

SCN Members *Website* User Guide

www.securitycargonetwork.com

Welcome to SCN Website Users Guide!!!

SUMMARY

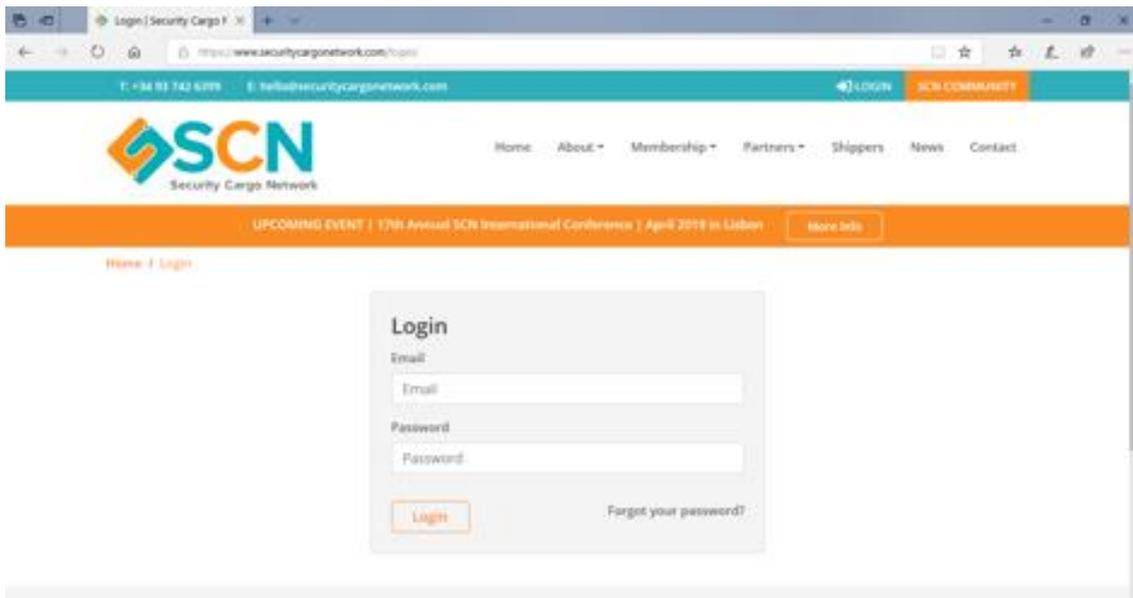
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1. Login

1.1. Login

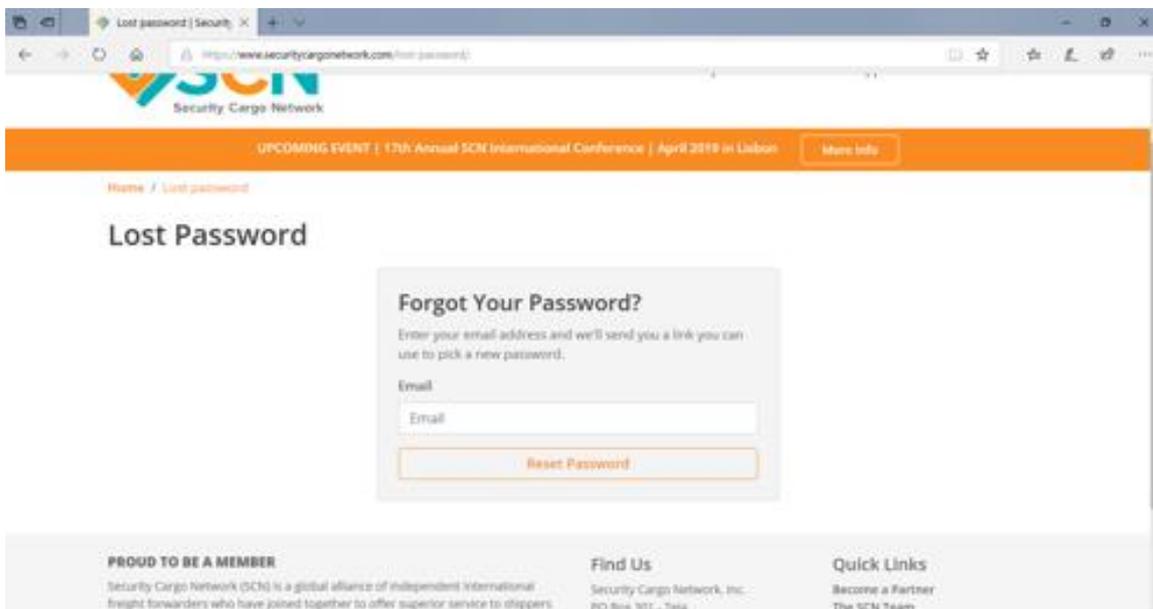
Please go to: <https://www.securitycargonetwork.com/login/>

User the login link at the top right of the website to login with your provided login details. If you haven't received them, please contact us on: hello@securitycargonetwork.com and we will resend login details.

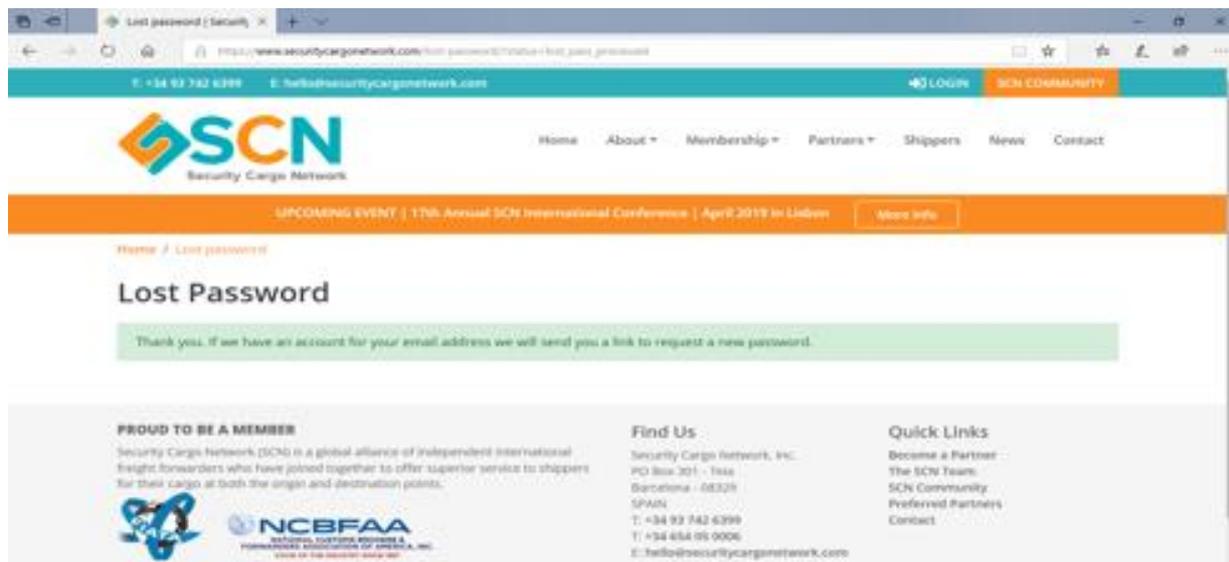


1.2. Lost password

If you have lost or forgotten your password, go to **"forgot your password?"** and click to access the below screen where you can enter your email address and we'll send you a link you can use to pick a new password.



Reset password email should read:



SCN Password Reset

SCN Password Reset

Someone has requested to reset the password for your SCN account. If this was not you please ignore this email and no action will be taken.

