

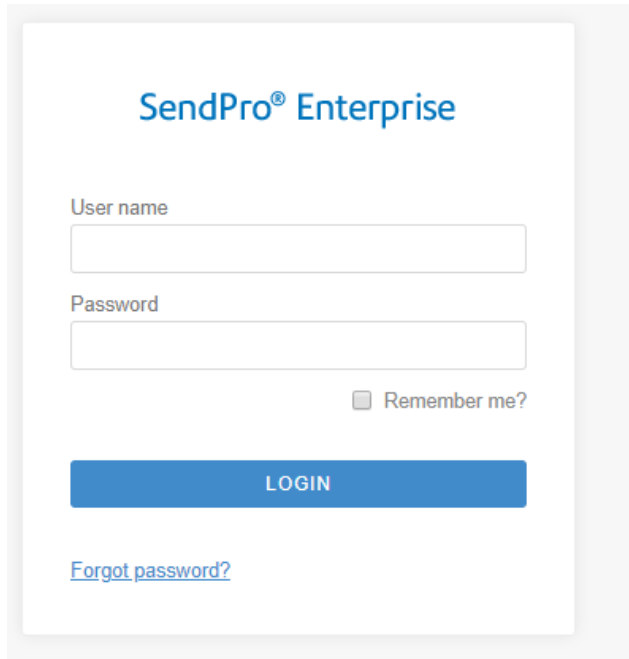
SendPro Enterprise Job Aid

Supervisor

Launching and Login to the SendPro Enterprise program

To Launch the SendPro Enterprise program you will need to go to the URL for the Login screen:

<https://specialolympicsvaorg.sendproenterprise.com/Composer/Runtime/Index/Supervisor%20App>

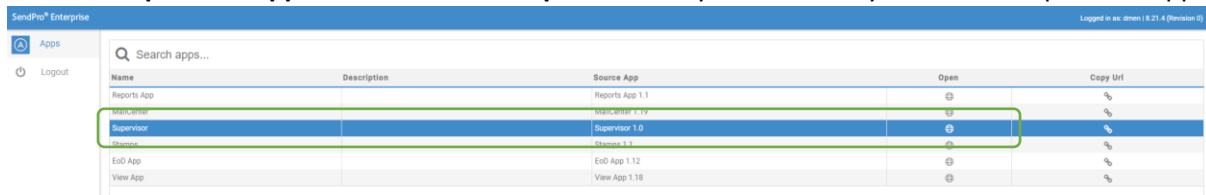


The image shows the SendPro Enterprise login interface. It features the 'SendPro® Enterprise' logo at the top. Below the logo are two input fields: 'User name' and 'Password'. A 'Remember me?' checkbox is located below the password field. A blue 'LOGIN' button is positioned below the checkbox. At the bottom left, there is a blue link that says 'Forgot password?'.

1. Enter the **Login** and **Password** assigned to you. If you don't remember password you can click on the "Forgot password?" link. You will be redirected to the Recovery Password page.
2. The **APPS Screen** opens. Supervisor user have access to the all applications. To maintenance users please select **Supervisor App**

Supervisor App

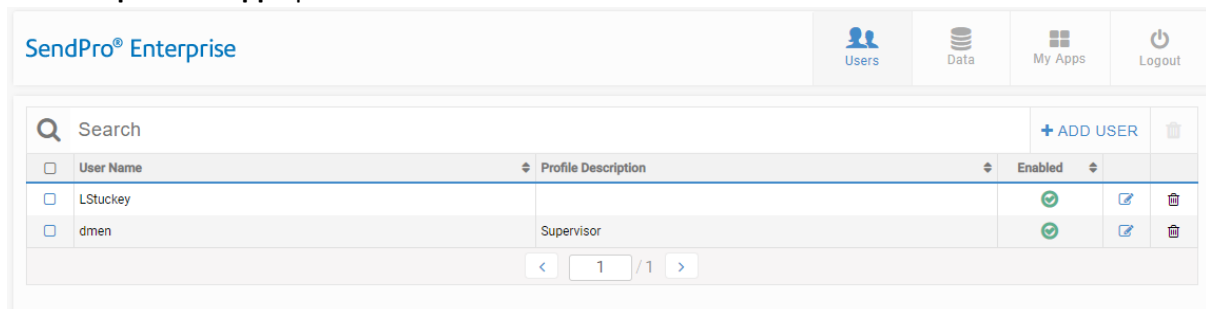
1. Select **Supervisor App** from list and click **Open** icon. Or you are already within the Supervisor App



The image shows the 'Apps' screen in SendPro Enterprise. It has a search bar at the top and a table of applications. The 'Supervisor' app is highlighted with a green box. The 'Open' icon for the 'Supervisor' app is also highlighted with a green box.

