



上汽通用汽车供应商门户网站项目 (SGMSP)

User Guide 用户手册

上汽通用汽车有限公司



SGM IT <上汽通用汽车供应商门户网站项目(SGMSP)>

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备注:

- 1、文档代码是标识文档类型的分类代码，主要用于文档的分类，查询和归档。其编码规则请参阅相关文档。
- 2、文档描述主要用于文档的快速的分类和查询，使用关键字的方式体现文档的主要内容，需要体现主要功能，系统所属的业务部门，使用部门等关键信息。
- 3、版本信息中项目过程文档 1.0 版本以前不需要每次审核发布，可以统一批次审批发布。
- 4、版本信息中项目文档 1.0 版本正式发布后，每个版本发布需要审核者签字确认。



Table Of Contents 目录

1. Summary 简介	5
1.1 Purpose 目的	5
1.2 Scope 范围	5
1.3 Definitions, Acronyms and Abbreviations 术语及缩略语	5
1.4 References 参考资料.....	5
2. System Describe 系统描述	5
2.1 System Function Introduction 系统功能简介	5
2.2 System Operating Environment 系统运行环境.....	5
3. Instructions 使用说明	6
3.1 Automotive Portal account federate to SGM portal	6
3.1.1 Automotive Portal account federate and register new account in SGM Portal	6
3.1.2 Automotive Portal account links to exist SGM Portal account	11
3.1.3 Automotive Portal account federate and register new account in SGM Portal, and this account hasn't been approved	12
3.1.4 Automotive Portal account link to SGM Portal account successfully, then the SGM account changes to invalid (suspended/permanent removed)	16
3.1.5 Automotive Portal account first time try federation, and enter an invalid SGM Portal account	19



1. Summary 简介

1.1 Purpose 目的

This document is the instruction for Automotive Portal users using their Automotive Portal accounts to access SGM Portal.

1.2 Scope 范围

For SGM suppliers who already have Automotive Portal accounts.

1.3 Definitions, Acronyms and Abbreviations 术语及缩略语

N/A

1.4 References 参考资料

N/A

2. System Describe 系统描述

2.1 System Function Introduction 系统功能简介

Automotive user federate to SGM portal, can link to existing user, or register new user

2.2 System Operating Environment 系统运行环境

OS: Windows

Browsers: IE11+, FIREFOX, CHROME



3. Instructions 使用说明

3.1 Automotive Portal account federate to SGM portal

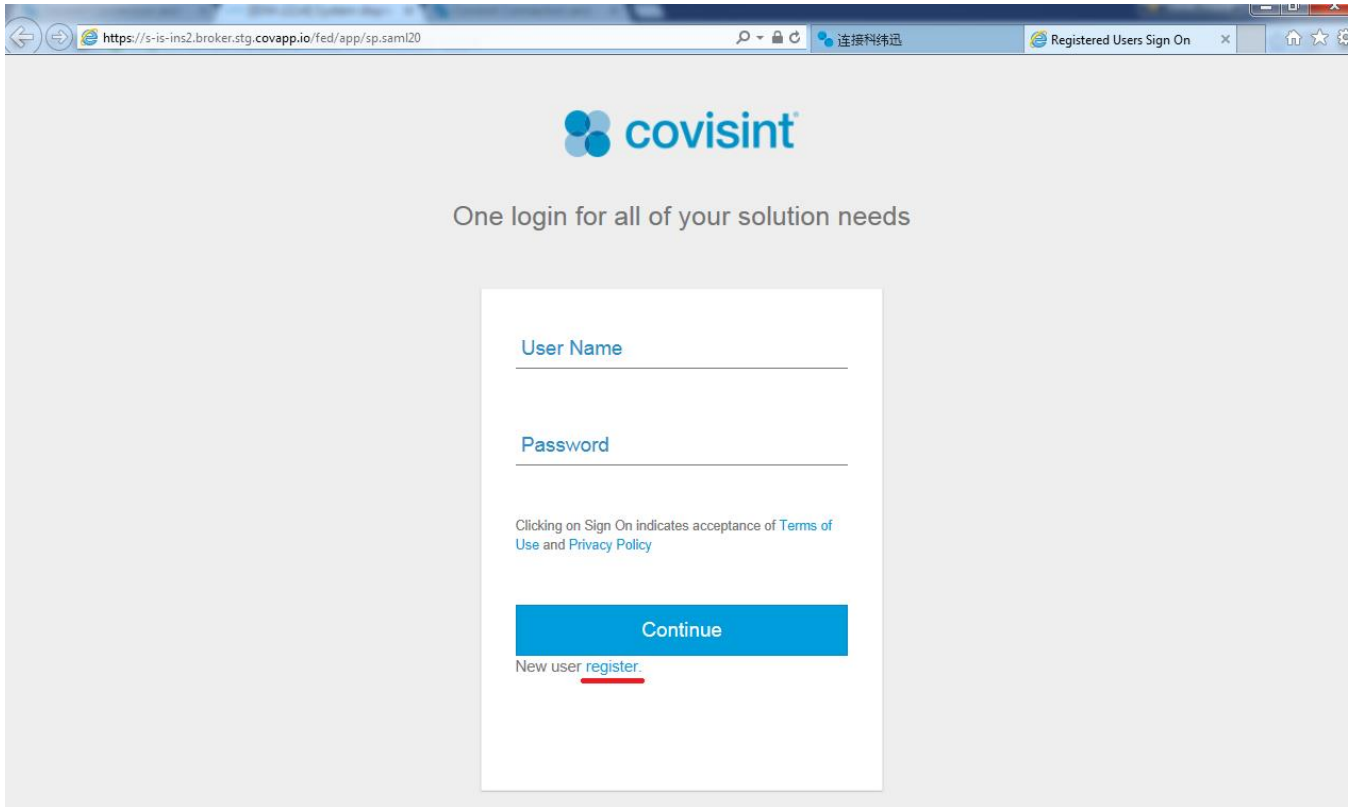
3.1.1 Automotive Portal account federate and register new account in SGM Portal

