

Computer Based Training

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Lesson 1: Objectives

- ❖ Logging into the Prorizon website
- ❖ Selecting a company
- ❖ Using the Product Search feature
- ❖ Using the Navigation Buttons, Navigation Menu, Navigation Tabs and the Navigation Links
- ❖ Using Popup Menus

Lesson 1: Main URL Login

There are two ways to login to Active SCM.

1. Click the login tab on the www.prorizon.com website.



Enterprise Technology For Today & Tomorrow



DYNAMIC SERVICE ENGINE

ACTIVE SUPPLY CHAIN MANAGEMENT

COMPANY

CONTACT US

LOGIN

Enterprise Technology For Today & Tomorrow

Prorizon has a proven track record in providing technology and services that enables our domestic and global customers to be more efficient and effective while lowering their costs.

Learn how Prorizon can tailor a solution for you!

Pick Your Next Technology



IT Automation



Procurement / Warehousing

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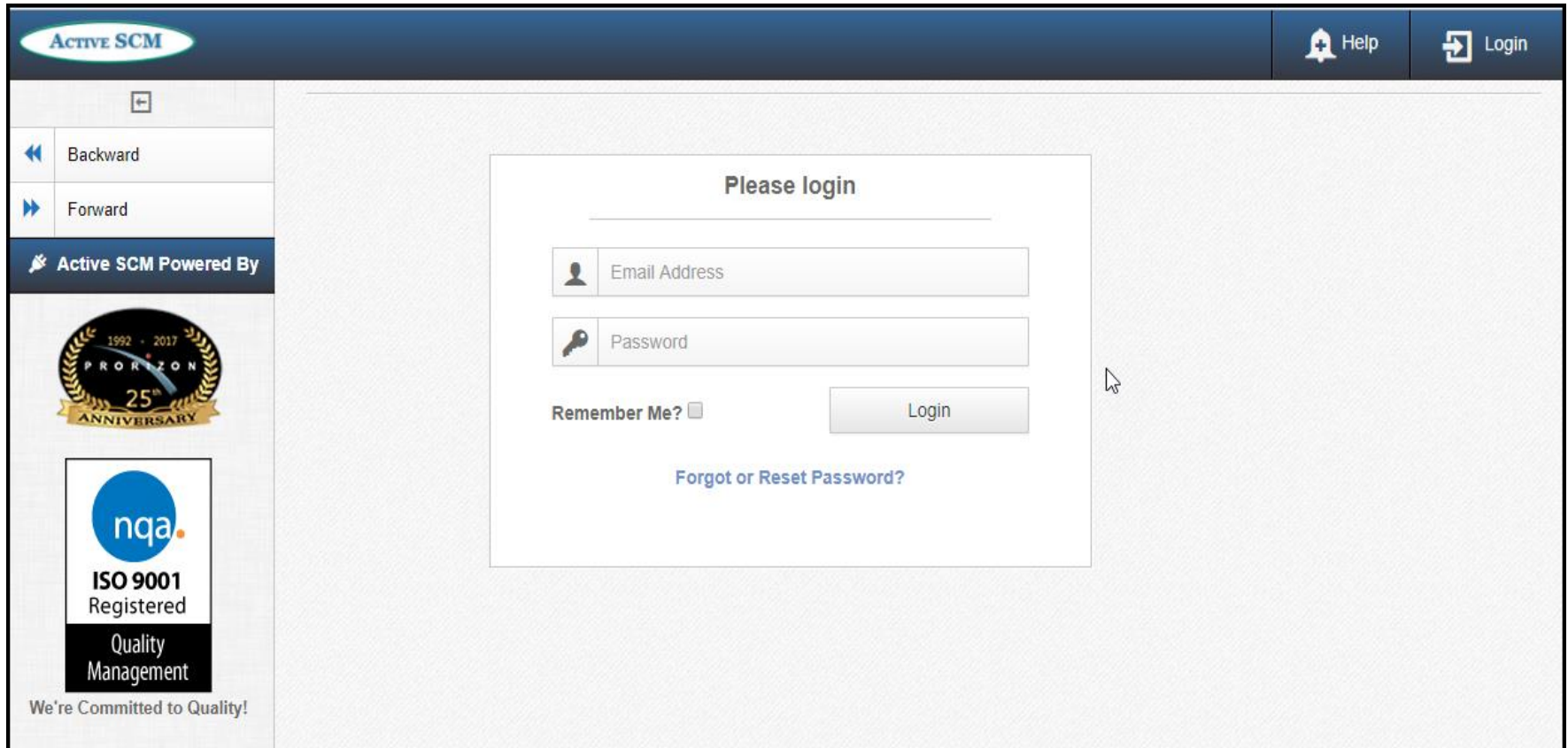
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Lesson 1: Main URL Login

