



User Management



CEMEX Go

INTRODUCTION

In an effort to innovate and improve our customer's experience, CEMEX has created an integrated digital solution called CEMEX Go that will allow you to manage your business in real time.

Learning Objective:

In this guide you will learn to create users and manage request in User Management Console.

Benefits:

- Manage your Requests
- Give access to the applications
- Edit and Create Users
- Approve or Reject Request
- Action log and Disable users

CONTENT

01 Console Overview

02 Create New User

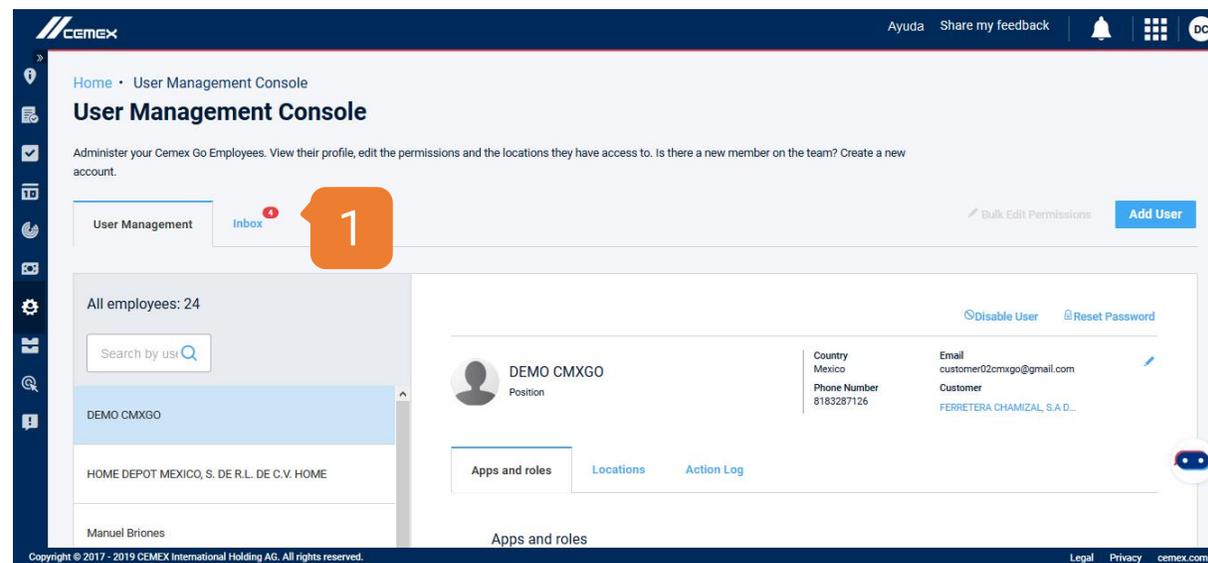
HOW TO BEGIN?

Click on the following link:
<http://www.cemexgo.com>

Introduction

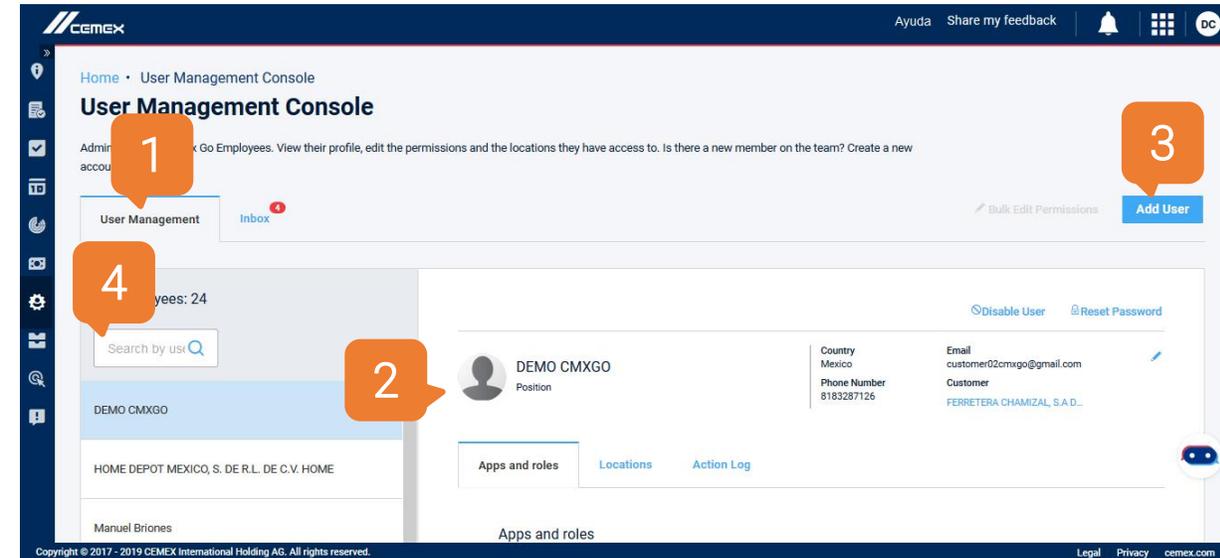
The User Management Console will help you as Digital Administrator to manage your customer's requests.