3.1.1.1 Automotive Portal account federate and register new account in SGM Portal

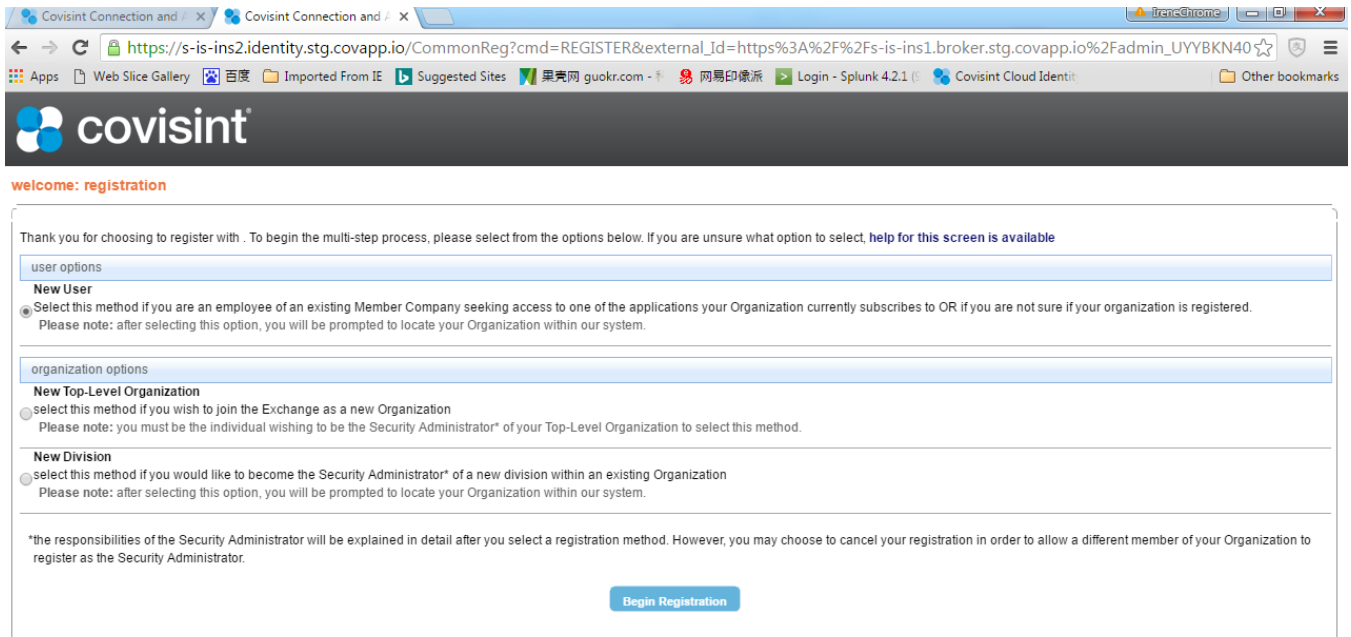
1. Automotive Portal user login, and click federation app

