Items : 3	Select/Deselect	t All Rows		C	Filter One Column	]			
Reference	Application	Permission	Mark/Company	User Id	User Name	Request Date	Status	User Comment	End Date
٣		τ	۲		т т		۲	т т	
13871	FindUs Rail	FindUsRail Company	RAIL - RAILINC COR	Role04	Dennis Kovner	12/26/2018	Requested	testing - DK	
13870	FindUs Rail	Contact Company Ad	RAIL - RAILINC COR	(i) Role04	Dennis Kovner	12/26/2018	Requested	testing - DK	
13915	FindUs Rail	Contact Company Ad	RAIL - RAILINC COR	BSCXB02	Cameron Bumgarner	1/7/2019	Requested		
Selected Permission Re 13915 Comments	quest(s)	elect One Row		Selec	t for Requestor Information	,		Select to Edit D	ate
Required for rejecting permisal	on request(s)							Cancel Reject	al 9255 Pending Approve

- 3. Review the requests:
  - a. As needed, select the user ID hyperlink to open the Manage User Permissions function (see <u>Managing User Permissions</u>).
  - b. As needed, select the information icon ( ) to open a pop-up window with SSO user information about the requester. Click outside the pop-up window to return to the **Manage Permissions Requests** page.
  - c. Read the User Comments the requester might have written to clarify the need for access.
- 4. To approve or reject individual requests, select the checkbox to the left of the request. To approve or reject all requests, select the checkbox at the top of the form.
- 5. To reject one or more requests, enter **Comments** explaining why the request is being rejected. The **Reject** button becomes available once a comment has been entered.
- 6. (Optional) For approvals, you have the option to use the calendar icon ( 💼 ) to add an End Date for access as appropriate. The start date begins the day the request is approved.
- 7. (Optional) Enter **Comments** as appropriate (see <u>Exhibit 3</u> for an example). This entry is included in the notification email.

Items	s : 3													
	Reference	Application		Permission	Mark/Company	User Id	User Name	Request Date		Status		User Comment	End D	ate
	Ŧ		Ŧ	<b>.</b>	Ŧ	<b>.</b>	Ŧ		Ŧ		Ŧ		Ŧ	
	13871	FindUs.Rail		FindUsRail Company	RAIL - RAILINC COR	(i) Role04	Dennis Kovner	12/26/2018		Requested		testing - DK		
	13870	FindUs.Rail		Contact Company Ad	RAIL - RAILINC COR	(i) Role04	Dennis Kovner	12/26/2018		Requested		testing - DK		
7	13915	FindUs.Rail		Contact Company Ad	RAIL - RAILINC COR	BSCXB02	Cameron Bumgamer	1/7/2019		Requested			<b></b>	
and and	Permission Requ	uest(s)												
3915 ments														

Exhibit 3. Manage Permission Requests Example for Approve/Reject

8. Select one of the following options:

**Approve**—Approves the request for the specified period, sends an approval email to the user, and makes the application link available on the user's Launch Pad. Request status is set to **Approved**.

**Reject**—Rejects the request, sends a rejection email to the user. The application link is NOT available on the user's Welcome page and the request status is set to **Rejected**.

**Pending**—Pends the request, sends an email to the user. The application link is NOT available on the user's Welcome page. Use Pending when a determination about the access cannot be made without further investigation or information. The request status is set to **Pending**.

Cancel—Returns to the Launch Pad (Exhibit 1). The request status is Cancelled.

**Note:** Requests that have been approved or rejected are removed from the **Manage Permission Requests** page. Those that are **Pending** remain in the list.

#### **Managing User Permissions**

The Manage User Permissions function enables the company administrator to grant access that has not officially been requested. You can use this function to quickly grant application accesses to new personnel whose SSO access has been established. You can also quickly remove access when it is no longer needed.

### **Adding a Permission**

- 1. Log into SSO as described in the <u>Railinc Single Sign-On User Guide</u>. The Launch Pad is displayed.
- 2. Select Manage User Permissions in the Permissions portlet. The User Search page is displayed (Exhibit 4).