1. On this screen you will have two sections: **Inbox** and **User Management**.



User Management

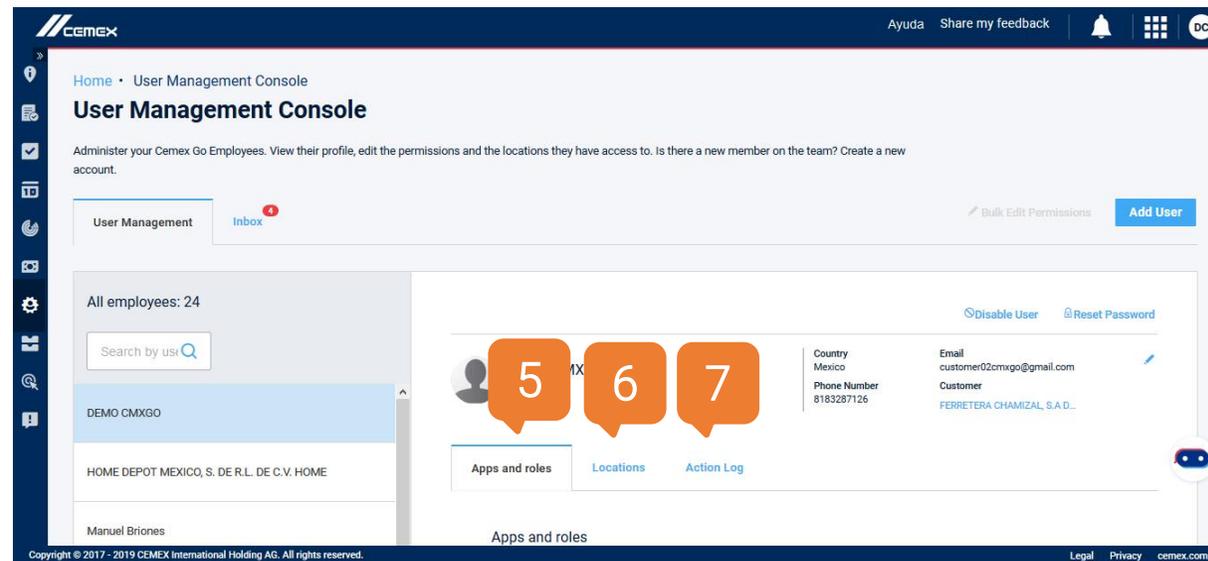
1. The **User Management** tab shows all the Users that you have created.
2. The Users will be detailed by **User Name**, **Company**, **E-mail**, **Phone** and **Access to Apps**.
3. On the **User Management** tab click on **Create User** if you want to Create a New User and Assign his Permissions.
4. You can also use the search option.



