

## User Manual to Create Sub Login

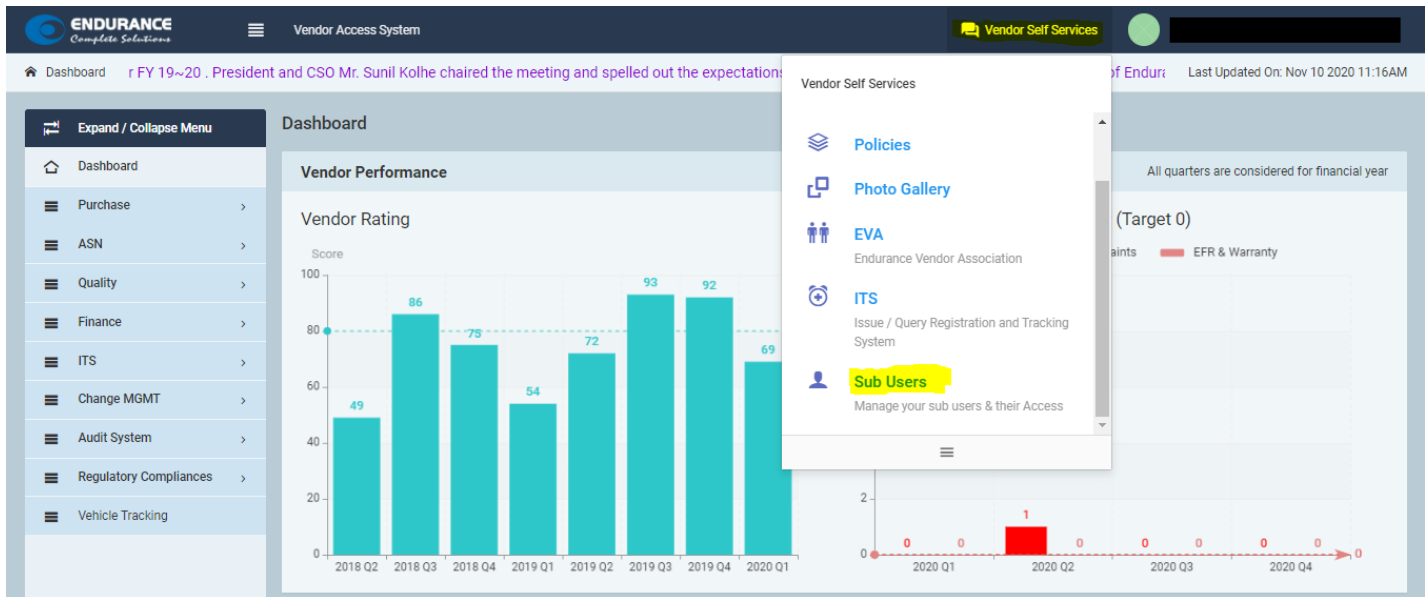
We are introducing a new functionality to create sub login for different departments, who are using Endurance VAS Portal. This will help you to create multiple logins.

User can use the sub Login, continue to work.

In case password need to reset, you can use Forgot password option, where link will be sent on sub login user's email id. You don't need to wait for Endurance support.

The simple procedure and steps are given below. Just follow the steps.

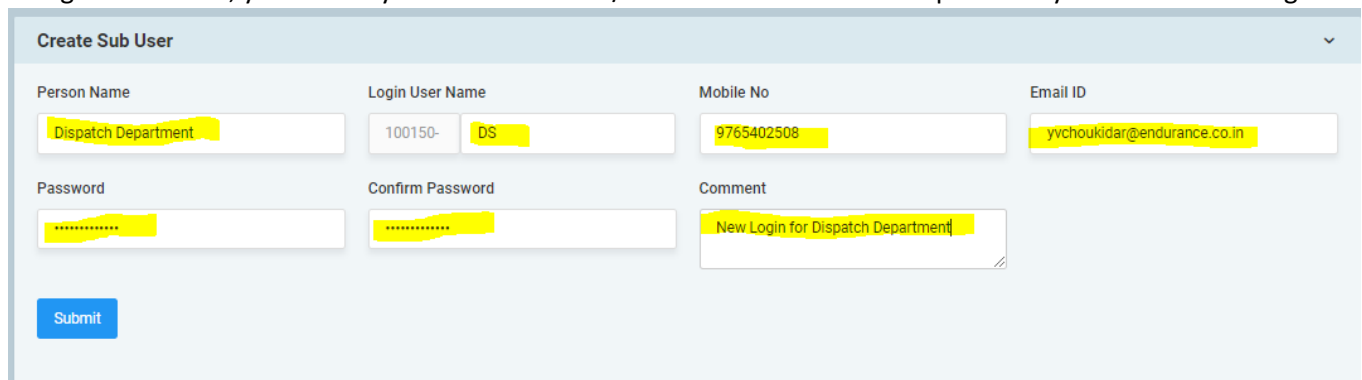
1. Login on Portal with your vendor code.
2. After Login, go to Vendor self services menu which is highlighted with Yellow colour. Select Sub Users Option, as shown in below screen.



The screenshot shows the Endurance Vendor Access System dashboard. The 'Vendor Self Services' menu is open, and the 'Sub Users' option is highlighted in yellow. The dashboard displays a 'Vendor Performance' section with a 'Vendor Rating' bar chart and a 'Vendor Rating' line chart. The bar chart shows scores for various quarters: 2018 Q2 (49), 2018 Q3 (86), 2018 Q4 (75), 2019 Q1 (54), 2019 Q2 (72), 2019 Q3 (93), 2019 Q4 (92), and 2020 Q1 (69). The line chart shows a score of 1 for 2020 Q2 and 0 for other quarters. The 'Sub Users' option is highlighted in yellow in the 'Vendor Self Services' menu.

