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# Ultriva 7.6 and Higher Master Label Set-Up Reference Guide

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## Setting up the Configuration

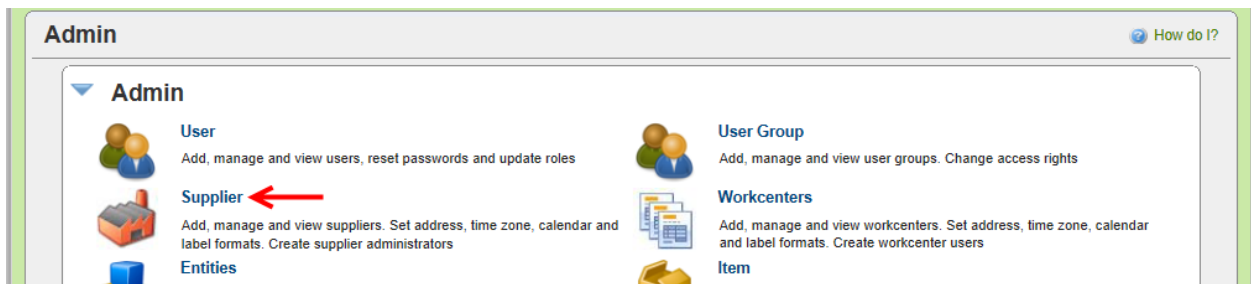


**Important – Only a Plant Admin can change the configuration settings for the Master Label**

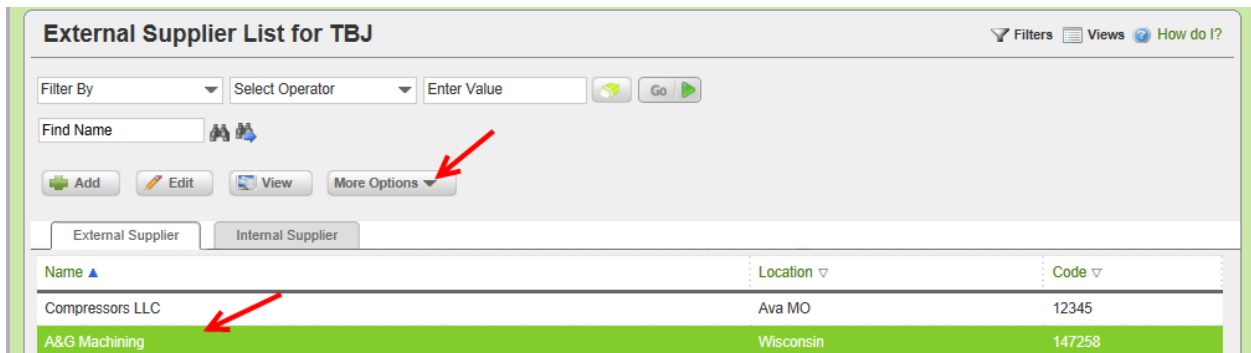
Click on “Admin”



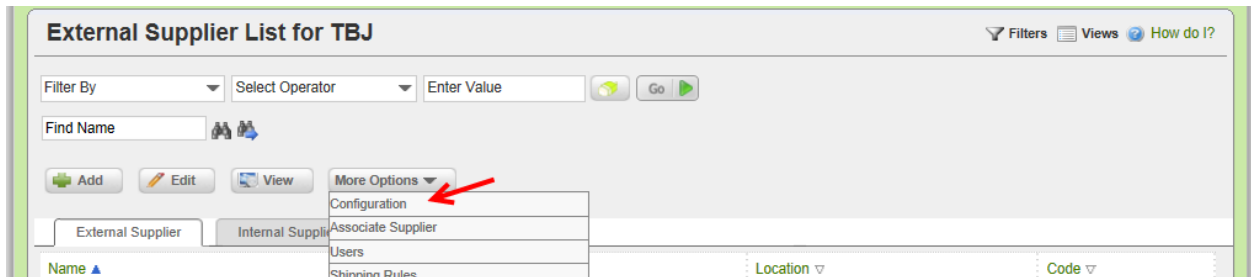
Click on “Supplier”



Click on the “Supplier” to highlight the line. Click on the “More Options” button.