The screenshot displays the Covisint Automotive Portal interface. At the top, the 'covisint' logo is visible. Below it, a navigation bar includes 'Home', 'Directed Communications', 'Automotive Portals', and 'Industry News'. The main content area is divided into several sections. On the left, there is a 'Search' section with a search box and radio button options: 'With all of the words' (selected), 'With at least one of the words', and 'With this phrase'. Below this is a 'My Favorites' section with a link to 'Edit my favorites...'. The 'Covisint Applications' section is highlighted with a red box, showing 'SAIC-GM Portal'. Below that is the 'Administration' section with links for 'Administration Tools', 'Change Password', 'Edit My Profile', and 'My Administrators'. On the right side, there is a 'Directed Communications: Quick List' section with a 'View All Bulletins' button and a 'Glossary' section with a 'Glossary of Terms - Version 1.3' link and a letter selection tool.

2. Navigate to federation login page



3. Click register link



4. Search the related org

As a new user, you may perform a keyword search for any 'active' organization by full name, by 'begins with,' or by 'contains' criteria. If you are unable to find your organization after performing a search, you may decide to create a new organization.

find organization by keyword search

enter organization name: [search tips](#)

Results Per Page:

– OR –

If your company does business with any of the companies displayed in the drop-down list below, you may be able to find your Covisint organization using their supplier code identifier. Select a company from the drop-down, then enter the supplier code they use to identify your company.


Note: The supplier code you enter may be either a parent code or a site code. The search will resolve your entry to the parent code, then return any associated organizations in .


find organization by supplier code

select a supplier portal:

enter supplier code:

Results Per Page:

Your search as returned 1 organizations. You may select one of the organizations listed below or you may click on the  hierarchy symbol to view the entire organization tree and select the appropriate organization. The top box of the hierarchy symbol will be highlighted if the organization is a top-level organization. One of the lower boxes will be highlighted if the organization is a child organization. If you don't know which organization to select, your administrator can assist you in selecting the correct organization.

Select	Org	Organization Name	Organization Address	Found: 1 results
<input type="radio"/>		Ins2_Org1	Ins2_Org 1, Ins2_Org 1, Ins2_Org 1 11223	

Viewing 1 - 1 of 1 Show per page

If you cannot locate your organization from the above list, you may conduct a [new search](#) or [register a new organization](#). If you would like more assistance on searching, go to [search tips](#).

5. Enter user information, submit. The basic information fields are copied and prepopulated.

Please input your user information into the fields below.

user information

***required fields**

Organization Name: Ins2_Org1

Prefix:

(Mr., Mrs., Ms., Miss)

*First Name: ins1_user25

Middle Name:

*Last Name: test

Job Title:

*Address 1: 25800 Northwestern Hwy

Address 2: IreneTest

Address 3:

*City/Region: Southfield

*State/Province: MI

*Postal Code: 48076

*Country: United States

*Phone Number: +1 - 1112223333 Ex: +1 201-234-5678

Mobile Phone Number: +1 - Ex: +1 201-234-5678

Fax Number:

*Email Address: irene.yang@covisint.com

*Re-enter Email Address: irene.yang@covisint.com

Wireless Email Address:

*Time Zone: (GMT-05:00) Eastern Time (US & Canada)

*Language Preference: English

*Identity Number:

6. Enter user id and password, finish registration.

Please input your user information into the fields below.

User sign-on information

***required fields**

* User ID:

Note: Userid must be at least 4 characters, and no more than 80 characters. If your company uses a standard convention for issuing userids for internal applications, you may wish to adhere to the same convention and select the same id for simplicity.

*Password:

*Re-enter Password:

Unmask Security Answers

*Challenge Question 1: select one

*Challenge Answer 1:

Note: To reset a forgotten password, your answer must match exactly what you input into the text box above. The answer will be case and punctuation sensitive. Both the question and the answer will be accessible to your Security Administrator