If you did request a password reset please click the link below and you will be issued with a new password.

https://www.securitycargonetwork.com/wp-admin/admin-post.php?action=hs_process_reset_password&reset_pass_key=278

If you click the link you will receive a new email, see sample below:

SCN New Password

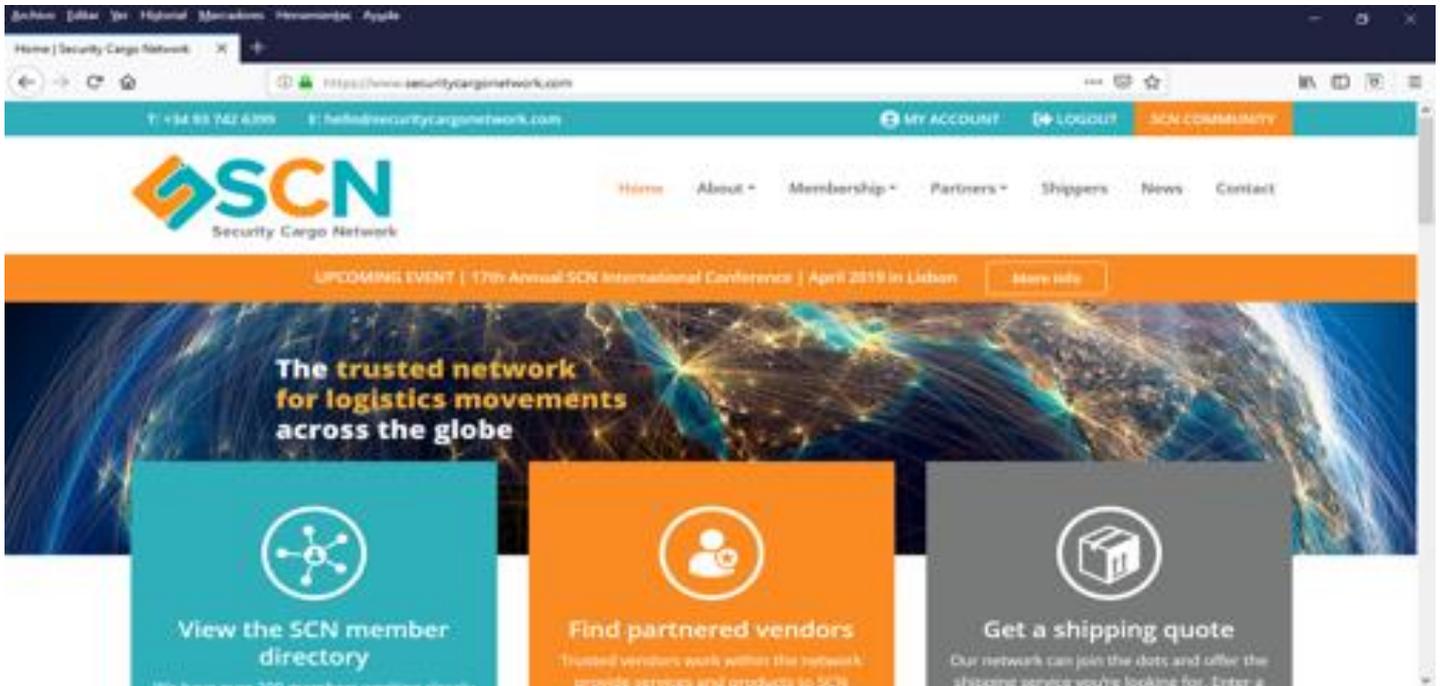
SCN New Password

Your password has been reset successfully. You can now use it to login.

<https://www.securitycargonetwork.com/login/>

New password: Jweyd0

Once logged in this will grant you access to view all public information from SCN network, plus private area information i.e. further details on the Network Directory (offices and contacts).