Click on “Configuration”



Click on the “Ship” tab

Supplier Configuration for: A&G Machining Last modified on [02/11/2014] by [Laura Maki] [How do I?](#)

General Print Receive Scan **Ship**

Configuration Settings

Name	Value
Force Packing Slip No in Ship Screen: ?	OFF
Ship using Kanban System:	ON
Adjust calculated Required Ship Date to End of Day:	OFF
Ship using Master Label:	OFF
Force Tracking No in Ship Screen: ?	OFF

Click on the “Off” switch next to “Ship using Master Label” to turn it on.

Supplier Configuration for: A&G Machining Last modified on [02/11/2014] by [Laura Maki] [How do I?](#)

General Print Receive Scan Ship

Configuration Settings

Name	Value
Force Packing Slip No in Ship Screen: ?	OFF
Ship using Kanban System:	ON
Adjust calculated Required Ship Date to End of Day:	OFF
Ship using Master Label:	ON
Force Tracking No in Ship Screen: ?	OFF

Click on the “Save” button

Supplier Configuration for: A&G Machining Last modified on [02/11/2014] by [Laura Maki] [How do I?](#)

General Print Receive Scan Ship

Configuration Settings

Name	Value
Force Packing Slip No in Ship Screen: ?	OFF
Ship using Kanban System:	ON
Adjust calculated Required Ship Date to End of Day:	OFF
Ship using Master Label:	ON
Force Tracking No in Ship Screen: ?	OFF

\* Required field

Save | > X | Cancel

“Configuration Saved Successfully”

External Supplier List for TBJ Filters Views How do I?

Configuration saved Successfully

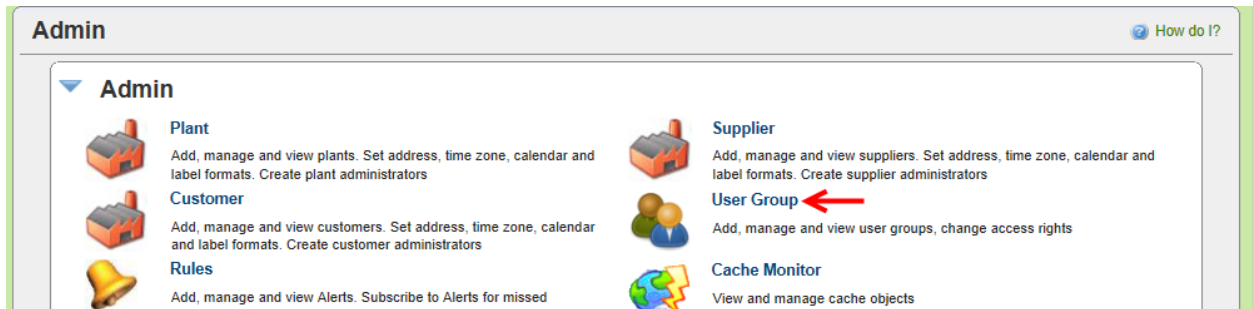
Filter By Select Operator Enter Value Go

## Creating a Supplier User Group

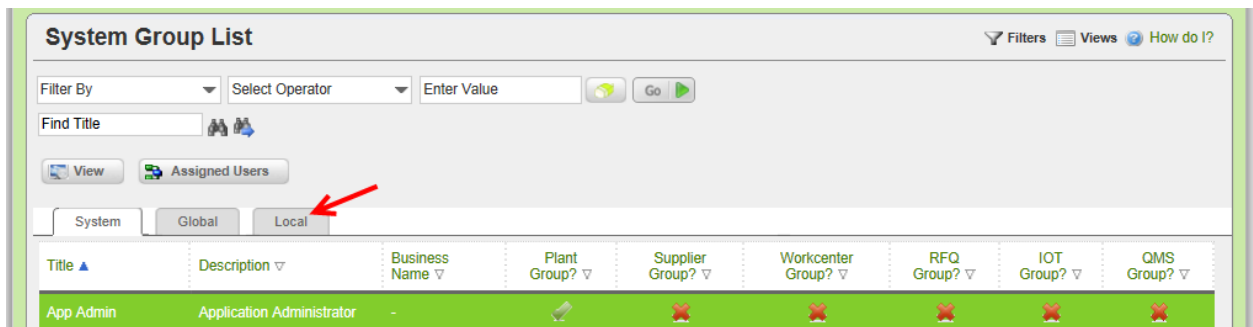
Click on “Admin”