*Challenge Question 2: select one

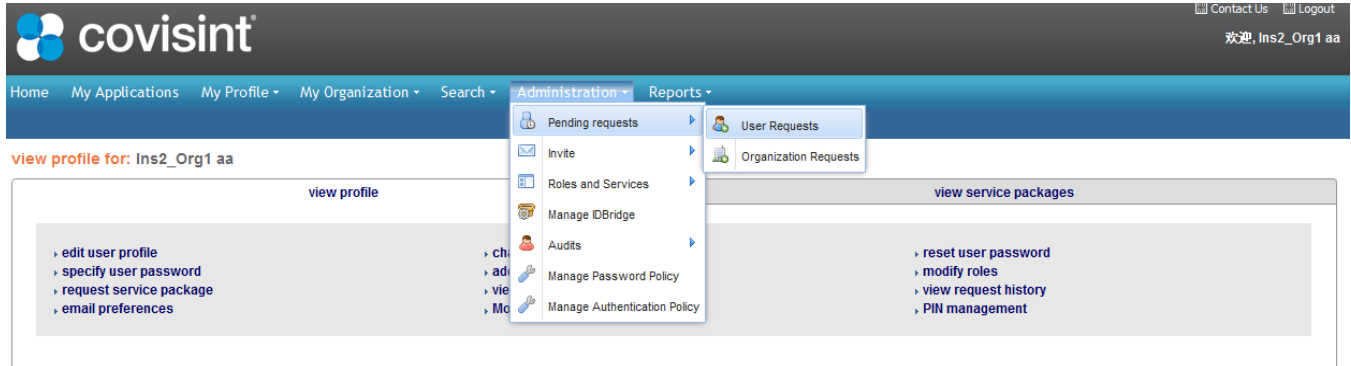
*Challenge Answer 2:

Note: To reset a forgotten password, your answer must match exactly what you input into the text box above. The answer will be case and punctuation sensitive. Both the question and the answer will be accessible to your Security Administrator

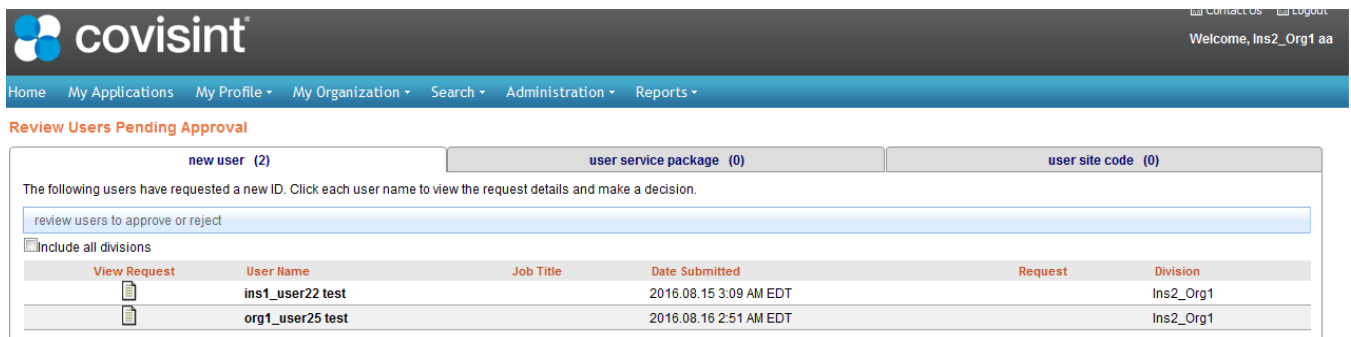


3.1.1.2 Covisint Helpdesk approve the user

1. Helpdesk login, click “Administration>Pending requests>User Requests”



2. View request, approve the user



details of pending user request for: org1_user25 test

Below are the details of the registration request. Please review the user details carefully to ensure it was sent by a legitimate employee of your Company. Review all Services Requested to determine which services are appropriate for this user. Note that you may reject some or all of the **service requested**, but still approve the overall User Request.

Note: If a application is granted to your organization such that a "non-approvable" request becomes "approvable," you may need to close your browser and re-login before the change is reflected on the screen. Services to which your Organization does not subscribe will be automatically rejected.

user information	
Full Name	org1_user25 test
Organization Name	Ins2_Org1
Address 1	Ins2_Org1
Address 2	
Address 3	
City/Region	Ins2_Org1
State/Province	Ins2_Org1
Postal Code	11223
Country	United States
Identity Number	121322
Job Title	
User ID	ORG1_USER25
Email Address	irene.yang@covisint.com
Wireless Email Address	
Phone Number	1212121212
Mobile Phone Number	
Fax Number	
Time Zone	(GMT-05:00) Eastern Time (US & Canada)
Preferred Language	English
SGM User ID	

new user request			
Approve	Reject	User Name	Request Reason
<input checked="" type="radio"/>	<input type="radio"/>	org1_user25 test	