Visualize the new mockups in **User Management** main screen

User Management

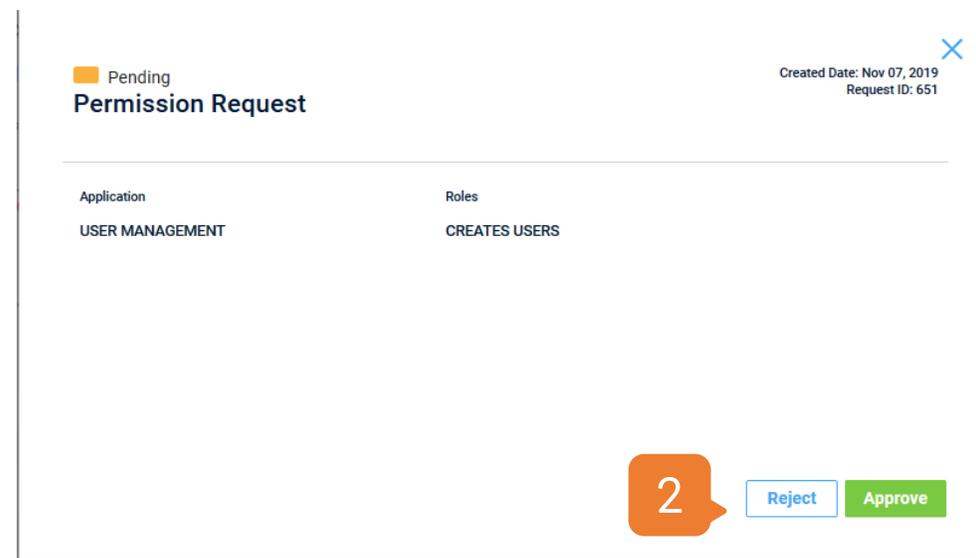
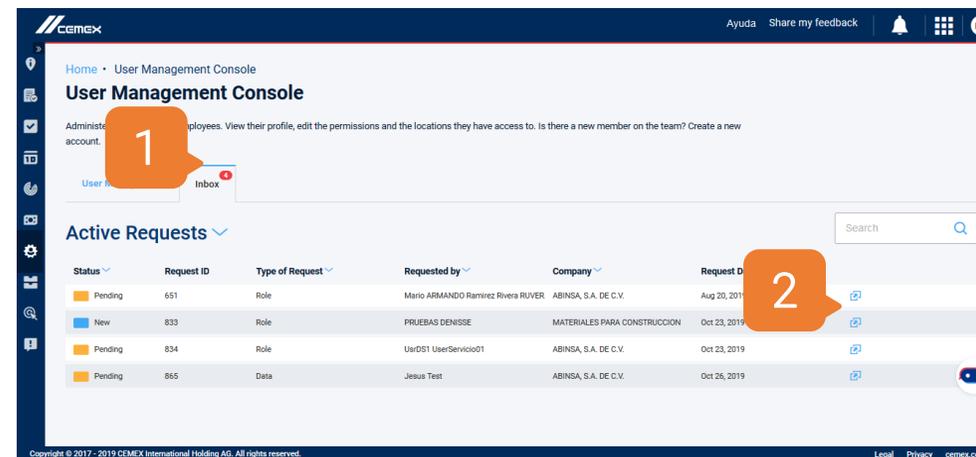
5. The **Apps and Roles** tab shows the Application and Roles the user is allowed to see. This view allows you to edit the information.
6. In **Locations** tab assign information to the user.
7. In **Action log** tab you can visualize information related with the user.



01 Console Overview

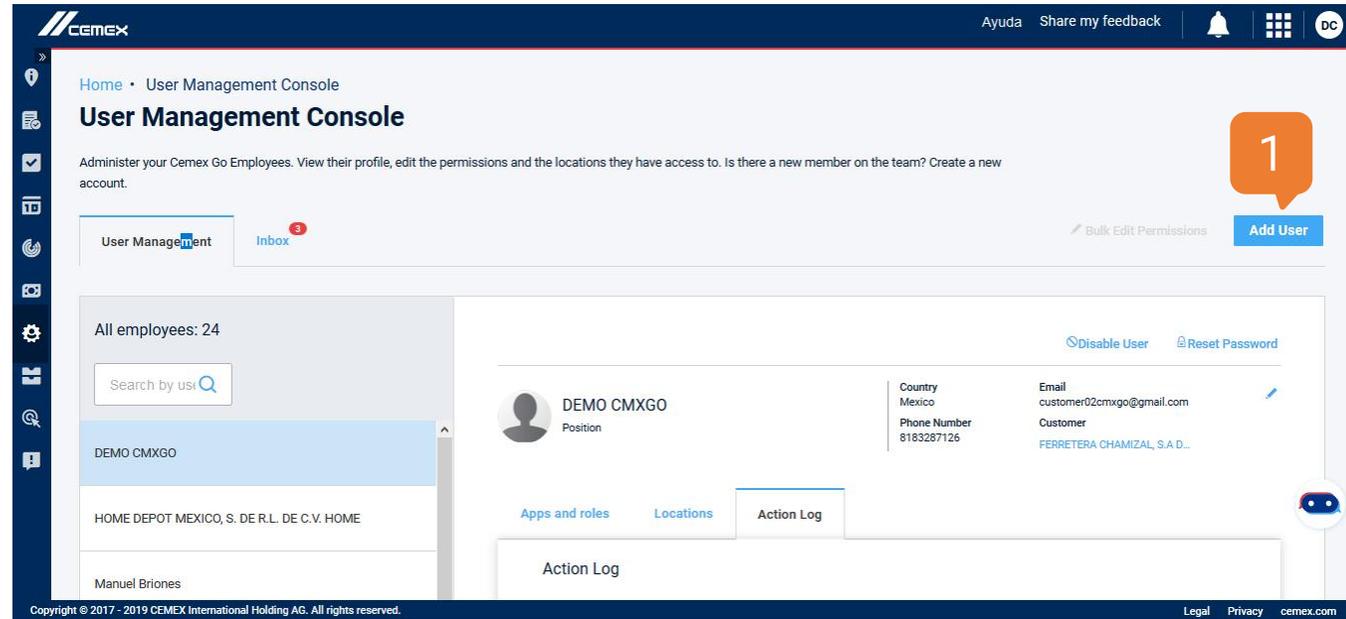
Inbox

1. The Inbox tab you can review all the User Requests.
2. Selecting a request you can approve or reject it. A pop up will appear to confirm your request.