2. Login directly at - www.prorizon.com/auth/login. Enter your Email Address and Password, then click the **Login** button.

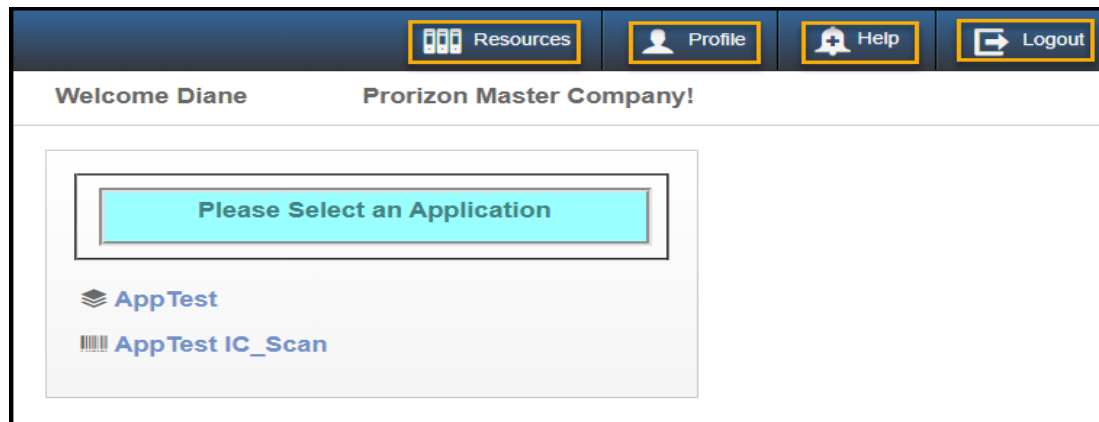


The screenshot shows the login interface for Active SCM. The top navigation bar includes the 'ACTIVE SCM' logo, a 'Help' button with a bell icon, and a 'Login' button with a key icon. On the left sidebar, there are 'Backward' and 'Forward' navigation buttons, followed by a section titled 'Active SCM Powered By' which contains a '25th ANNIVERSARY' badge (1992-2017) and an 'nqa ISO 9001 Registered Quality Management' logo with the tagline 'We're Committed to Quality!'. The main content area is titled 'Please login' and contains two input fields: 'Email Address' and 'Password'. Below these fields is a 'Remember Me?' checkbox and a 'Login' button. A link for 'Forgot or Reset Password?' is located below the 'Login' button.

This screen also provides you the option to change your password with the *Forgot or Reset Password* button, or save your password by clicking in the box next to *Remember Me?*

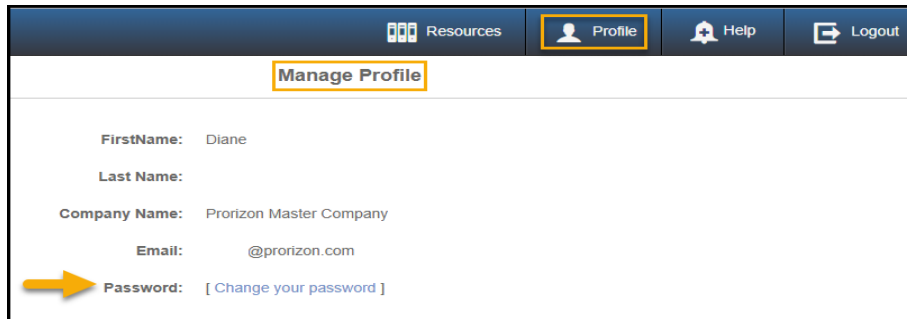
Lesson 1: Main Resource Page

A successful Login brings you to the Resource Page. Here you are able to navigate to the Prorizon System of your choice. Additionally, you have the ability to select the Profile button, Help button or Log Out of the system.