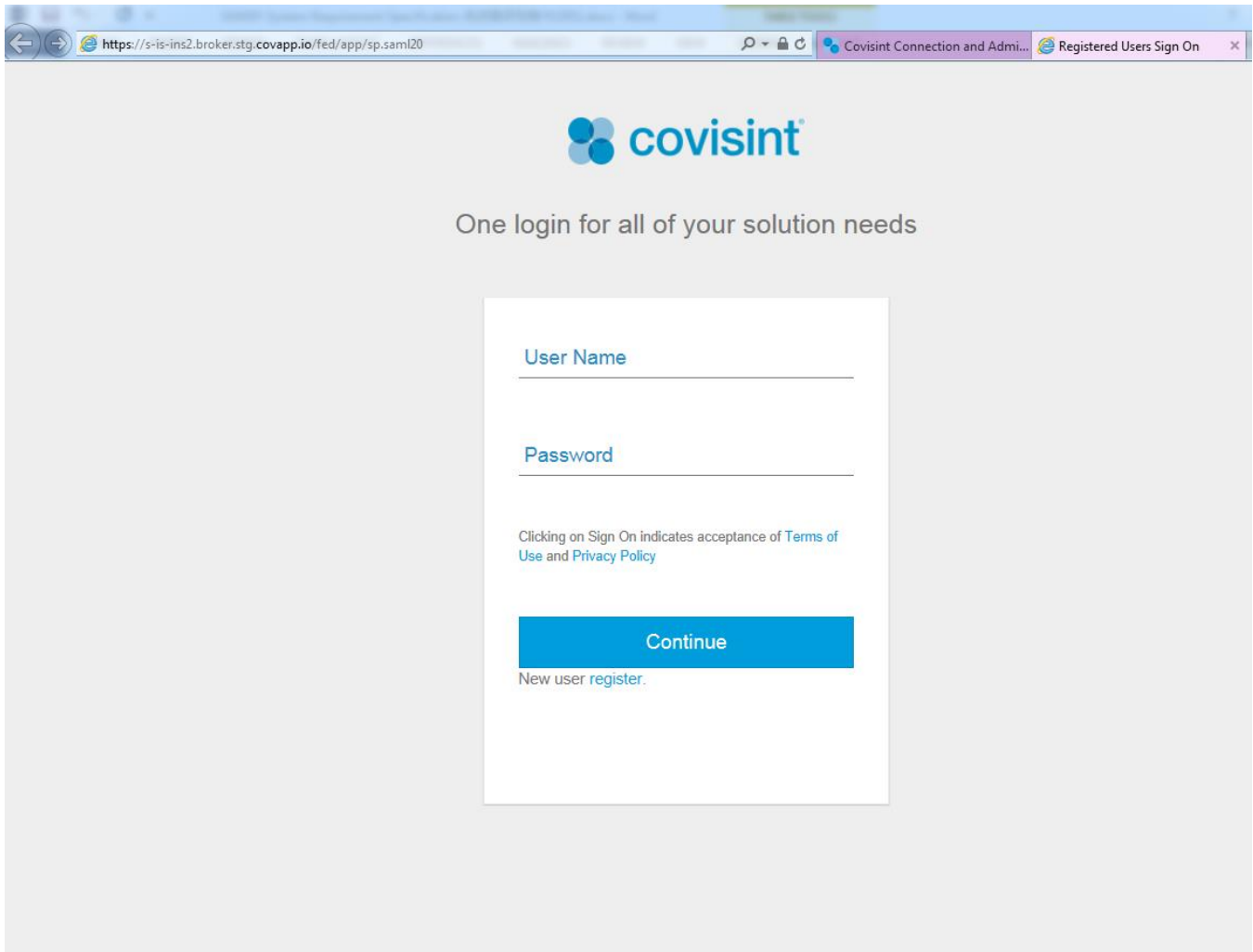
services requested

3.1.1.3 Automotive Portal account links to SGM Portal account successfully

1. Automotive Portal account login, click fed app.
2. Navigate to SGM Portal, no need to login again.

3.1.2 Automotive Portal account links to exist SGM Portal account

1. Automotive Portal account login, click fed app
2. Display federation login page



3. Enter exist SGM Portal account, login SMG Portal, link successfully
4. Automotive Portal account login, click fed app again, direct navigate to SGM Portal

3.1.3 Automotive Portal account federate and register new account in SGM Portal, and this account hasn't been approved

3.1.3.1 Automotive Portal account federate and register new account in SGM Portal

1. Automotive Portal account login Automotive Portal, click fed app



Home Directed Communications Automotive Portals Industry News

Search

- With all of the words
 With at least one of the words
 With this phrase

All

My Favorites

» Edit my favorites...