Add User

1. You can also create new users, click on Add user button.



The screenshot displays the CEMEX User Management Console. The interface includes a top navigation bar with the CEMEX logo, user name 'Ayuda', 'Share my feedback', a notification bell, a grid icon, and a 'DC' indicator. The main content area is titled 'User Management Console' and contains a sub-header 'Home • User Management Console'. Below this, there is a descriptive text: 'Administer your Cemex Go Employees. View their profile, edit the permissions and the locations they have access to. Is there a new member on the team? Create a new account.' A prominent blue 'Add User' button is located in the top right corner, next to a notification bubble with the number '1'. The main area is divided into two sections. On the left, there is a list of employees with a search bar and the text 'All employees: 24'. The list includes 'DEMO CMXGO', 'HOME DEPOT MEXICO, S. DE R.L. DE C.V. HOME', and 'Manuel Briones'. On the right, the profile of 'DEMO CMXGO' is shown, including their position, country (Mexico), phone number (8183287126), email (customer02cmxgo@gmail.com), and customer name (FERRETERA CHAMIZAL, S.A.D.). Below the profile, there are tabs for 'Apps and roles', 'Locations', and 'Action Log'. The footer contains copyright information: 'Copyright © 2017 - 2019 CEMEX International Holding AG. All rights reserved.' and links for 'Legal', 'Privacy', and 'cemex.com'.

Contact Information

1. You will see a screen with four sections, on **Contact Information** you have to enter the User Information, such as: **Customer Number, Company, Country, First Name, Last Name, Position, E-mail, Phone Number and Temporary Password.**
2. Click **Next** to Continue.



The **Customer Number** field will be already loaded with the Customer associated to the user.

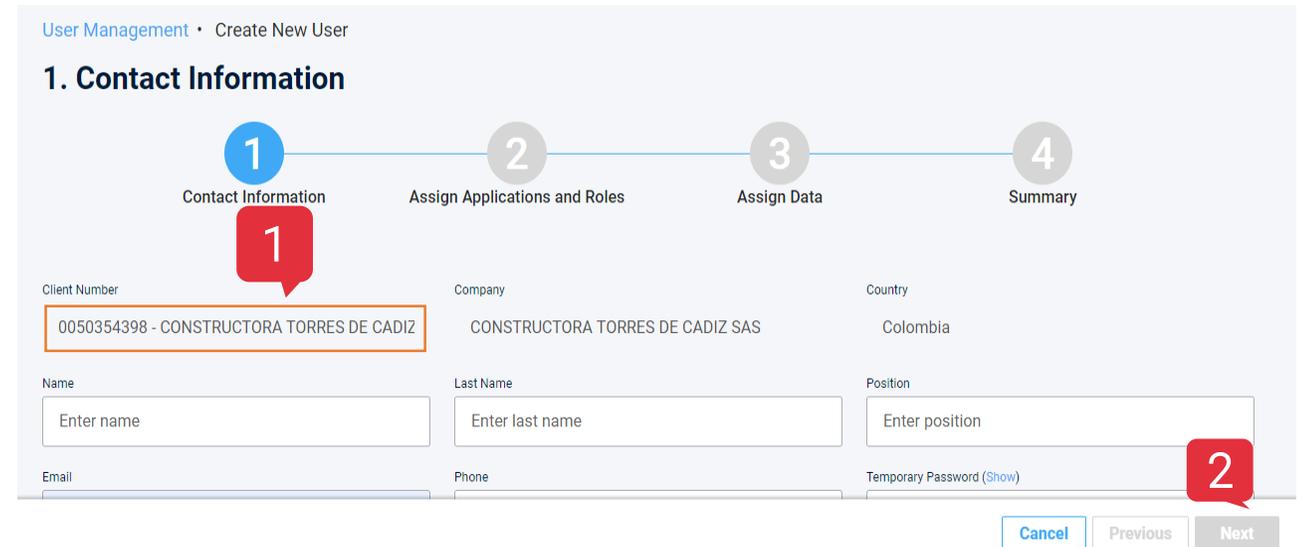
User Management · Create New User

1. Contact Information

1 Contact Information 2 Assign Applications and Roles 3 Assign Data 4 Summary

Client Number 0050354398 - CONSTRUCTORA TORRES DE CADIZ	Company CONSTRUCTORA TORRES DE CADIZ SAS	Country Colombia
Name Enter name	Last Name Enter last name	Position Enter position
Email	Phone	Temporary Password (Show)