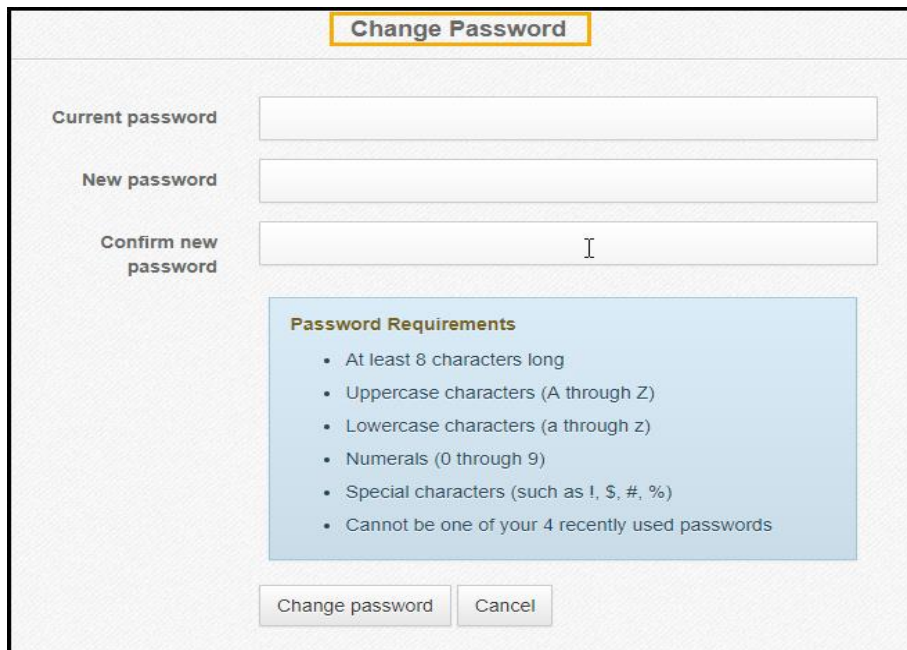


Lesson 1: User Profile Screen

Click the **Profile** button to change your password from the Manage Profile screen.



Click on the **Change your Password** link on the Manage Profile screen to bring you to the Change Password screen. The Change Password screen provides you with the ability to change your password and provides guidance on the minimum password requirements.



Change Password

Current password

New password

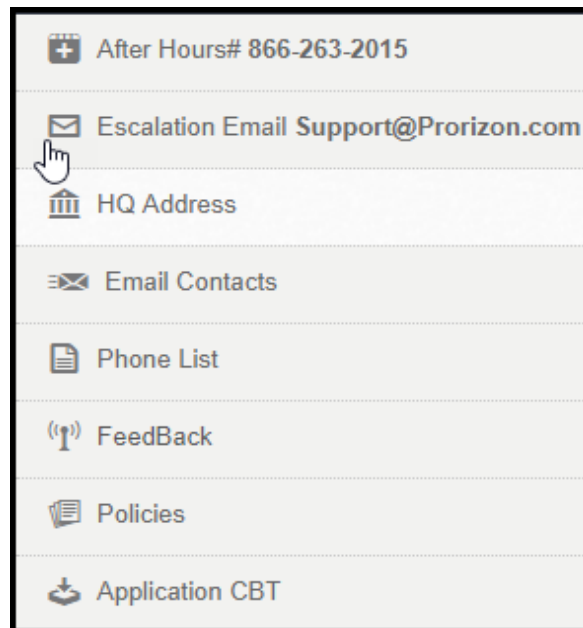
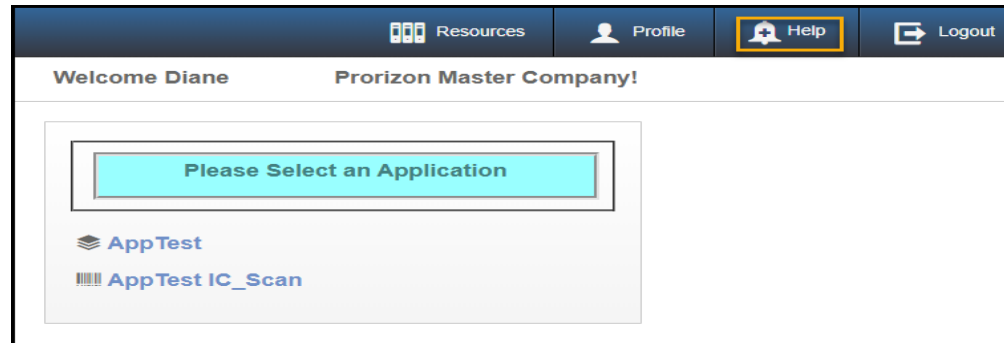
Confirm new password