Name	Description	Source App	Open	Copy Url
Reports App		Reports App 1.1		
Supervisor		Supervisor 1.0		
End App		End App 1.12		
View App		View App 1.18		

2. The **Supervisor App** opens.



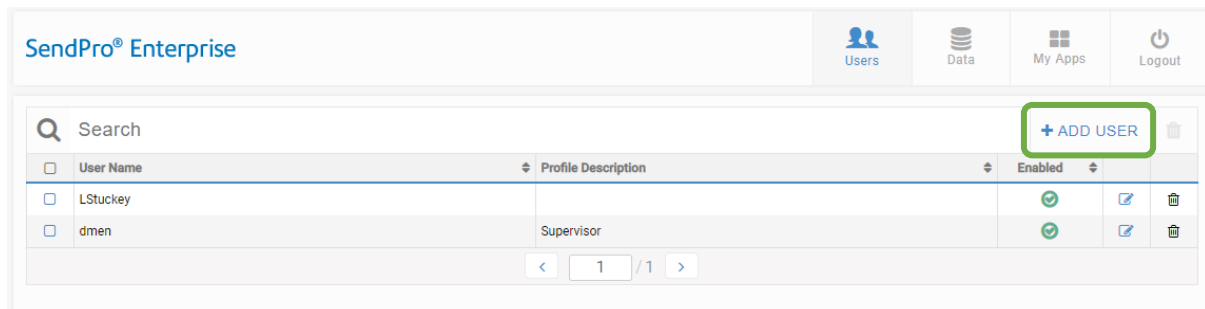
The image shows the Supervisor App interface. It features the 'SendPro® Enterprise' logo at the top. Below the logo are four icons: 'Users', 'Data', 'My Apps', and 'Logout'. A search bar is located below the icons. Below the search bar is a table with columns: 'User Name', 'Profile Description', 'Enabled', and 'Actions'. The table contains two rows: 'LStuckey' and 'dmen'. The 'dmen' row is highlighted with a green box.

User Name	Profile Description	Enabled	Actions
LStuckey			
dmen	Supervisor		

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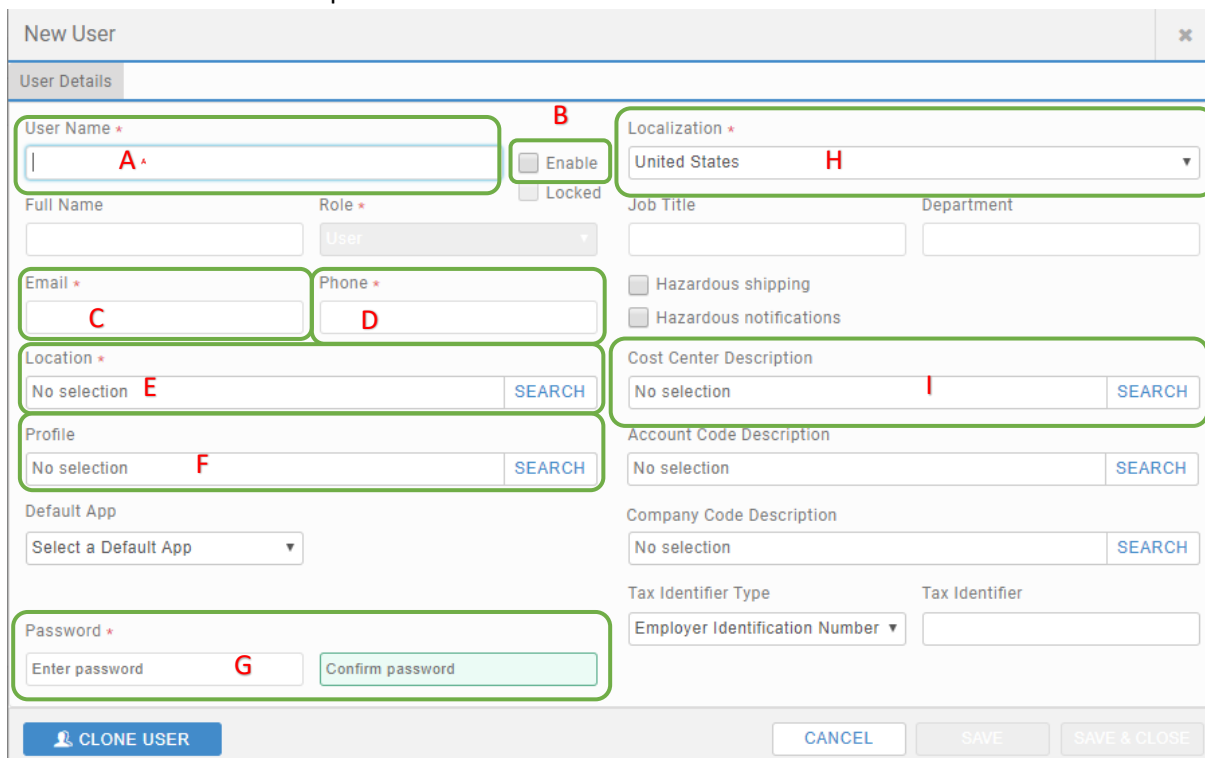
Adding new user