Covisint Applications

SAIC-GM Portal

Administration

Administration Tools
Change Password
Edit My Profile
My Administrators

Directed Communications: Quick List

Receive email alerts when bulletins are published. [Get started »](#)

Status	Subject	From
--------	---------	------

No bulletins available

[View All Bulletins](#)

Glossary

Glossary of Terms - Version 1.3

Having trouble remembering the difference between asynchronous and bi-synchronous? Our glossary of terms can help. Select a letter below to begin:

Select one: [All](#) [0-9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

2. Display federation login page, click register link, finish registration

https://s-is-ins2.broker.stg.covapp.io/fed/app/sp.saml20

连接科讯

Registered Users Sign On

One login for all of your solution needs

User Name

Password

Clicking on Sign On indicates acceptance of [Terms of Use](#) and [Privacy Policy](#)

Continue

New user [register.](#)

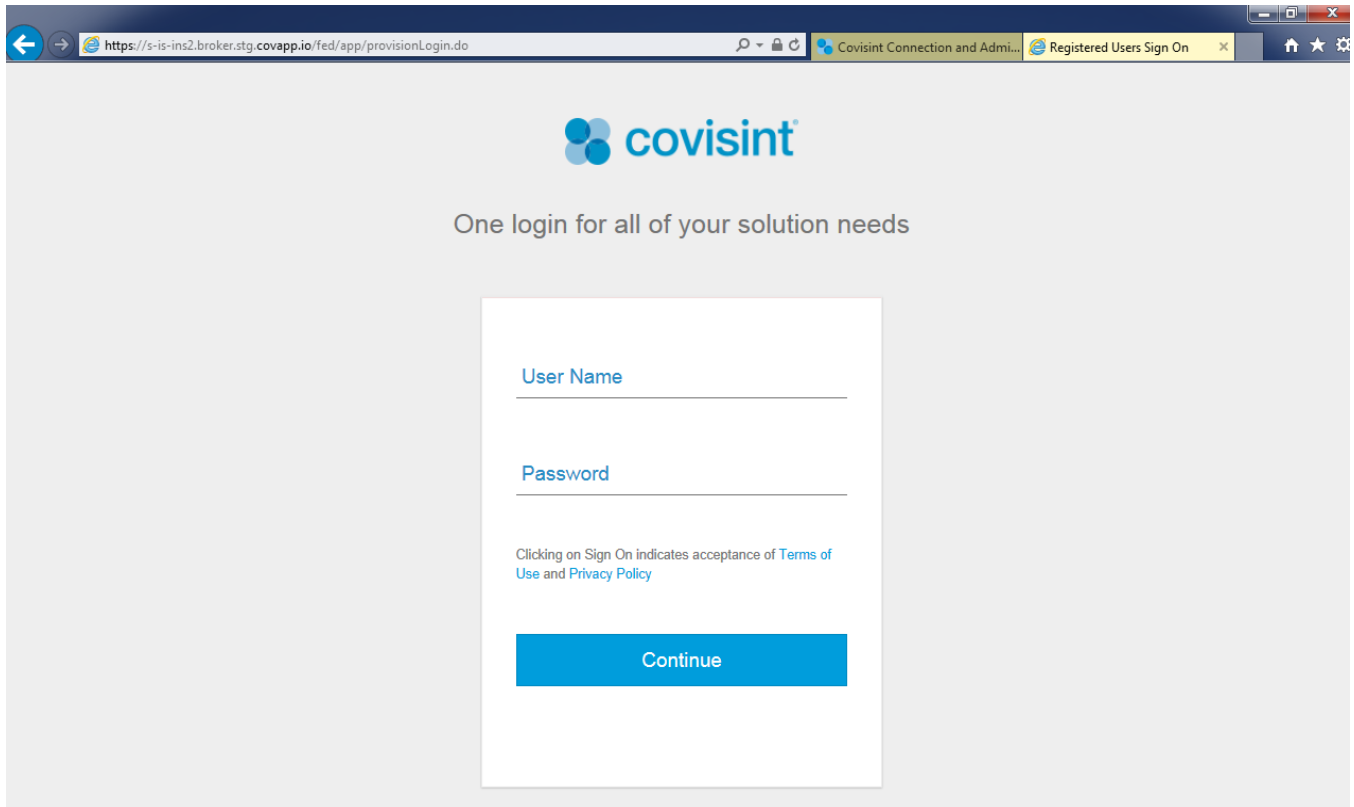


3.1.3.2 Automotive Portal account federate again before the SGM admin approve the user

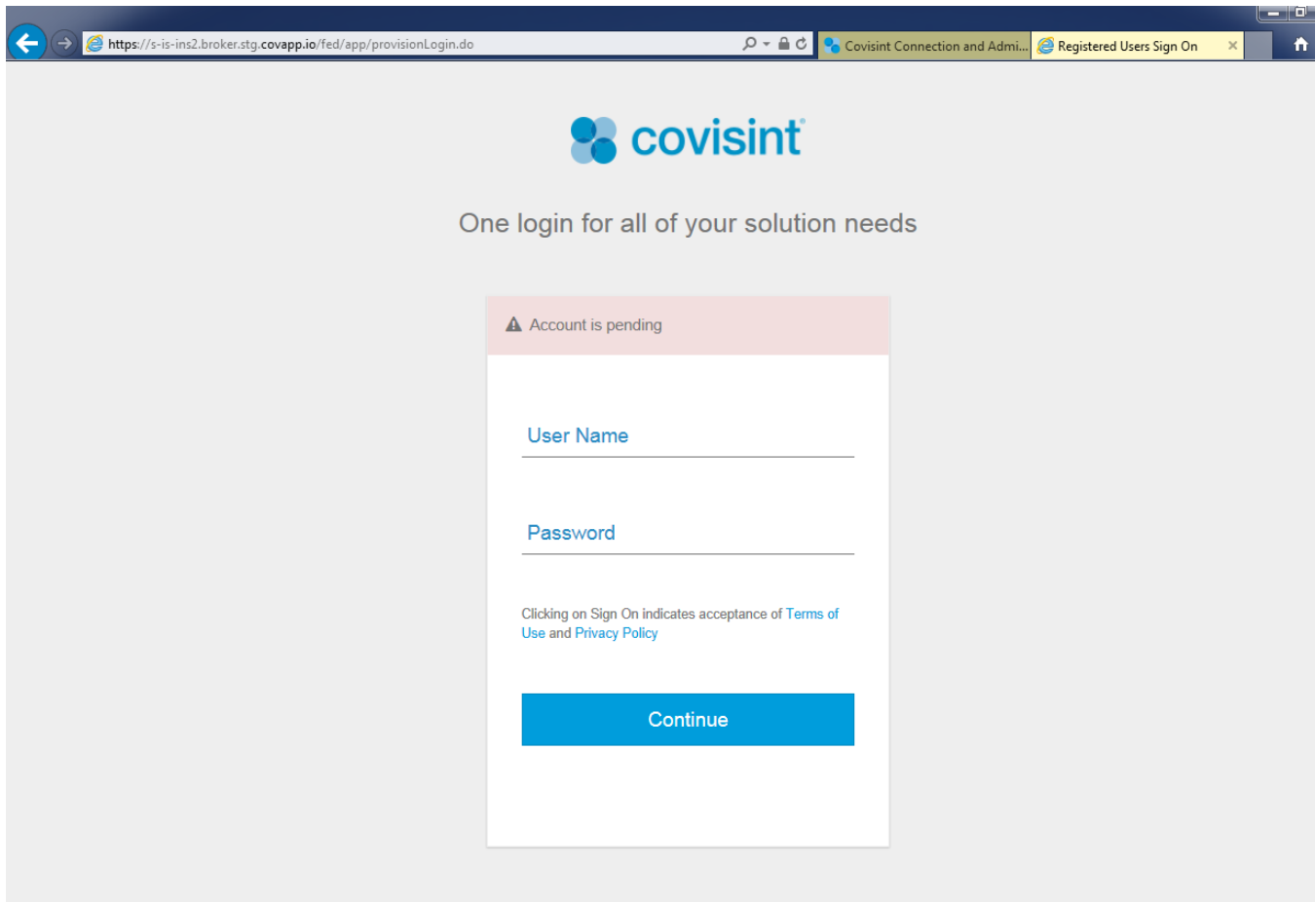
1. Click Fed app

The screenshot shows the Covisint Automotive Portal interface. The top navigation bar includes 'Home', 'Directed Communications', 'Automotive Portals', and 'Industry News'. The left sidebar contains sections for 'Search', 'My Favorites', 'Covisint Applications', and 'Administration'. The 'Covisint Applications' section is highlighted with a red box, showing 'SAIC-GM Portal'. The main content area displays 'Directed Communications: Quick List' with a table header (Status, Subject, From) and a 'View All Bulletins' button. Below that is a 'Glossary' section with a 'Glossary of Terms - Version 1.3' and a letter selection menu.