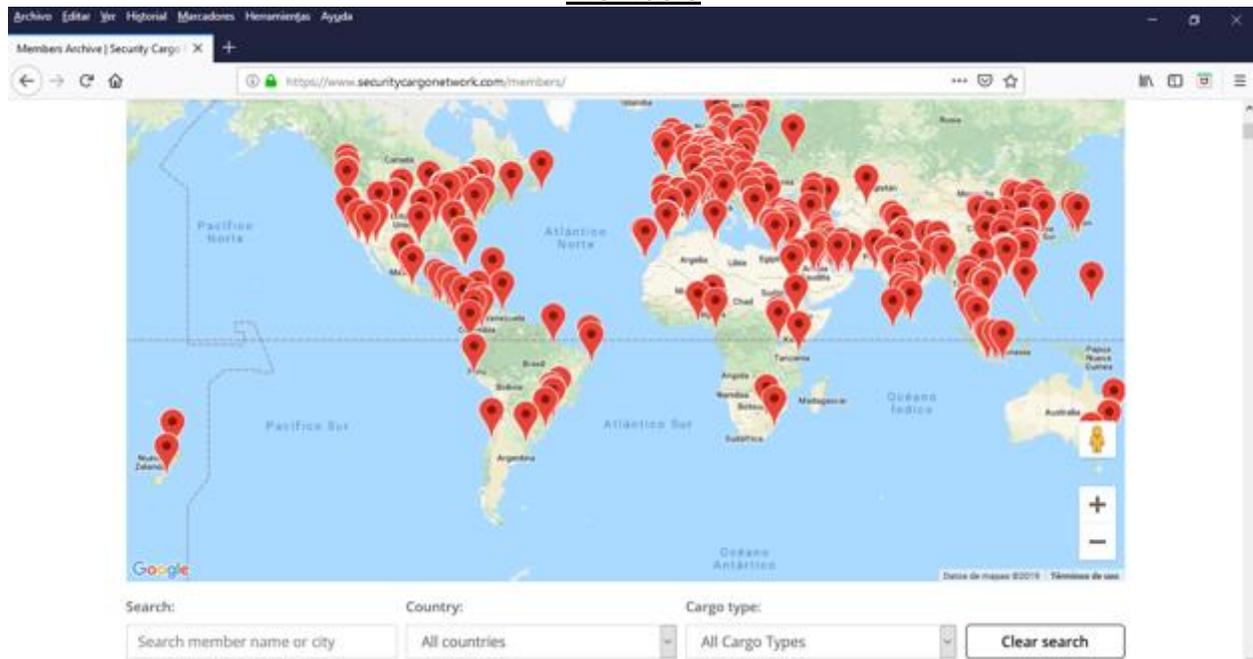


2. Network Directory

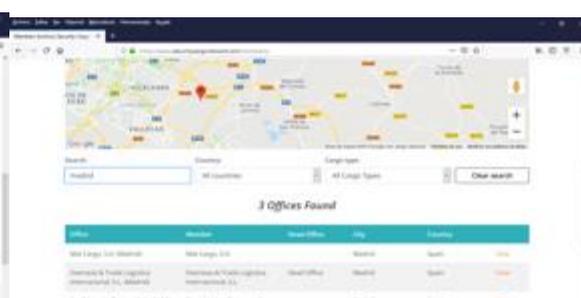
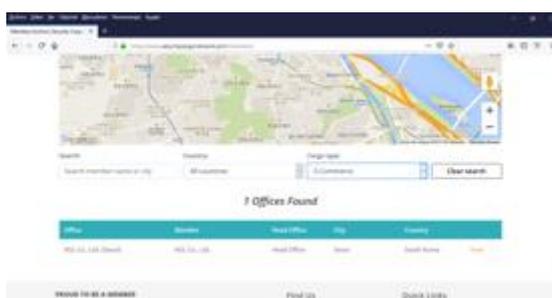
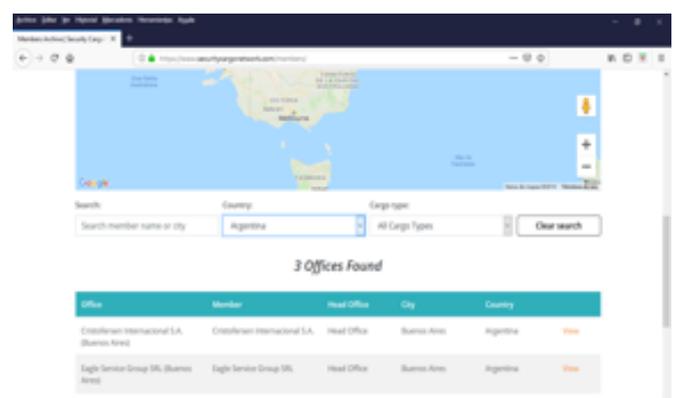
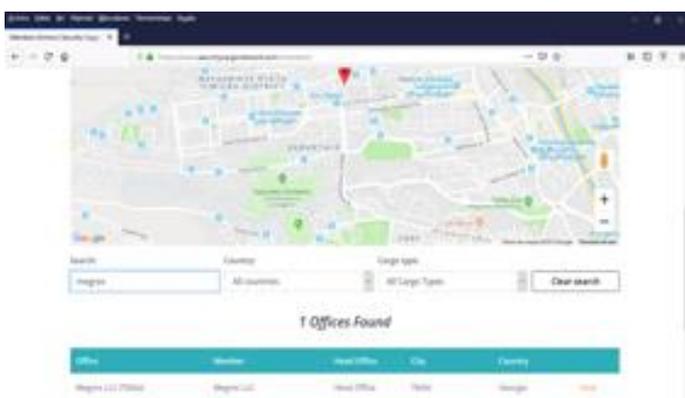
2.1. Search Member by name or city / Country / Cargo types (specializations)

The network directory allows you to search and filter all of our member offices. You can then click through to view further details on each office as well as explore member profiles and view contacts for each office and contact.

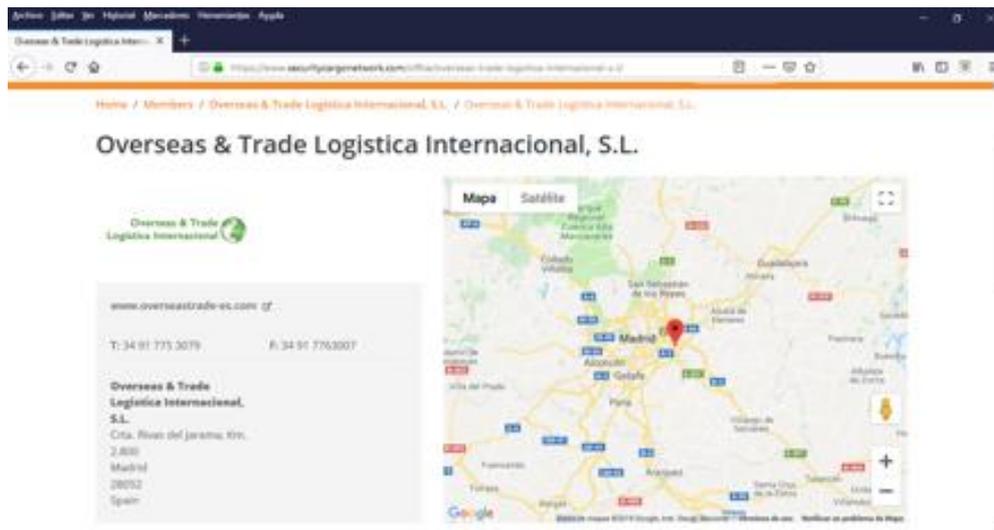
Members



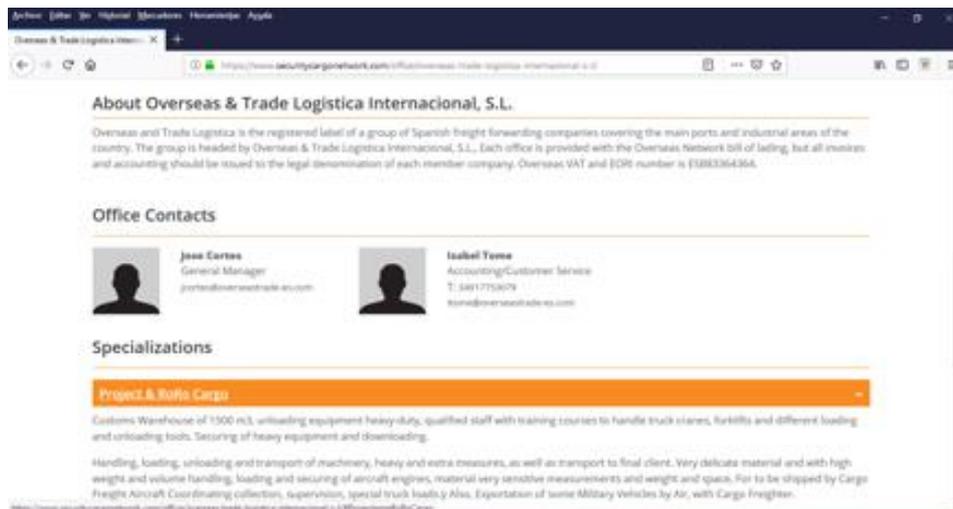
You can search by Member name or city / Country / Cargo types (specializations)



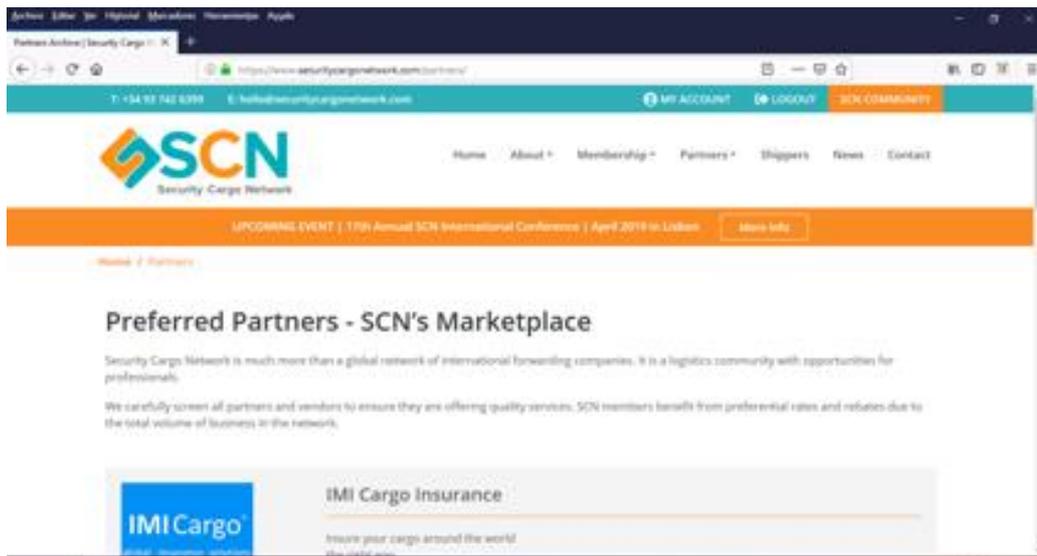
2.2. View Member profiles, offices...