#### Exhibit 4. User Search

Home / User Search					
Enter your search criteria and clic	k on the "Search" button to retrieve the users. You may	y use a wildcard (*) for all criteria except employer.			^
User Id	First Name	Last Name	Name Mark	Employer	_
				Cancel Rese	t Search

- 3. There are multiple ways to search for users to manage their permissions:
  - a. Enter the User ID and select Search.
  - b. Begin entering the User ID and select the appropriate ID from the drop-down list and select Search.
  - c. Enter part of the User ID, First Name or Last Name using asterisk (\*) for a wildcard and select Search (see Exhibit 5).

Note: Select the arrow ( $\checkmark$ ) in the top right corner to view or hide your search criteria.

4. Select Search. Results are listed in the table.

Exhibit 5. User Search with Criteria and Results

rld T*		First Name	Last Name	Name     Mark	Employer	
					Cancel	Reset Sear
Found 9 use	r(s) matching the	e search criteria.				
Found 9 use	r(s) matching the	e search criteria.				•

- **Note:** If the first name begins with Eve, enter **eve\*** in the field for the query. Case is ignored. Enter **\*eve\*** to show users named Steve, Beverly, or other names that contain **eve**. You can use wildcards for partially-known fields, or when internal characters are unknown. For example, typing **joh\*ns\*on** finds Johnson, Johanson, Johanson, and Johnston.
- 5. Select the link of the desired **User ID**. Links are available only for active user IDs. The user's **Permissions** page is displayed (see <u>Exhibit 6</u>).

Home / User Search	/ Permissions			
	JOHN SMITH ( CBTEST )		ACT	IVE ^
	User ID: CBTEST Name: John Smith Employer: RAILINC CORPORATION Business Title: Tester User Type: Web	Email: john.smith@railinc.com Phone: 9195555555 Address: 7001 Weston Parkway, Cary, NC 27613 US Member Since: 08/31/2017 Password Expiration: 05/13/2019 (126 days	Last Updated: 01/07/2019 18:56:13 By BSC Last Sign in: 01/07/2019 09:20:59 Last Failed Login: 11/27/2018 14:02:21 Incorrect Login Count: 0	XB02
	User Actions			· ·
	Filer DDCTS			
	DDCTS Provides the North American Rail Industr and 107	ry with an centralized Repository to track/manage Damaged an	d Defective cars governed by AAR Interchange Rules 1,	Add
	Handling Carrier Admin	RAIL - RAILINC CORPORATION	11/16/2018	
	DDCTS DEC			Add
	Provides the North American Rail Industr and 107	ry with an centralized Repository to track/manage Damaged an	d Defective cars governed by AAR Interchange Rules 1,	108, 95
	Handling Carrier Admin	RAIL - RAILINC CORPORATION	11/16/2018	
	Comments			
				.d
			Cancel Remove selected permis	0/4000

**Note:** The only applications listed on this page are those the administrator is authorized to administer.

- 6. Select Add. The Manage Permissions for Application page is displayed (Exhibit 7).
- 7. Select the checkboxes for the appropriate roles.
- 8. If required, select the appropriate **Name** or **Mark** (Company ID). Multiple marks can be entered and selected one at a time, so that they appear in the **Selected Mark(s)** section.

lanage Permissions for App	licauon	
-	and and a second s	ACTIVE
DDCTS		
Provides the North American R	ail Industry with an centralized Repository to track/manage Damaged and Defective cars governed by AAR	Interchange Rules 1, 108, 95 and 107
Car Owner Admin ( M	ARK required )	
Car Owner Administrator	that manages all incidents including approving settlement process for Rule 107 Incidents.	
🔿 Name 🔘 Mark	Mark AARE	Apply to all
	AARE - RAILINC CORPORATION - TEST	
Selected Mark(s)		
RAIL 🛞		
Effective Date		
1/25/2021	Expiration Date	
	Car User (MARK required) ers that need access and update capabilities to work with Rule 95/107 Incidents.	
Car Owner Defective	Car User ( MARK required )	
Car Owner back office use	ers that need access and update capabilities to work with Rule 1/96/108 Incidents.	
🗌 Interchange Bureau U	ser ( MARK required )	
Interchange Bureau users	s that need the capability to create ICB records in DDCT. User must be a defined Interchange Bure	au by the industry for DDCT.
Shop User ( MARK red	quired )	
Access required for Shop	functionality in DDCT including reporting cars on hand and repairs. This is needed by car owner to	o report unexpected shop arrivals in DDCT.
omments		

Exhibit 7. Manage Permissions for Application

- 9. Click **Apply to All** to apply the Name or Mark(s) to all selected roles.
- 10. Enter or use the calendar icon to select the **Effective Date** and **Expiration Date**. The default **Effective Date** is today. You have the option to leave the **Expiration Date** field blank or enter it as needed.
- 11. Scroll to the bottom of the page.
- 12. (Optional) Enter Comments.
- 13. Select Submit. The Permissions page is redisplayed with the added permission (Exhibit 8).