1. Click **Add User** button



The screenshot shows the 'SendPro® Enterprise' interface. At the top, there are navigation buttons: 'Users', 'Data', 'My Apps', and 'Logout'. Below the navigation bar is a search bar and a table of users. The table has columns for 'User Name', 'Profile Description', and 'Enabled'. There are two users listed: 'LStuckey' and 'dmen'. The '+ ADD USER' button is highlighted with a green box.

2. The **New User** window opens.



The screenshot shows the 'New User' window. The 'User Details' tab is selected. The form contains several fields and sections:

- User Name ***: A text input field labeled **A**.
- Enable**: A checkbox labeled **B**.
- Localization ***: A dropdown menu labeled **H** showing 'United States'.
- Full Name**: A text input field.
- Role ***: A dropdown menu labeled **User**.
- Job Title**: A text input field.
- Department**: A text input field.
- Email ***: A text input field labeled **C**.
- Phone ***: A text input field labeled **D**.
- Location ***: A dropdown menu labeled **E** showing 'No selection' with a **SEARCH** button.
- Cost Center Description**: A dropdown menu labeled **I** showing 'No selection' with a **SEARCH** button.
- Profile**: A dropdown menu labeled **F** showing 'No selection' with a **SEARCH** button.
- Account Code Description**: A dropdown menu showing 'No selection' with a **SEARCH** button.
- Company Code Description**: A dropdown menu showing 'No selection' with a **SEARCH** button.
- Default App**: A dropdown menu labeled 'Select a Default App'.
- Tax Identifier Type**: A dropdown menu labeled 'Employer Identification Number'.
- Tax Identifier**: A text input field.
- Password ***: A section with two text input fields labeled **G** for 'Enter password' and 'Confirm password'.

At the bottom, there are three buttons: **CLONE USER**, **CANCEL**, and **SAVE & CLOSE**.

A) Username – provide username

B) Enable – Check this checkbox if you want to enable/disable user.

C) Email – provide email address, this field is required and is used to recover password.

D) Phone – phone number

E) Location – click **SEARCH** and select appropriate location for the user.

F) Profile – click **SEARCH** and select correct profile for the user. **Important step*** the **Profile** defines which applications (screens) the user will have access to. It also specifies the appropriate label format and carriers.

Four types of Profiles to select for a User: **By location**

Desktop Profile, Mailroom Profile, Mailroom/Supervisor Profile, and Supervisor Profile

G) Password – Provide password for the user and confirm password.