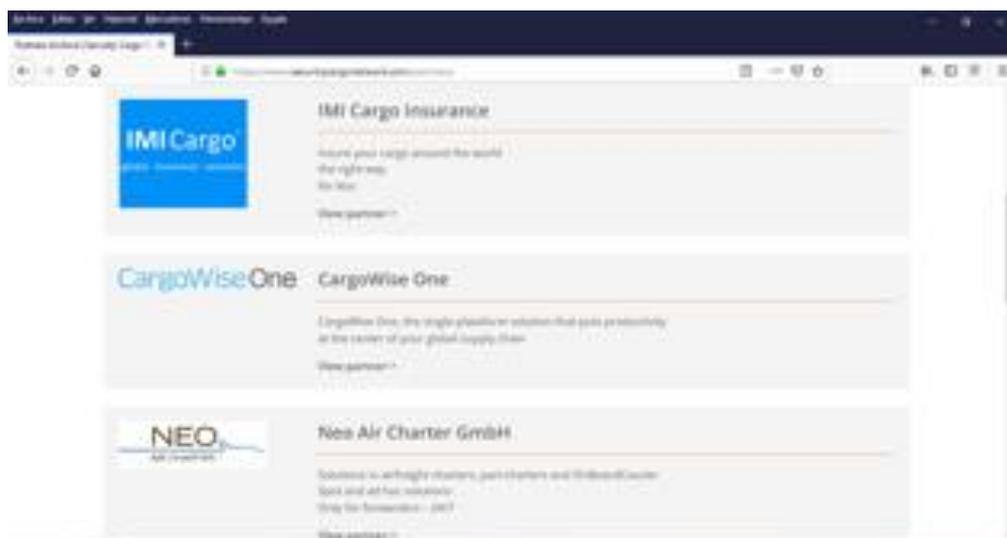
2.3. View contact details & Specializations



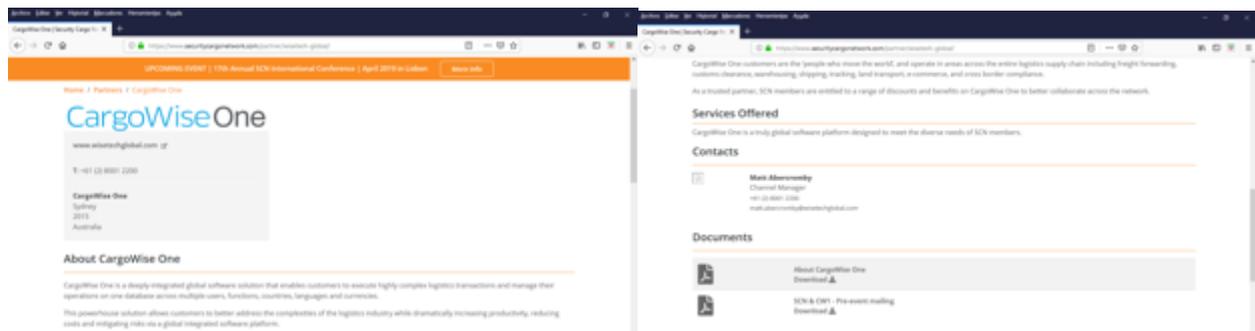
Partners



2.4. View Partner list



2.5. View Partner profile, contact details & documents



3. My Account

Depending upon your user permissions you'll be able to edit various parts of your member data.

- **Member** – This is view only, no editing
- **Branch principle** – This allows editing of branches and contacts that are connected to the same branches as yourself.
- **Company principle** – This allows access to edit all details of the member including all offices and all contacts.

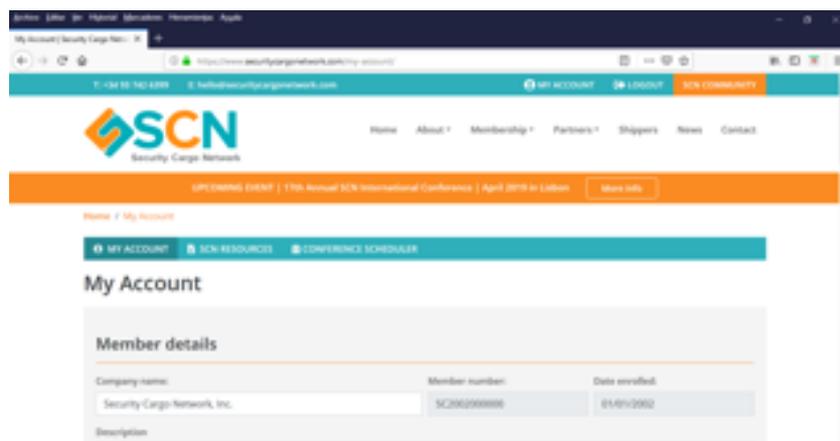
Depending upon your permissions you can perform the below features:

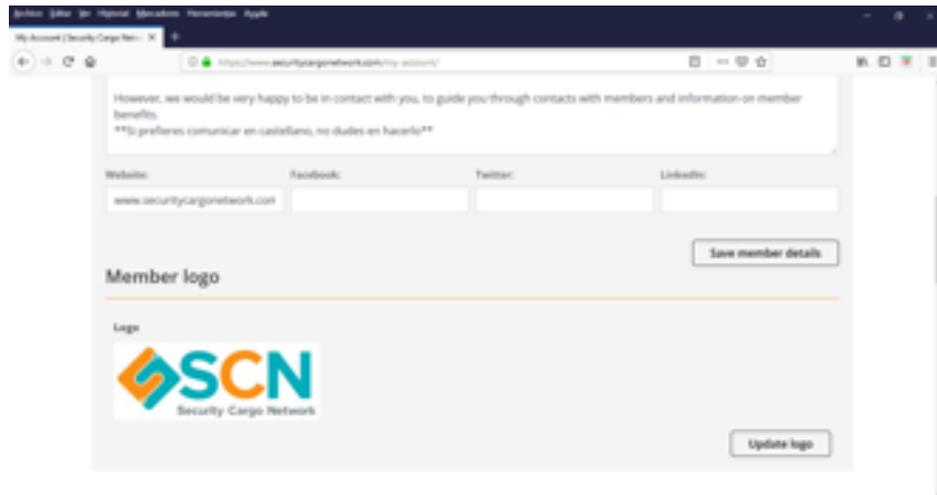
1. Editing the member details
2. Creating a new office (subject to confirmation by SCN)
3. Editing an existing office
4. Creating a contact (subject to confirmation by SCN)
5. Editing a contact