Password Requirements

- At least 8 characters long
- Uppercase characters (A through Z)
- Lowercase characters (a through z)
- Numerals (0 through 9)
- Special characters (such as !, \$, #, %)
- Cannot be one of your 4 recently used passwords

Lesson 1: User Help Screen

The **Help** button located on the Resources screen provides you valuable information links such as: Prorizon's After Hours #, Escalation Email Support, HQ Address, Email Contacts, Phone List, Feed Back, Policies, and a link to the Application CBT. Note: The Policies and Application CBT will not appear as choices under the Help button until a resource has been selected.



Lesson 1: Company Selection Screen

If you will be working with multiple companies in the Prorizon System, you will see a screen that will allow you to choose which company to select.



You also have the ability to change companies while you are logged into the system. Click on the **Administration** navigation tab on the left side of the screen, then the **Change Customers** button to return to this page.

Lesson 1: Welcome Screen

Atos

HelpLogout

Home

Backward

Forward

User: Diane

Catalog

Order

Item Checkin

Invoicing

Asset Control

Warehousing

Contract Management

Reporting

.Net Reporting

Maintenance

Administration

Powered By




Warehouse Stock Inventory Search

Part Number

Key Word(s)

Match Any Keyword

Find

Items To Review

Dashboard

Chart Designer

Picks Released131

Active Supply Chain Management

Customer's worldwide trust Prorizon's Procurement and Warehousing Operations

ACTIVE SCM

Welcome Diane of Ace

For Technical Support please email support@prorizon.com
For after hours escalation call 866-263-2015

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Note: The Navigation tabs shown are determined by the user's access rights

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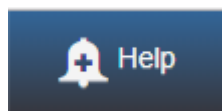
End

Lesson 1: Company Selection Screen

Note: Titles on Navigation tabs may vary depending upon user access.

The screenshot shows the 'Active SCM' interface. At the top right, there are 'Help' and 'Logout' buttons. The main content area displays a 'Customer Selection List' with a welcome message for 'Diane'. A central box titled 'Please Select A Customer' lists several options: ABC, ABC Corporation, Ace, Ace Manufacturing, and Prorizon. The left sidebar contains navigation links: Home, Backward, Forward, User: Diane, Administration, Change Customers, and a 'Powered By' section with logos for Prorizon 25th Anniversary, nqa ISO 9001 Registered, and Quality Management.

This sidebar contains contact information for Prorizon. It includes a plus icon and the text 'After Hours# 866-263-2015', an envelope icon and 'Escalation Email Support@Prorizon.com', a building icon and 'HQ Address', an envelope icon and 'Email Contacts', a document icon and 'Phone List', and a speech bubble icon and 'FeedBack'.