H) Localization – select country

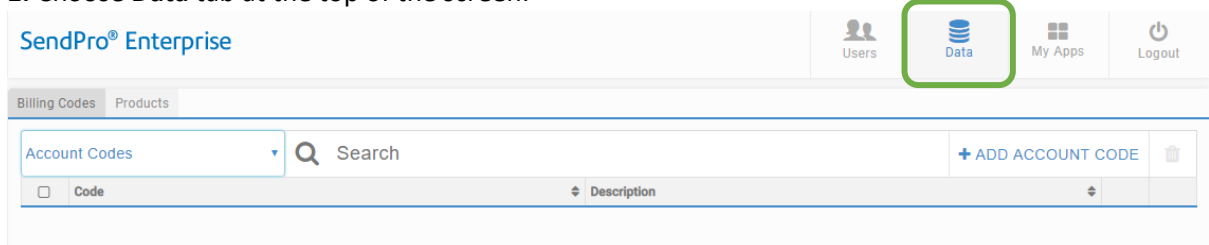
I) Cost Center – assign Cost Center to the user

3. Click **Save & Close** button.

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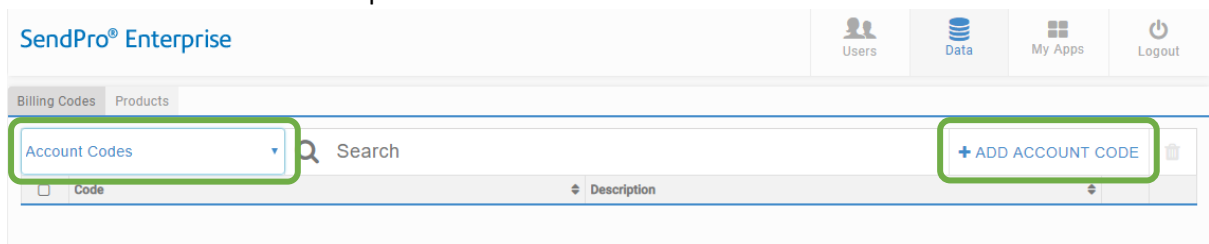
Adding new Cost Center

1. Choose **Data** tab at the top of the screen.



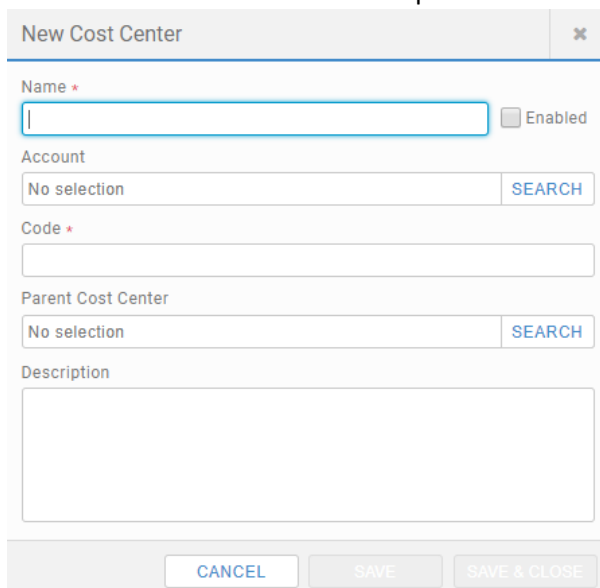
The screenshot shows the SendPro Enterprise web application. At the top, there is a navigation bar with the logo 'SendPro® Enterprise' on the left and four icons on the right: 'Users', 'Data' (highlighted with a green box), 'My Apps', and 'Logout'. Below the navigation bar, there are two tabs: 'Billing Codes' and 'Products'. Under the 'Billing Codes' tab, there is a search bar with a dropdown menu set to 'Account Codes', a search icon, and the text 'Search'. To the right of the search bar is a button '+ ADD ACCOUNT CODE' and a trash icon. Below the search bar is a table with two columns: 'Code' and 'Description'.

2. Select **Cost Center** from drop down select list and click **+ADD COST CENTER CODE**



This screenshot is similar to the previous one, but the dropdown menu in the search bar is now set to 'Cost Center' (highlighted with a green box). The '+ ADD ACCOUNT CODE' button is also highlighted with a green box.

3. The **New Cost Center** window opens. Add Name and Code (* Required Fields)



The 'New Cost Center' form is displayed. It has a title bar with a close button. The form contains the following fields: 'Name *' (a text input field), 'Account' (a dropdown menu with 'No selection' and a 'SEARCH' button), 'Code *' (a text input field), 'Parent Cost Center' (a dropdown menu with 'No selection' and a 'SEARCH' button), and 'Description' (a large text area). At the bottom of the form are three buttons: 'CANCEL', 'SAVE', and 'SAVE & CLOSE'.

Fill all required fields and click **SAVE & CLOSE** button.