3.1. Editing member details (<https://www.securitycargonetwork.com/my-account/>)

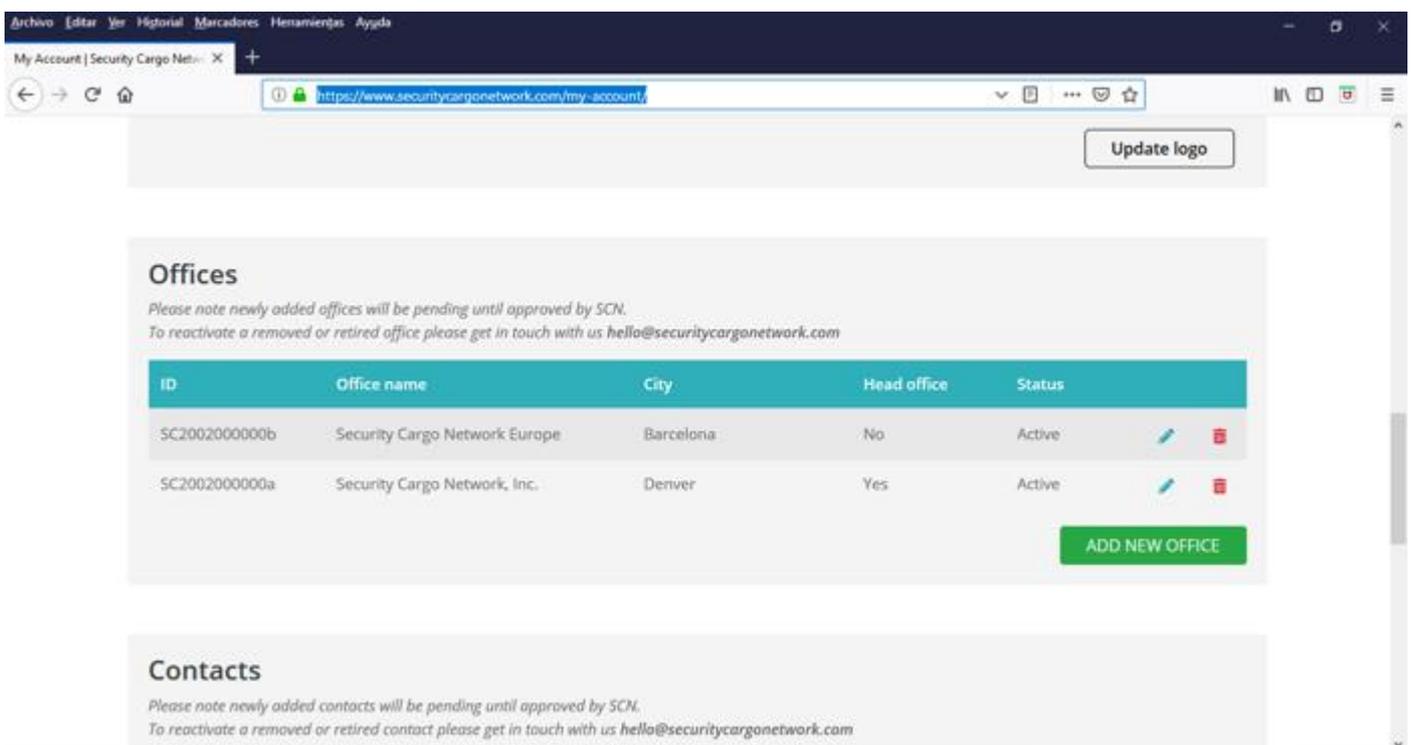
Here you will be able to updated Member details such as:

- Company Name
- Company brief description
- Company website
- Links to Facebook, Twitter, LinkedIn
- Company logo



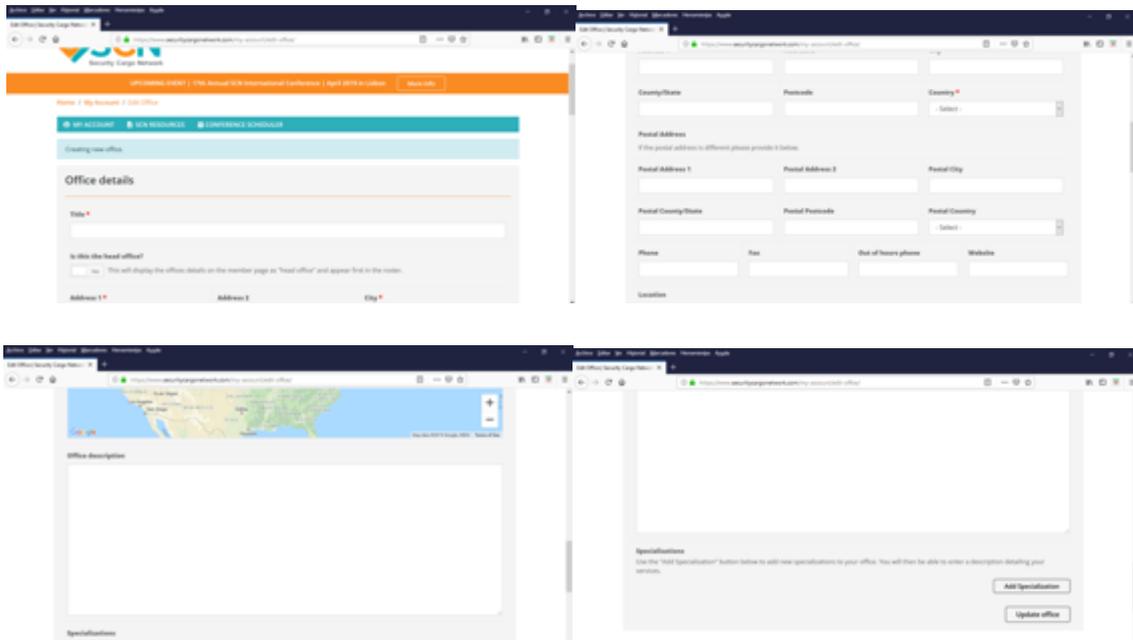


3.2. Creating a new office (subject to confirmation by SCN) / Editing office details



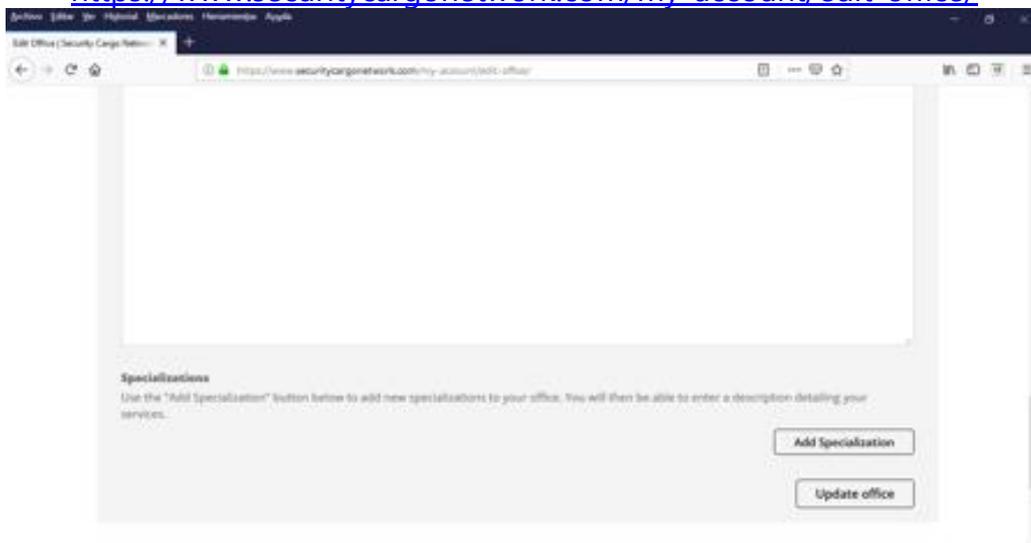
- Add new office:
 Click on the pencil related to the office you want to amend or press "add new office" to create a new one.