2. Display login page, hide register link

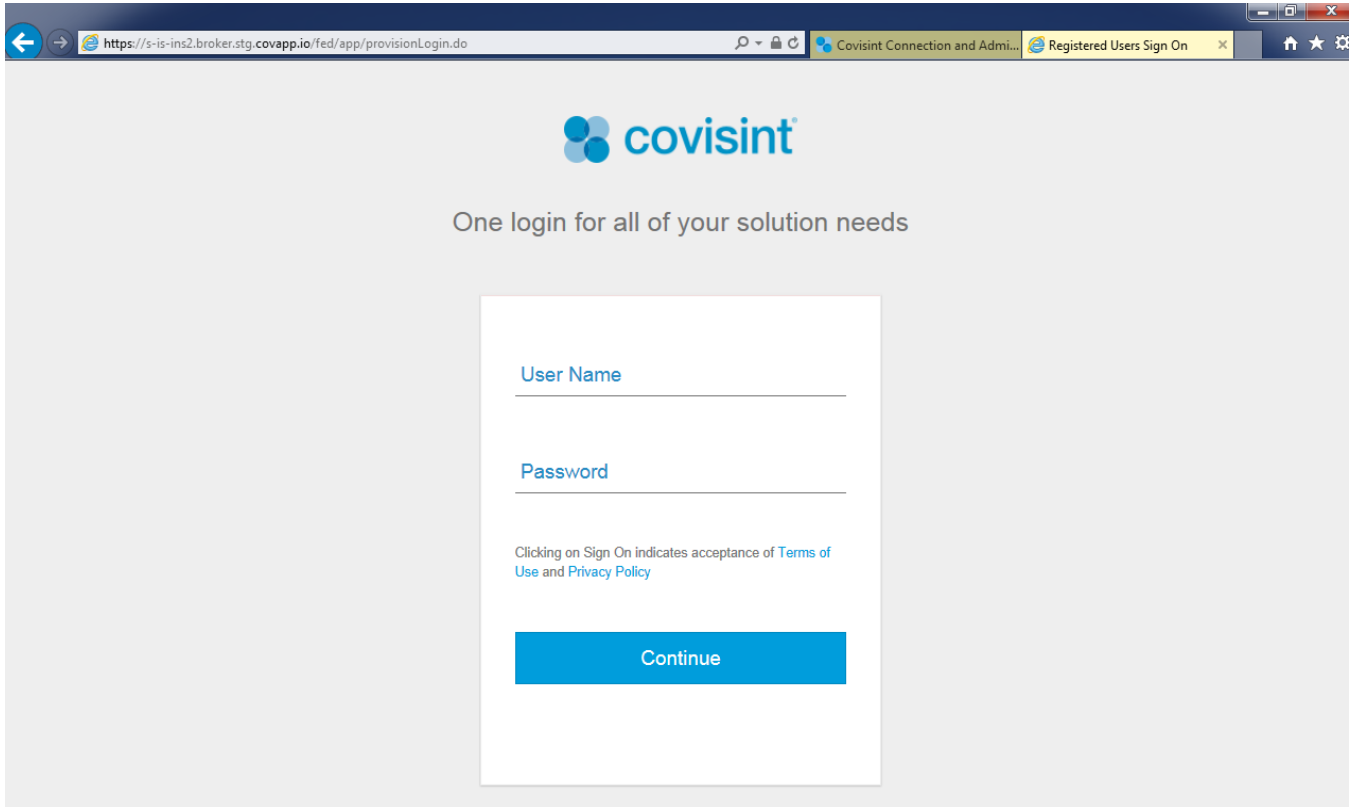


3. Enter the new registered account, display the Account is Pending



3.1.4 Automotive Portal account link to SGM Portal account successfully, then the SGM account changes to invalid (suspended/permanent removed)

1. Click Fed app
2. Display Login page, no register link



3. Enter the SGM account credentials



One login for all of your solution needs

⚠ Account is suspended

User Name

Password

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Continue

3.1.4.1 Automotive Portal user should call helpdesk to maintain his SGM account

3.1.4.2 Helpdesk has two ways to deal with:

1. Unsuspend the SGM account, then automotive user can federate again successfully



2. Remove the link of them in database, so automotive user can fed and register new account or link to other SGM account.

3.1.5 Automotive Portal account first time try federation, and enter an invalid SGM Portal account

1. Automotive portal account login, and click federation app
2. Enter invalid SGM account, the account status could be:
 - Suspended
 - Pending
 - Permanent removed
3. Display the related error, also no the register link



One login for all of your solution needs

⚠ Account is suspended

User Name

Password

Clicking on Sign On indicates acceptance of [Terms of Use](#) and [Privacy Policy](#)

Continue

3.1.5.1 Automotive Portal user should call helpdesk to maintain his account

3.1.5.2 Helpdesk has two ways to deal with:

1. Active SGM account(unsuspend the user /approve the pending user), then automotive user can federate again successfully



2. Remove the link of them in database(for permanent removed user / reject the pending user), so automotive user can fed and register new account or link to other SGM account.