Exhibit 8. Permissions Example of Added Role

JOHN SMITH ( CBTEST )			ACTIVE 🗸
ilter			
DDCTS			Add
	ndustry with an centralized Repository to track/manage Damag	ged and Defective cars governed by AAR Interc	
Provides the North American Rail In	dustry with an centralized Repository to track/manage Damag	ged and Defective cars governed by AAR Interc 01/07/2019	

- 14. If other listed application permissions are needed, select Add to repeat the process.
- 15. Otherwise, select Cancel. The Launch Pad is displayed (Exhibit 1).

### **Removing a Permission**

This function enables an administrator to remove access for a specified user ID. To remove application access:

- 1. Log into SSO as described in the <u>Railinc Single Sign-On User Guide</u>. The Launch Pad is displayed.
- 2. Select Manage User Permissions in the Permissions portlet.

The User Search page is displayed (Exhibit 4).

- 3. There are multiple ways to search for users to manage their permissions:
  - a. Enter the User ID and select Search.
  - b. Begin entering the **User ID** and select the appropriate ID from the drop-down list and select **Search**.
  - c. Enter part of the User ID, First Name or Last Name using asterisk (\*) for a wildcard and select Search (Exhibit 5).

Note: Select the arrow ( $\checkmark$ ) in the top right corner to view or hide your search criteria.

- 4. Select Search. Results are listed in the table (Exhibit 5).
- 5. The **Permissions** page is displayed (<u>Exhibit 9</u>).

JOHN SMITH (CBTEST)		AC	TIVE ^
User ID: CBTEST Name: John Smith	Email: john.smith@railinc.com Phone: 9195555555	Last Updated: 01/07/2019 18:56:13 By BSC	CXB02
Employer: RAILINC CORPORATION	Address: 7001 Weston Parkway,	Last Sign in: 01/07/2019 09:20:59 Last Failed Login: 11/27/2018 14:02:21	
Business Title: Tester	Cary, NC 27513 US	Incorrect Login Count: 0	
User Type: Web	Member Since: 08/31/2017	inconcer Login Count. O	
	Password Expiration: 05/13/2019 (125 days)		
User Actions			*
≝ dUs.Rail			
FindUs.Rail			Add
	a central directory of contacts across business functions	I	Add
	a central directory of contacts across business functions	11/14/2018	
Provides the North American Rail Industry with		11/14/2018	

Exhibit 9. Remove Permissions

- 6. Scroll to the permission/role to be removed and select the checkbox to the right of the specific permissions to be removed.
- 7. Select **Remove Selected Permission(s)** at the bottom of the page. The **Permissions** page is redisplayed showing only the remaining permissions.
- 8. Select **Cancel** to return to the Launch Pad (<u>Exhibit 1</u>).

### Managing Your Own Permissions

An administrator can manage their own personal permissions for authorized applications. When an administrator selects **Manage My Permissions**, the **Manage My Permissions** page is displayed (<u>Exhibit 10</u>).

Exhibit 10. Manage My Permissions

AILINC User Services		John Smith (CBTEST) : RA	LINC CORPORATION   Launch Pad   Sign Out
Manage My Permissions			
JOHN SMITH ( CBTEST )			ACTIVE 🗸
Filter			
FindUs.Rail			Add
Provides the North American Rail Indus	stry with a central directory of contacts across business function	S	
FindUsRail Company Admin	CSXT - CSX TRANSPORTATION	11/14/2018	
Comments		Cancel Ret	.d 0/4000 move selected permission(s)

The administrator can add or remove permissions as described in the previous sections. Unauthorized applications must be requested by selecting **View/Request Permissions** as described in the <u>Railine Single Sign-On User Guide</u>.

Select Cancel when finished with permission. The Launch Pad is displayed (Exhibit 1).