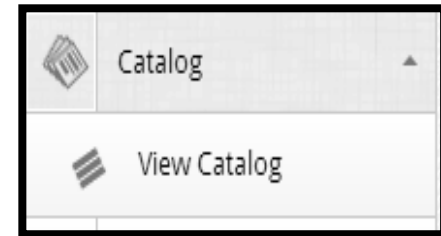
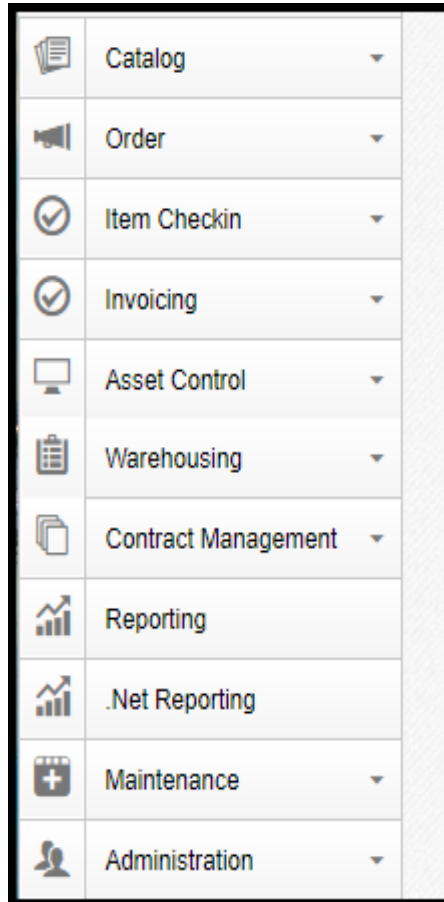
The Help and Logout buttons will be located at the top of the every screen throughout the system. These functions allow you to search for information about the Prorizon system or log out of the Prorizon system. After the Customer is selected, a Policies and Application CBT link will appear under Help.

Lesson 1: Menu and Navigations Screens

The Navigation pane on the left side of the screen provides navigation button links, and product search capability from many locations.

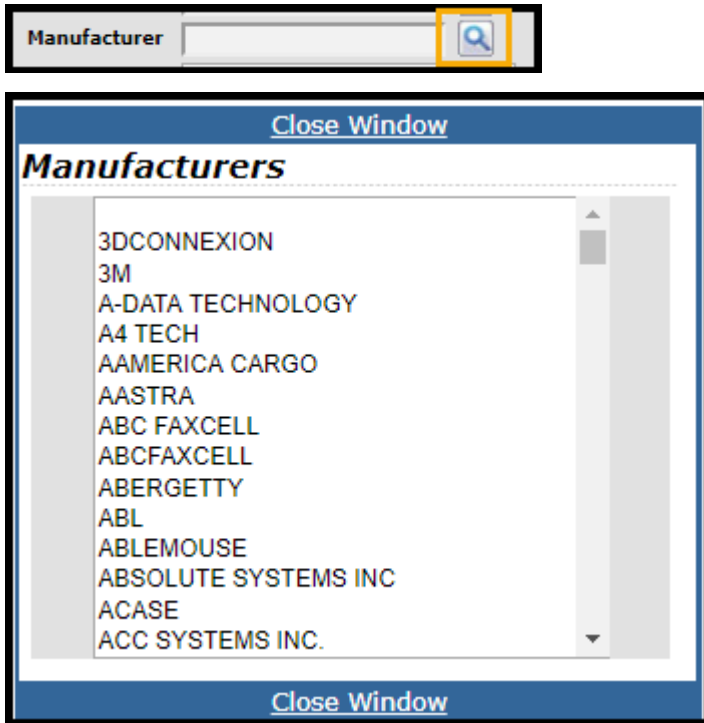


The Home button will return you to the main menu



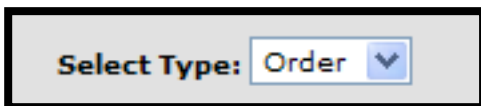
This is the Navigation menu. Clicking any of the Navigations tabs will show Navigation links to various parts of the system. For example, if you click the Catalog Navigation tab, it will expand to show the Catalog Navigation links. Remember that you may see more or less Navigation tabs than displayed here, depending on your level of access.

Pop-Up Menu



This is an example of a pop-up menu you will find in the Prorizon Active SCM system. It is used to select information for a field. To use this feature, click on the magnifying glass next to the field. The pop-up menu screen will come up and you can select the item you want by clicking on it.

Drop-down List Menus



Drop-down menus provide a very quick selection for possible choices associated with a field. Just click on the drop-down arrow to reveal available choices.

Lesson 1: Login and Navigation Complete!

- ❖ To continue with the next lesson, please press the Next button
- ❖ To review this lesson, please press the Back button
- ❖ To return to the CBT menu, please press the Menu button
- ❖ To end CBT Training, please press the End button

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Thank You For Your Viewing The Prorizon Active SCM CBT Training Module



USA

**If you have questions,
please give us a call at
001-770-579-1323
or contact us at
support@prorizon.com**