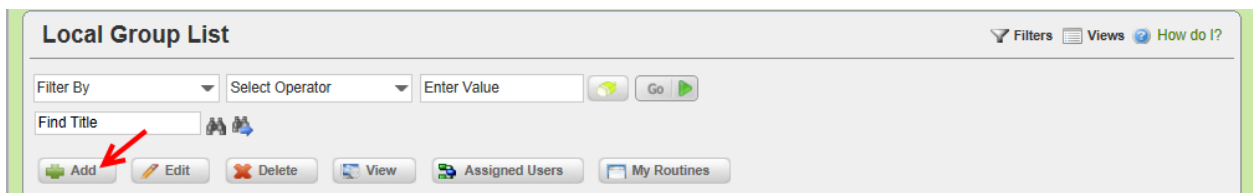
Click on “User Group”



Click on the “Local” tab



Click on the “Add” button



Enter the “Title”, “Description” and select “Supplier Users”.

**Create Local Group** How do I?

**Group Information**

\* Title:  \* Description:

\* Please select to whom this user Group will apply to:  Plant Users  Supplier Users  Workcenter Users  
 Customer Users  RFQ Users  IOT Users  QMS Users

**Privilege Information**

Click in the “Deny” box in the “First Level” field to deny all privileges in the first level.

**Create Local Group** How do I?

**Group Information**

\* Title:  \* Description:

\* Please select to whom this user Group will apply to:  Plant Users  Supplier Users  Workcenter Users  
 Customer Users  RFQ Users  IOT Users  QMS Users

**Privilege Information**

	Action Name	Change Access To	
		Allow	Deny
Root			
First Level			
Admin			
User			
User Group			
Supplier			
Workcenters			
	<input type="checkbox"/> First Level	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/> Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/> User	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Click on “Second Level”

	Action Name	Change Access To	
		Allow	Deny
Admin			
User			
Entities			
Calendar			
Tools			
My Account			
Approved Suppliers			
Second Level			
Material Status			
Actions			
Supplier Actions			
Supplier NCR			
	<input type="checkbox"/> Second Level	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Material Status	<input type="checkbox"/>	<input type="checkbox"/>
	Supplier Material Status	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Actions	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Supplier Actions	<input type="checkbox"/>	<input type="checkbox"/>
	Accept	<input type="checkbox"/>	<input type="checkbox"/>

Click in the “Deny” box in the “Second Level” field to deny all privileges in the second level.

The screenshot shows a sidebar menu on the left with 'Second Level' highlighted. The main table has the following data:

Action Name	Change Access To	
	Allow	Deny
<input type="checkbox"/> Second Level	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Material Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Material Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Actions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Supplier Actions	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Click in the “Allow” box in the “Second Level” field to turn on “Allow” only. The rest of the selections will still be denied.

The screenshot shows the same interface as before, but with a red arrow pointing to the 'Allow' checkbox for 'Second Level', which is now checked. The 'Deny' checkbox is unchecked.

Action Name	Change Access To	
	Allow	Deny
<input checked="" type="checkbox"/> Second Level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Material Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Material Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Scroll down to the “Actions” field. Click in the “Allow” box to turn it on.

The screenshot shows the interface with 'Second Level' still selected in the sidebar. A red arrow points to the 'Allow' checkbox for 'Actions', which is now checked. The 'Deny' checkbox is unchecked.

Action Name	Change Access To	
	Allow	Deny
<input checked="" type="checkbox"/> Second Level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Material Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Material Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Actions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Supplier Actions	<input type="checkbox"/>	<input type="checkbox"/>

Go to the “Supplier Actions” field. Click in the “Allow” box to turn it on.

The screenshot shows the sidebar menu with 'Supplier Actions' highlighted. A red arrow points to the 'Allow' checkbox for 'Supplier Actions', which is now checked. The 'Deny' checkbox is unchecked.

Action Name	Change Access To	
	Allow	Deny
<input checked="" type="checkbox"/> Second Level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Material Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Material Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Actions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Supplier Actions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accept	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Scroll down to the “Master Label” field. Click in the “Allow” box to turn it on. Make all selections for the “Master Label”

<input checked="" type="checkbox"/>	<b>Master Label</b>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Create Master Label	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Edit Master Label	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Delete Master Label	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ship Master Label	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Print Master Label	<input type="checkbox"/>
<input type="checkbox"/>	Add Notes	<input checked="" type="checkbox"/>