### Performing an Advanced User Query

The **Advanced User Query** enables company administrators to locate specific users of specific applications. Criteria can include:

- Application
- Roles
- User ID
- Email
- First Name/Last Name
- Title
- Country
- User Status (active, inactive, etc.)
- User Type
- Name/Mark (company for specific Roles)
- Mark
- Company
- Employer
- Last Login Start Date
- Last Login End Date

To find a user using a query:

- 1. Log into SSO as described in the *<u>Railinc Single Sign-On User Guide</u>*. The Launch Pad is displayed.
- 2. Select Advanced User Query in the Tools portlet. The Advanced User Query page is displayed (Exhibit 11).

#### Exhibit 11. Advanced User Query

			John Smith (CBT	EST) : RAILINC CORPORATION	I   Launch Pad   Sign Out
Home / Advanced User Query					
Enter your search criteria and click on the "Search" button to retrieve the users. You n	nay use a v	vildcard (*) for all criteria except a	pplication, role, co	ompany, user status, user typ	e and dates.
Application Find Us. Rall	*	User Id		Email	
Roles	*	First Name		Last Name	
Marks CSXT	*	Title		Country	*
Name O Mark Company Selected Companie		User Status	*	User Type	
Name O Mark Employer		Last Login Start	Ē	Last Login End	•
				Cancel	Reset Search

**Hint:** At least *one* criteria must be specified to produce a successful search. Always use the minimum, optimal criteria for efficient searches. First and last names together generally

produce a short results list (unless the last name is common–like Smith). Other unique criteria include user IDs. Specifying too many criteria can result in no match found. Use asterisks (\*) as wildcards to overcome spelling variations. For example, entering \*JOHNS\*N\* finds the names Johnson, Johnsen, Johnston, Johnsten, etc.

3. Select the **Application** for the user from the drop-down.

**Note:** If the administrator has only one authorized application, then only one application will appear in the drop-down list.

The **Roles** drop-down list populates with applicable roles (<u>Exhibit 12</u>) for the application selected.

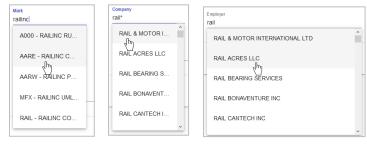
Exhibit 12. Application Selected (with Roles drop-down list displayed)

Application	
FindUs.Rail	•
nutre -	
Contact Company Admin For CIF	^
վեղ	
Contact <sup>2</sup> Company Admin For MARK	
FindUsRail App Admin	
Findusrail Category Admin	
_ · ···	
FindUsRail Company Admin	
FindUsRail IT Support	
	~

- 4. Select one or more **Roles** for the user by clicking inside more than one checkbox. Click again to unselect.
- 5. Begin entering a **Mark** and a drop-down list appears with possible selections to choose from. One or more marks can be selected and will appear to the right of the field. Entries can be removed by deleting them from **Selected Marks**.
- 6. Begin entering a **Company** and a drop-down list appears with possible selections to choose from. One or more companies can be selected and will appear to the right of the field. Entries can be removed by deleting them from **Selected Companies**.
- 7. Begin entering an **Employer** and a drop-down list appears with possible selections to choose from. Entry can be removed from the **Employer** field at any time.

**Note:** The **Mark** and **Company** fields are the mark and the name of the company for which the user is authorized to act, not necessarily the user's employer. **Employer** is the user's employer as shown in their User Profile.

#### Exhibit 13. Mark, Company and Employer Fields



8. Enter the User ID, Email, First Name, Last Name and Title fields as appropriate to add them to the query. Remove entries by deleting them.

- 9. Select **Country** from the drop-down list.
- 10. Select **User Status** from the drop-down list by clicking inside the checkbox(es). If no status is specified, all statuses are used as the default. Valid values for status include:
  - Active
  - Non-Recoverable (cannot be activated; must be recreated)
  - Hard Locked
  - Inactive
  - Password Expired
  - Locked
  - Suspended
- 11. Select User Type from the drop-down list. Valid values for type include:
  - System User
  - Web User
  - Ghost User
- 12. Enter the Last Login Start and Last Login End dates in the MM/DD/YYYY format or click

the calendar ( 💼 ) icon to select dates.

13. When you have specified one or more search criteria, select **Search**. The **Advanced User Query** page redisplays with a table of search results. See <u>Viewing Query Search Results</u>. If no users are found, remove some of the search criteria and search again.