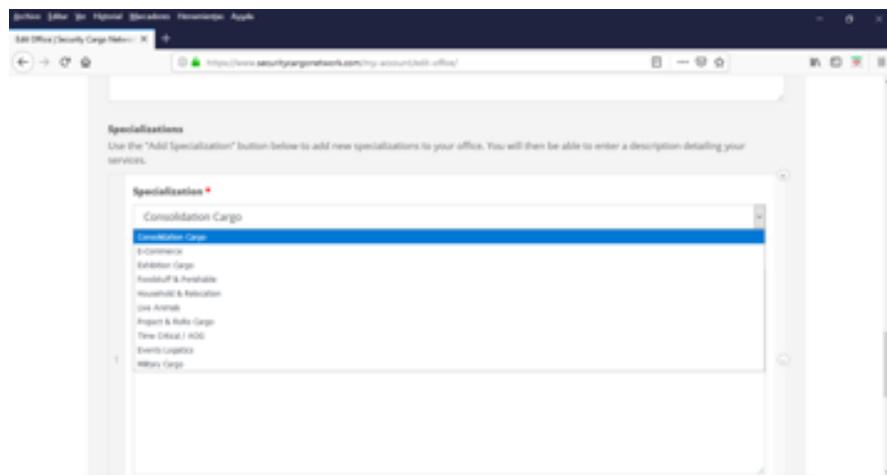
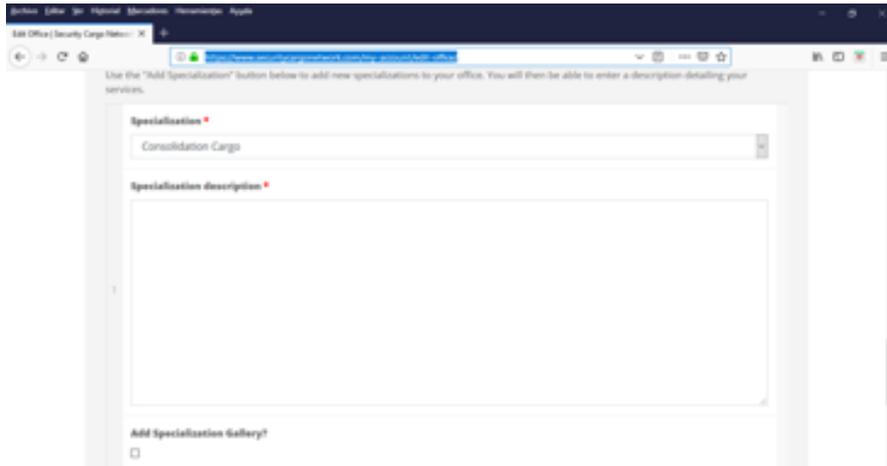
You will be required to complete below data/ fields:



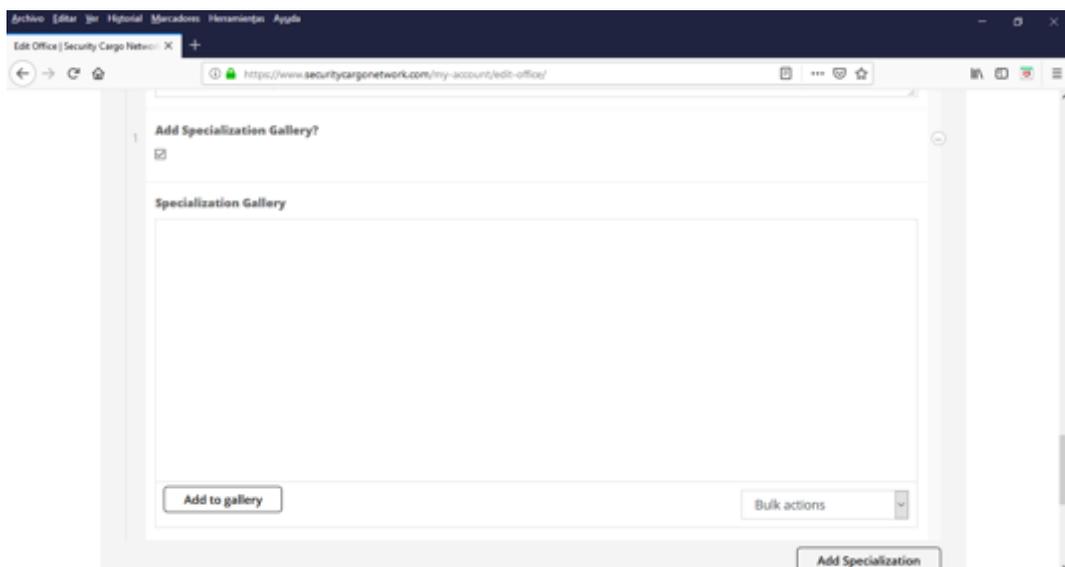
- Edit existing office details:
Press “update office” once all data is provided. Office will remain in a “pending” status until SCN team have reviewed application and once approved it will be set to “active”.
- Add specializations to an office:
Specializations are linked to each office and not to Members, as these are normally driven at office level. When adding specializations please ensure you are within the relevant office of your company. To add one or more specializations to an office please go to “Add specializations”:

<https://www.securitycargonetwork.com/my-account/edit-office/>

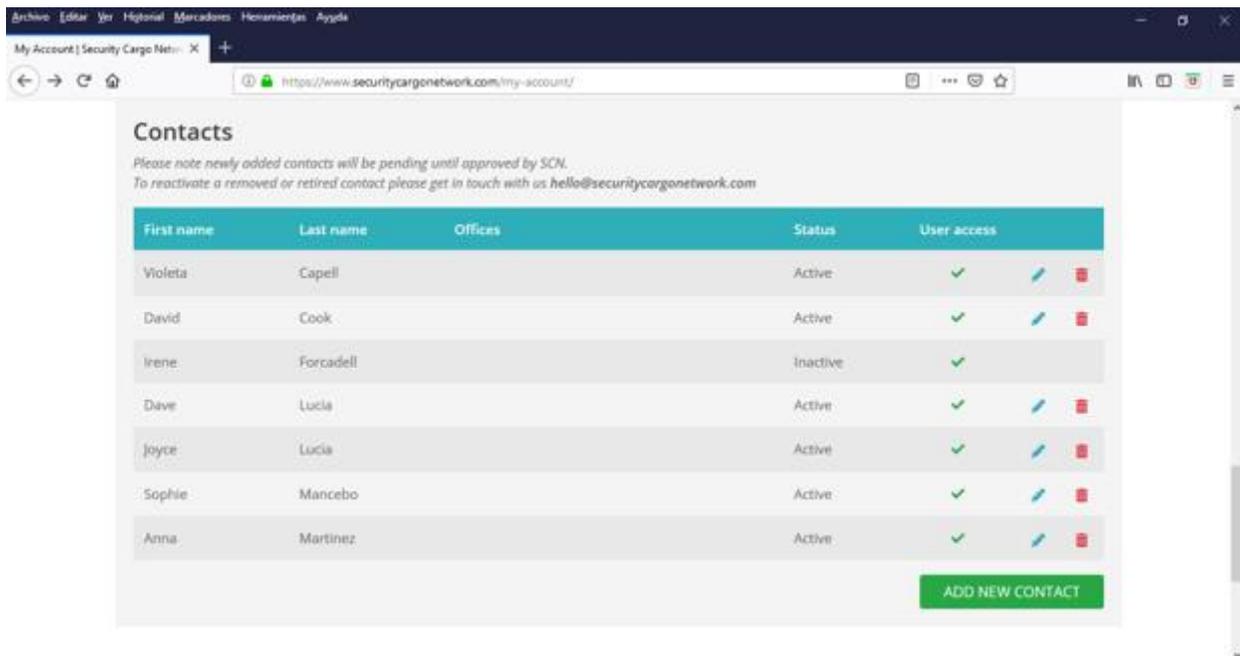




Flag "add specialization gallery?" if you want to add some photos:



3.3 Creating a contact (subject to confirmation by SCN) / Editing a contact



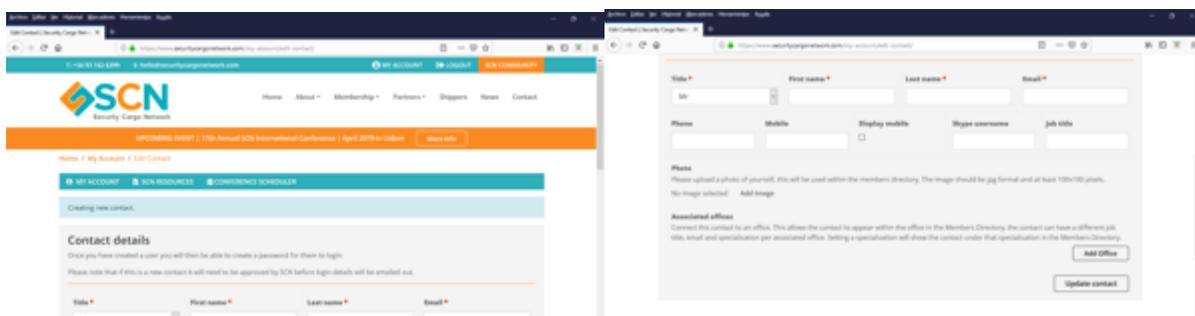
- Add new contact:

Click on the pencil related to the contact you want to amend or press “add new contact” to create a new one:

<https://www.securitycargonetwork.com/my-account/edit-contact/>

- Add specializations to a contact:

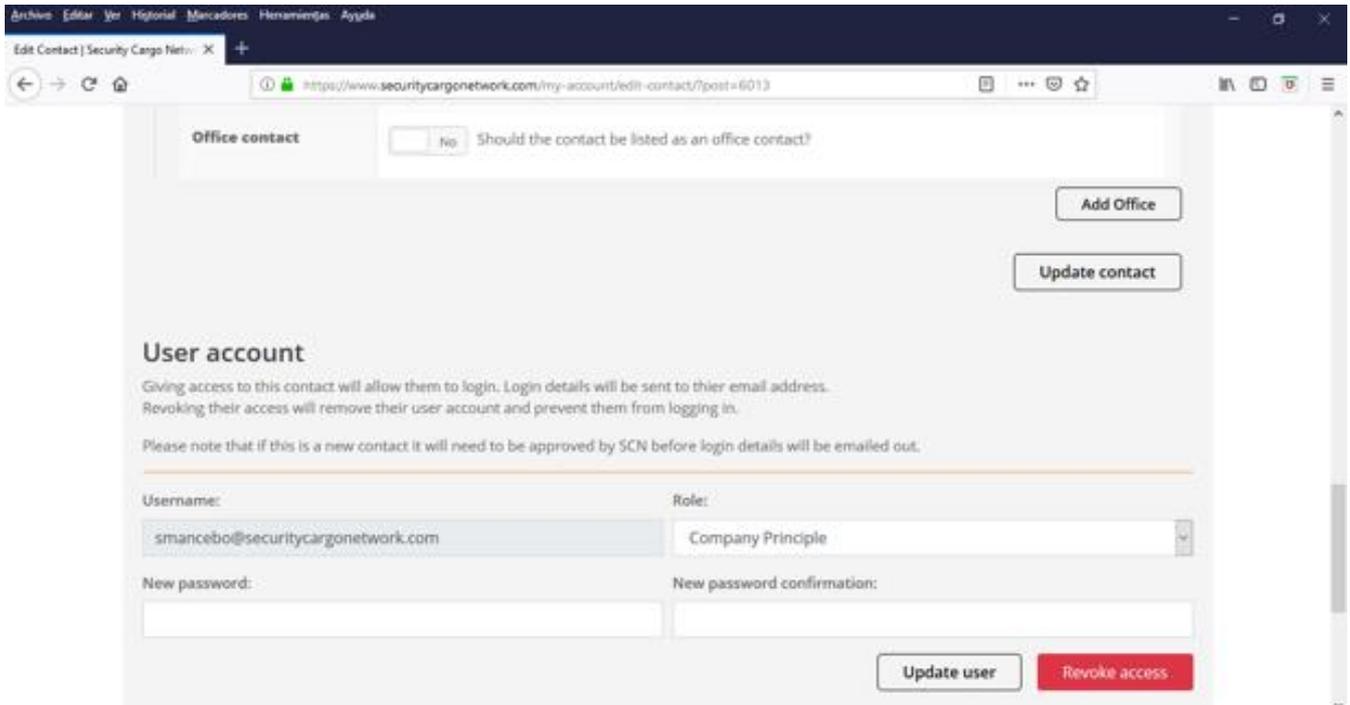
To create a contact, you must provide contact details, photo and link contact to any office he/she is related too. When adding specializations to a contact please ensure these have previously been setup as a specialization to the related office.



Please note that for new contacts it will need to be approved by SCN before login details are emailed out.

- Edit existing contact details or user account:

To amend an existing contact that already has a user assigned please click on the pencil and you will access contact details as shown above plus (if you have the relevant user level) you will have access to the contact "User account" so you will be able to update his/ her user (role, change password,...) or revoke access.



The screenshot shows a web browser window with the URL <https://www.securitycargonetwork.com/my-account/edit-contact/?post=6013>. The page title is "Edit Contact | Security Cargo Network".

Office contact

No Should the contact be listed as an office contact?

User account

Giving access to this contact will allow them to login. Login details will be sent to their email address. Revoking their access will remove their user account and prevent them from logging in.

Please note that if this is a new contact it will need to be approved by SCN before login details will be emailed out.

Username: smancebo@securitycargonetwork.com

Role: Company Principle

New password:

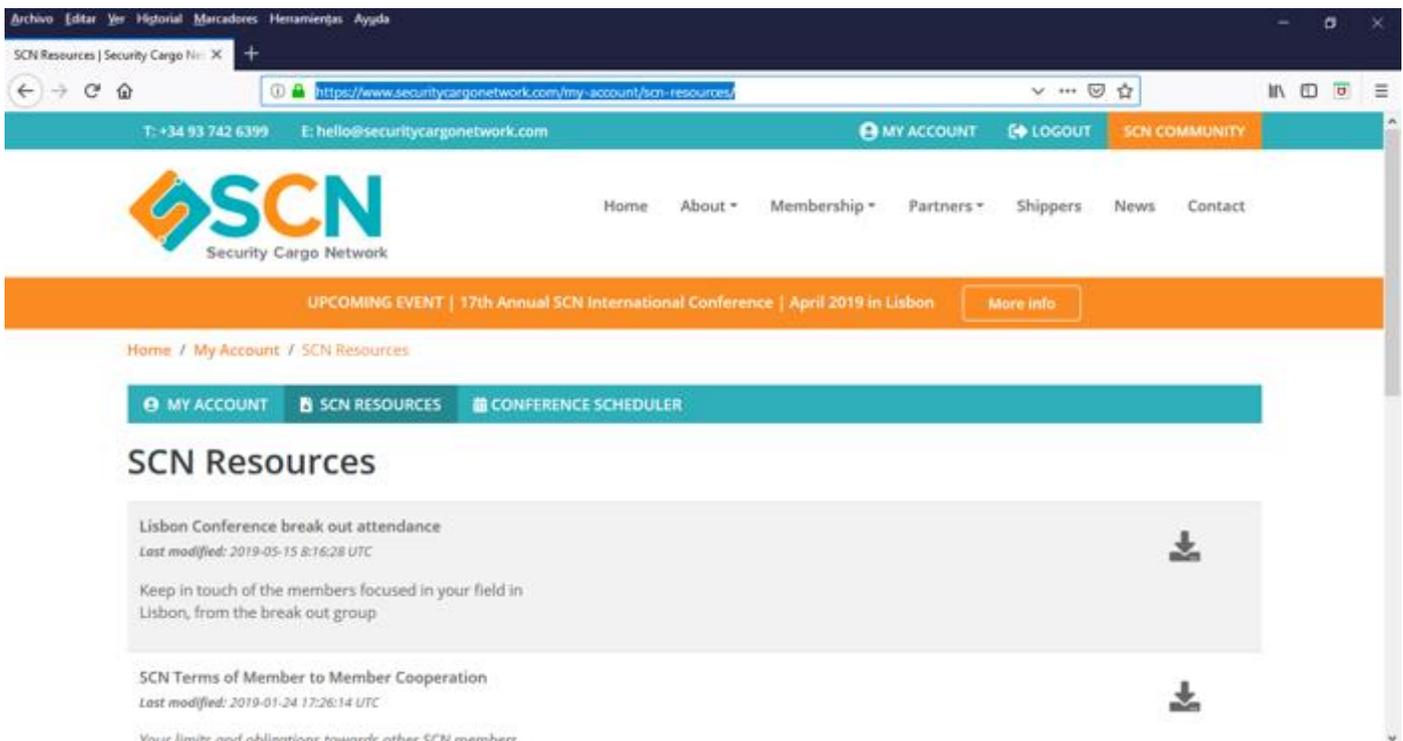
New password confirmation:

4. My Account – Resources

- Download commonly used SCN documents and files:

The resources area gives you access to commonly used SCN documents and files. Here you will also find the SCN Members Directory. Please try downloading these files.

<https://www.securitycargonetwork.com/my-account/scn-resources/>



The screenshot shows a web browser window displaying the SCN Resources page. The browser's address bar shows the URL <https://www.securitycargonetwork.com/my-account/scn-resources/>. The page header includes the SCN logo and navigation links: Home, About, Membership, Partners, Shippers, News, and Contact. A banner for the 17th Annual SCN International Conference in April 2019 in Lisbon is visible. The main content area is titled "SCN Resources" and features a list of documents for download:

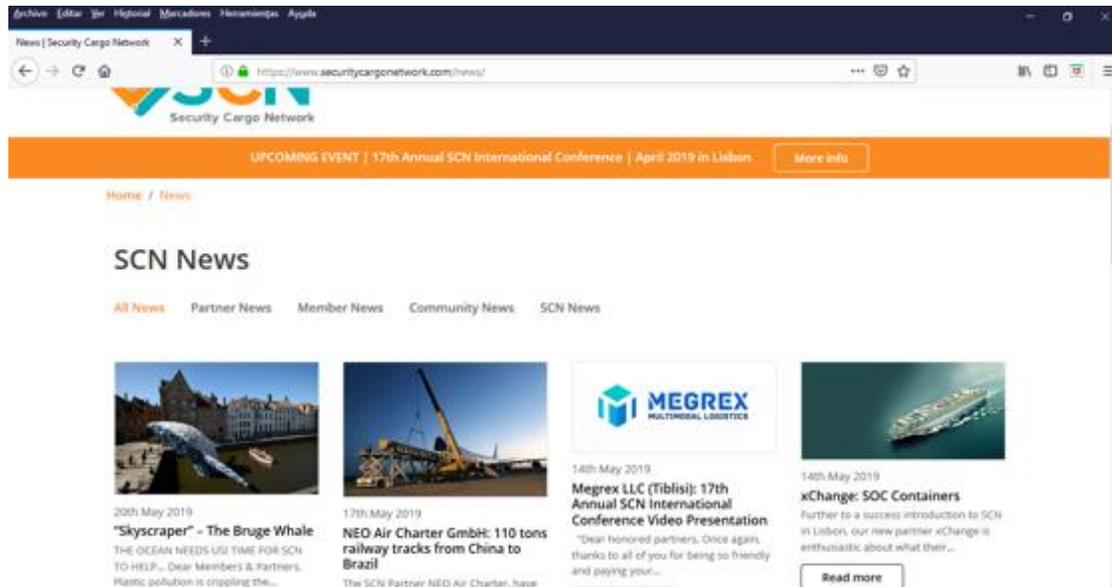
- Lisbon Conference break out attendance**
Last modified: 2019-05-15 8:16:28 UTC
- Keep in touch of the members focused in your field in Lisbon, from the break out group**
- SCN Terms of Member to Member Cooperation**
Last modified: 2019-01-24 17:26:14 UTC
Your limits and obligations towards other SCN members

Please note that Member's Directory and SCN Contact List are reports that are updated overnight so any updates related to offices & contacts will take 24hrs to appear updated within these reports.

5. News

Back to our main menu we also have “**news**” where you can view latest news or posts from our network members:

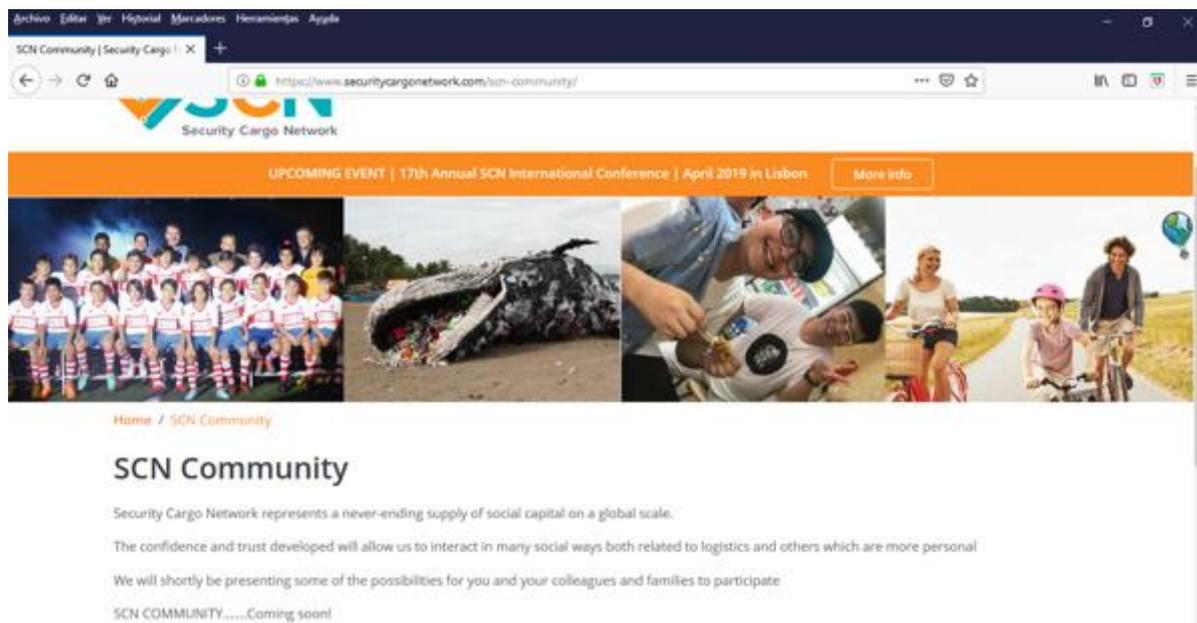
<https://www.securitycargonetwork.com/news/>



If you have any interesting news, success stories, Please send them to us so that we can add them to your profile and to SCN news.

6. SCN Community

Shortly we will have our “**SCN Community**” page ready for all of you:



Hope this guide was of use to you. While using our Website, if you find any issues, problems or have comments on improvements please note these down. If you are reporting a problem please give as much detail as possible to help us replicate the problem, if you are able to provide screenshots this also helps. Please also provide details on the web browser you are using, you can do this by visiting <https://www.whatsmybrowser.org/> copying the link towards the top of the page alongside the green button and sending this link to us. The link will look something like **whatsmybrowser.org/b/CJRMVRT**

Thanks 😊