Click on the “Save” button

<input checked="" type="checkbox"/>	<b>Master Label</b>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Create Master Label	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Edit Master Label	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Delete Master Label	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ship Master Label	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Print Master Label	<input type="checkbox"/>
<input type="checkbox"/>	Add Notes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<b>RFQ</b>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Respond	<input checked="" type="checkbox"/>

\* Required field **Save** | >> **X** | Cancel

The “Supplier Master Label” group added successfully

Usergroup Supplier Master Label added successfully

Title ▲	Description ▾	Business Name ▾	Plant Group? ▾	Supplier Group? ▾	Workcenter Group? ▾	RFQ Group? ▾	IOT Group? ▾	QMS Group? ▾
HMD Plant User	HMD Plant User	TBJ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
InterPlant Supplier		TBJ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Logistics	Logistics / Info Only	TBJ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Materials Analysts	Materials Analysts	TBJ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shipper - Hi Temp	Use At Ship Hub For Heat Treat	TBJ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Supplier Master Label</b>	Master Label User	TBJ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

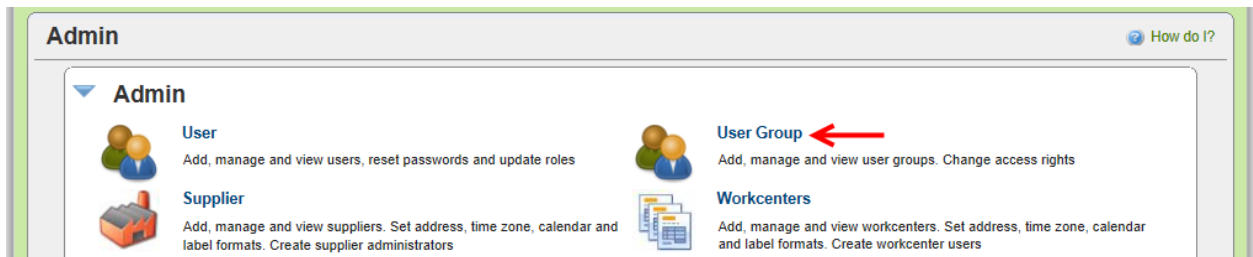


## Assign the Supplier User(s) to the Master Label

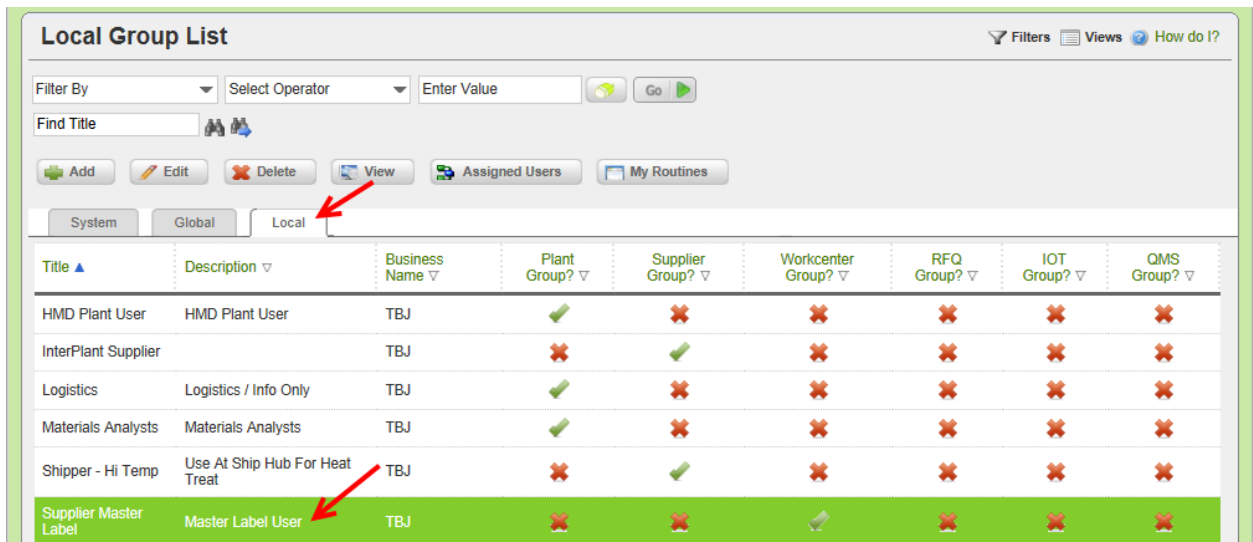
Click on “Admin”



Click on “User Group”



Select the **tab** that the “Supplier Master Label” is under. Click on the “Supplier Master Label” line to highlight it.