**Note:** Use an asterisk (\*) as a wildcard for a partially-known field. For example, if the first name begins with Nel, type nel\* in the field for the query. Case is ignored. Surrounding the string with asterisks on both sides is recommended for internal strings. Date fields *cannot* have wildcards.

### **Viewing Query Search Results**

When you execute a successful user search, the results are displayed in a table at the bottom of the **Advanced User Query** page. The following sections show samples of various types of queries and a detailed description of the Search Results table navigation and tasks.

#### Performing a Simple Last Name Query

The query in Exhibit 14 shows how to find users with the last name of "TEST".

#### Exhibit 14. Last Name Only Query Results

Home / Advanced User Query							
Enter your search criteria a	and click on the "Search" but	ton to retrieve the users. You	rmay use a wildcard (*) for all criteria excep	ot application, role, company, use	r status, user type and dates.		^
Application FindUs.Rail				- User Id		Email	
Roles				✓ First Name		Last Name TEST	
Marks CSXT				▼ Title		Country	-
🖲 Name 🔵 Mark	Company		Selected Companies	User Status	•	User Type	·
🖲 Name 🔵 Mark	Employer			_at Last Login Start	Ĕ	Last Login End	8
							Cancel Reset Search
Found 1 user(s)	) matching the se	arch criteria.					٥
ld F	irst Name	Last Name	Employer	Phone	Email	Type St	atus Actions
Ŧ		T	τ	т т		Ŧ	Ŧ
CBTEST1 T	TEST	TEST	RAILINC CORPORATION	9999999999	cameron.bumgarner@railinc.c	Web AC	STIVE Select +

In this example, only one user has the last name of TEST. For a description of the search results table, see <u>Working with Search Results</u>.

From the **Select** drop-down in the **Actions** column of the table, select **Manage Permissions** to see all the selected user's active permissions on the **Manage Permissions** page.

Exhibit 15. Select Manage User Permissions in Actions Column

Туре	Status		Actions	Гуре	Status	Actions
		Ŧ		Ŧ		÷
Web	ACTIVE		Select •	Neb	ACTIVE	Manage User Permissions

TEST TEST (CBTEST5)		ACTIVE
Filter		
AskRail		Add
Ask Rail		
Ask Rail Comp Admin	KCSM - KANSAS CITY SOUTHERN DE MEXICO S DE R L DE C V 11/16/2018	
ASKRAILUM		Add
		Add
Ask Rail User Management		
Car Accounting Self S	Service	Add
Car Accounting Self Service		
Car Hire Negative Pa	valles	Add
	ar hire participants to set their negative payable thresholds each month and also allows for the manual s	
build an exchange file.		
Car Hire Rate Negotia		_

#### Exhibit 16. Manage Permissions

The same user with the last name of "TEST" is shown with all active permissions. For a description of the search results table, see <u>Working with Search Results</u>.

#### Working with Search Results

The search results table is a fixed size and has a scroll bar at the right for viewing records. Each results record is divided by a horizontal line.

Tables are sorted by selecting the links in the table headings. The default sort is by User ID. Move columns around by dragging the header of a column to a new place.

Exhibit 17. Search Results

ound 1 user(s) matching t	Total Records	Filter One Column			Expe	ort Records to CSV File	
Filter All	Last Name	Employer	Phone	Email	Туре	Status	Actions
User Information	Ŧ	T	τ τ		Manage Perm	nissions	Ŧ
CBTEST1 TEST	TEST	RAILINC CORPORATION	9999999989	test.test@railinc.com	Web	ACTIVE	Select

Select the cloud (  $\triangle$  ) icon at the upper right to export the query results to a comma separated value (CSV) file that can be opened in Microsoft Excel for printing.

In the Actions column, click **Select** and **Manage Permissions** to view the available user actions. For company administrators, the only available user action is **Manage User Permissions**. See <u>Managing User Permissions</u> for more information. Select the information icon ( 0 ) to open a view only pop-up window with the user's User **Profile** (see Exhibit 18). Click outside the window to close it when finished viewing.