3. Enter the required details as Highlighted in below screen. Instead of Person name, you can also use Department Name.

In login user name, you can only enter 3 character / numeric. Which will be separated by – at the time of login.



The screenshot shows the 'Create Sub User' form. The form fields are: Person Name (Dispatch Department), Login User Name (100150-DS), Mobile No (9765402508), Email ID (yvchoukidar@endurance.co.in), Password, Confirm Password, and Comment (New Login for Dispatch Department). A 'Submit' button is visible.

Click on Submit to Create Login.

You can create maximum 5 (department wise / Person wise) Sub Logins to use.

After Successful Login creation, details will be shown on the same page.

SN	Person Name	Sub User ID	Email ID	Mobile No	Manage Access	Edit	Status
1	Virendra	100150-PRO	virendra.dhumal@gmail.com	8975674964	Access	Edit	Deactive
2	Virendra	100150-PRO	virendra.dhumal@gmail.com	8975674964	Access	Edit	Deactive
3	Prafull	100150-PS	pdsirsalkar@endurance.co.in	9765402509	Access	Edit	Active
4	abc test	100150-abc	dsf@dfger.dfgd	2222222222	Access	Edit	Active
5	Dispatch Department	100150-DS	yvchoukidar@endurance.co.in	9765402508	Access	Edit	Active

4. Click on Access option as shown in below screen.

SN	Person Name	Sub User ID	Email ID	Mobile No	Manage Access	Edit	Status
5	Dispatch Department	100150-DS	yvchoukidar@endurance.co.in	9765402508	Access	Edit	Active

System will show you all Reports / pages as shown in below screen. You have to give access for required pages to that person or Department.

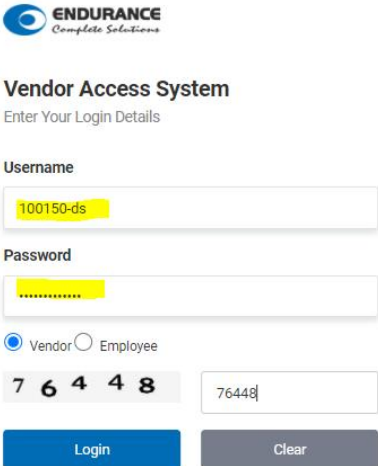
Assign Access to Sub User 100150-DS		
SN	Report Name	<input type="checkbox"/>
22	ASN	<input checked="" type="checkbox"/>
23	ASN Excel Upload	<input checked="" type="checkbox"/>
24	ASN Cancellation	<input checked="" type="checkbox"/>
25	ASN Report	<input checked="" type="checkbox"/>
26	GST Summary Report	<input type="checkbox"/>
27	Issues / Queries	<input type="checkbox"/>
28	ITS Report	<input type="checkbox"/>
29	Change Requests	<input type="checkbox"/>
30	Feasibility Study Upload	<input type="checkbox"/>
31	Implementation Plan Upload	<input type="checkbox"/>
32	Supplier Request Report	<input type="checkbox"/>
33	ECN Request Report	<input type="checkbox"/>
34	Audit CAPA	<input type="checkbox"/>
35	Audit Request Report	<input type="checkbox"/>
36	Sub Users	<input type="checkbox"/>
37	EMS	<input type="checkbox"/>
38	Regulation Report	<input type="checkbox"/>

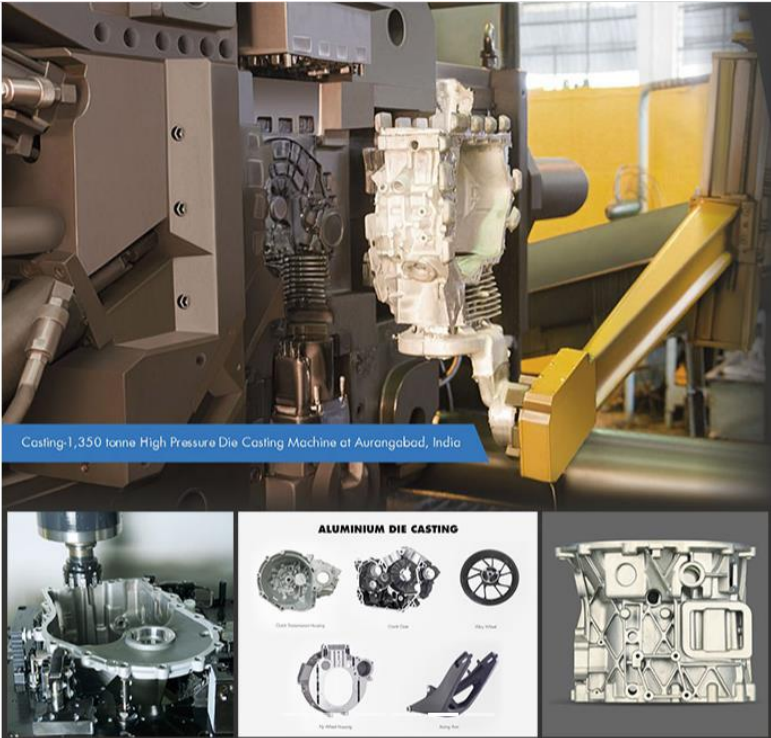
[Submit](#)

After selecting appropriate pages, click on Submit to give access to user for those pages. Successful message will be displayed on the top of Page.

Success! Report Access Updated successfully.		
Assign Access to Sub User 100150-DS		
SN	Report Name	<input type="checkbox"/>

- Login with new user, as shown in below screen.  
Password has been set at the time of sub-login creation. Use same credentials to login on VAS portal.  
Login with Vendor code (6 Digit) – user name e.g. 100000-ds





Now user can access his login and the pages authorized to him.



Thank You.