Click on “Assign Users”

**Local Group List**

Filter By [ ] Select Operator [ ] Enter Value [ ] [Go]

Find Title [ ] [ ] [ ]

[Add] [Edit] [Delete] [View] **Assigned Users** [My Routines]

System Global Local

Title ▲	Description ▼	Business Name ▼	Plant Group? ▼	Supplier Group? ▼	Workcenter Group? ▼	RFQ Group? ▼	IOT Group? ▼	QMS Group? ▼
HMD Plant User	HMD Plant User	TBJ	✓	✗	✗	✗	✗	✗
InterPlant Supplier		TBJ	✗	✓	✗	✗	✗	✗
Logistics	Logistics / Info Only	TBJ	✓	✗	✗	✗	✗	✗
Materials Analysts	Materials Analysts	TBJ	✓	✗	✗	✗	✗	✗
Shipper - Hi Temp	Use At Ship Hub For Heat Treat	TBJ	✗	✓	✗	✗	✗	✗
<b>Supplier Master Label</b>	<b>Master Label User</b>	<b>TBJ</b>	<b>✗</b>	<b>✗</b>	<b>✗</b>	<b>✗</b>	<b>✗</b>	<b>✗</b>

Click on “Assign User(s)” if there are no user(s) currently set up.

**Assigned Users for Group: Supplier Master Label**

[How do I?]

**No users assigned to this Group Supplier Master Label. Please click Assign User(s) button to assign users to this group**

[Assign User(s)] [Back]



*Quick Tip – A column can be sorted by clicking on the triangle. Once you click on it, the triangle will fill with green. To sort by “Supplier” click on the triangle next to “Business Unit”. Turn off any other columns that the triangle is filled by clicking on the triangle and it will be turned off. This is a great tip for sorting by the “Business Units” so all of the “Supplier Users” can be found together. That way you will not inadvertently miss anyone.*

**Assign Users for Group: Supplier Master Label**

[How do I?]

Filter By [ ] Select Operator [ ] Enter Value [ ] [Go]

Find User ID [ ] [ ] [ ]

[Assign] [Back]

<input type="checkbox"/>	User ID ▲	Business unit ▼	First Name ▼	Last Name ▼	Email ID ▼
<input type="checkbox"/>	alfredo	EBLT Ind	Jose	Castillo	Not Set
<input type="checkbox"/>	amcbride	LJM Machining Supplies	Amy	McBride	Not Set

Click in the **selection box** next to the **users name** to select it. A **checkmark** will appear. Click on the **“Assign”** button.

**Assign Users for Group: Supplier Master Label** How do I?

Filter By  Select Operator  Enter Value

Find User ID

<input type="checkbox"/>	User ID ▾	Business unit ▲	First Name ▾	Last Name ▾	Email ID ▾
<input type="checkbox"/>	jbarnett	Compressors LLC	James	Barnett	Not Set
<input type="checkbox"/>	drfritz	Compressors LLC	Dennis	Fritz	Not Set
<input type="checkbox"/>	milacyava	Compressors LLC	Mary	Lacy	Not Set
<input type="checkbox"/>	intgsvr_39	Compressors LLC	Integration	User	Not Set
<input type="checkbox"/>	kdeli	Compressors LLC	Ken	Eli	Not Set
<input type="checkbox"/>	rhickman	Compressors LLC	Raydena	Hickman	Not Set
<input checked="" type="checkbox"/>	smitha	A&G Machining	Abbie	Smith	abbie.smith@agmach.com
<input checked="" type="checkbox"/>	lorid	A&G Machining	Lori	Doe	lorid@support.com
<input type="checkbox"/>	keli	AVS Inc	Ken	Eli	Not Set

**“The Selected User(s) are Assigned to the Group Successfully”**

**Assigned Users for Group: Supplier Master Label** How do I?

The selected User(s) are assigned to the Group successfully

Filter By  Select Operator  Enter Value

Find User ID

<input type="checkbox"/>	User ID ▲	Business unit ▾	First Name ▾	Last Name ▾	Email ID ▾
<input checked="" type="checkbox"/>	lorid	A&G Machining	Lori	Doe	lorid@support.com
<input type="checkbox"/>	smitha	A&G Machining	Abbie	Smith	abbie.smith@agmach.com

Sorted by: User ID 1 to 2 of 2