#### Exhibit 18. User Information

#### TEST TEST ( CBTEST1 )

User ID: CBTEST1 Name: TEST TEST Employer: RAILINC CORPORATION Business Title: TEST User Type: Web

 Email: testtest@railinc.com
 Last Updated: 12/13/201

 Phone: 999999989
 Last Sign in: 01/07/2019

 Address: 7001 West Parkway,Cary, NC 27513 US
 Last Failed Login: None

 Member Since: 03/15/2018
 Incorrect Login Count: 0

 Password Expiration: 05/20/2019 (132 days)
 Pasword Expiration: 05/20/2019

Last Updated: 12/13/2018 15:08:07 By BSCXB02 Last Sign in: 01/07/2019 17:27:45 Last Failed Login: None Incorrect Login Count: 0

### **Finding Administrator Contacts for Applications**

The **Find Admin Contacts for Application** function enables administrators to determine who is an administrator for specific Railinc applications.

- 1. Log into SSO as described in the <u>Railine Single Sign-On User Guide</u>. The Launch Pad is displayed.
- 2. Select Find Admin Contacts for Application in the Tools portlet.

The Find Contact(s) for Application page is displayed (Exhibit 19).

#### Exhibit 19. Find Contact(s) for Application

Home / Find Contact(a) for Application
Select an application to show its application administrators. If you also enter a mark, the respective company administrators will be displayed instead.
Application

- 3. Select an application from the **Application** drop-down list. Matches will appear below the selection. <u>When no company is provided</u>, only application administrators are displayed.
- 4. (Optional) Choose the **Name** or **Mark** radio button to search on the name or mark (company ID) and start entering a name or a mark in the **Mark** field. A drop-down list matching your entry appears. Select a Mark from the list. Matches will appear below the selection. <u>When a company is provided</u>, only company administrators are displayed.
- 5. The Find Contact(s) for Application page is redisplayed with a list of administrators:
  - <u>Exhibit 20</u> shows Railinc application administrators only. No company was specified in the search.
  - <u>Exhibit 21</u> shows results when a Company ID is added to the search. The list shows administrators for the RAIL company.

Information shown includes phone numbers and email addresses for the administrator contacts. Tables are sorted by selecting the links in the table headings.

#### Exhibit 20. Find Contact(s) for Application (with AskRail Application Administrators

Select an application to show its application administrators. If you also enter a mark, the respective company administrators will be displayed instead.  Application AskRail    Name  Mark   Mark    Filter   Filter	
AskRail    Name   Mark  Mark  Mark  Found 7 user(s) matching the search criteria.	
	c
Filter	6
Filter	
First Name Last Name Title Employer Email	Phone
T T T T T T T T T	<b>.</b>
Brandon Waffle csc RAILINC CORPORA brandon.waffle@raili	9195555555

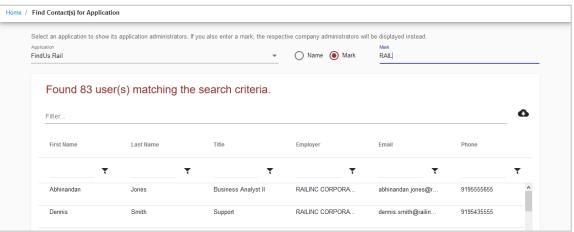


Exhibit 21. Find Contact(s) for Application (with Company Administrators)

### Viewing the SSO and Launch Pad Admin User Guide

Select the Admin User Guide link to open the <u>SSO and Launch Pad Administrator Guide</u> in a new tab or window.

### Index

active permissions query results, 14 Admin User Guide, 17 advanced user query, 10 Advanced User Query Results, 13 approve request individual, 3 comma separated value file, 14 Company vs. Employer, 11 contact application, 16 find, 16 CSV export, 14 link, 14 date field in query, 12 Employer vs. Company, 11 export CSV, 14 find application admin contact, 16 Company admin contact, 16 user via query, 10 icon information, 15 link CSV, 14 pend request individual, 3 query Advanced User, 13 CSV link, 14

export CSV, 14 info icon, 15 optimal criteria, 10 search results, 14 simple name, 13 sorting results, 14 total records, 14 user, 10 reject request individual, 3 remove user permission, 7 request approve, 3 pend, 3 reject, 3 simple name query, 13 sorting query results, 14 status in query, 12 type in query, 12 user permission approve/reject, 1 manage, 3 pending, 3 remove, 7 user query, 10 user status, 12 user type, 12 wildcard date field, 12 in query, 12