Cancel Previous Next



Assign Applications and Roles

1. The section Assign Applications and Roles shows the previous created data as Contact Information.

2. Click on Add Permissions.

3. Select an application:

A dropdown menu with the following items:

- Order and Product Catalog
- Customer Information
- Commercial Conditions
- Invoice and Payments
- User Management

4. Assign the roles.

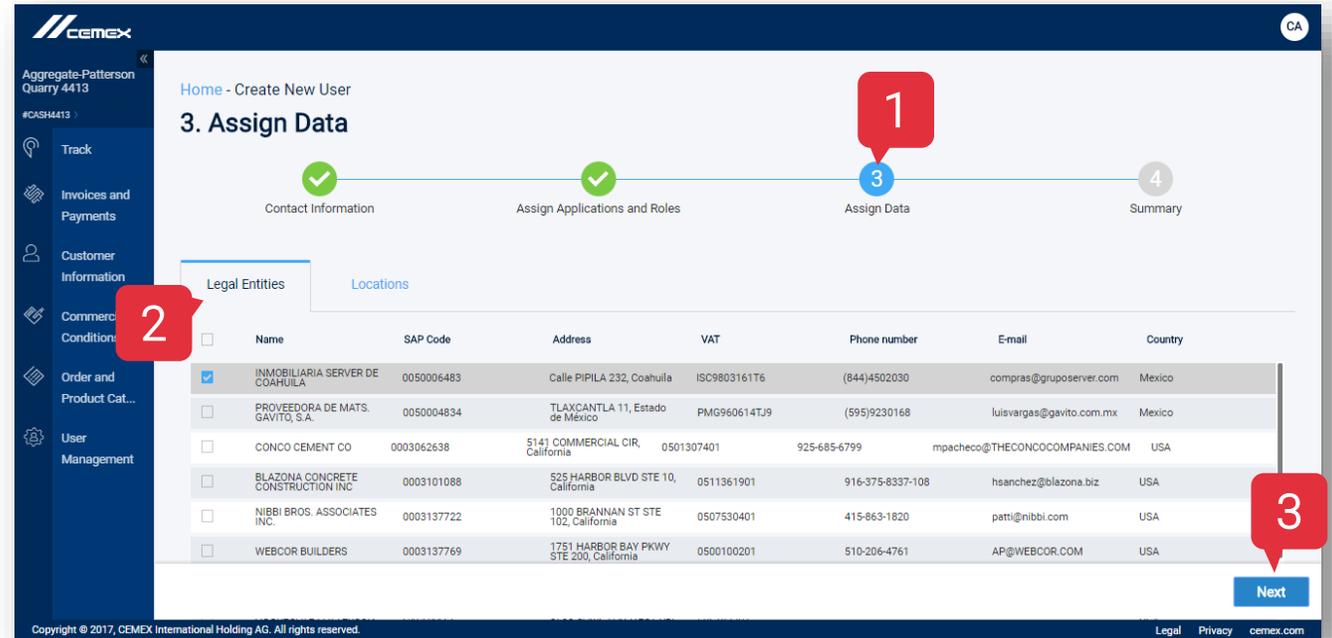
5. Press on Next to Continue.

The screenshot shows the 'Create New User' process in the CEMEX system. A progress bar at the top indicates four steps: 1. Contact Information (completed), 2. Assign Applications and Roles (current step), 3. Assign Data, and 4. Summary. Below the progress bar, the 'Contact Information' section displays user details: Name (Jou garcia), Position (adm), Company (TEXAS STERLING CONSTR...), Country (United States), E-mail (ceci.naye16@gmail.com), and Phone number (12345678). The 'Assign Access to Applications and Roles' section contains a text instruction and an 'Add Permission' button, which is highlighted with a red callout '2'. At the bottom right, there are 'Cancel', 'Previous', and 'Next' buttons.

This screenshot shows the 'Assign Applications and Roles' section. The 'Order and Product Catalog' application is selected in a dropdown menu, highlighted with a red callout '3'. Below the dropdown, a list of roles is shown with checkboxes: 'Foreman Create Orders', 'Purchase manager Create Orders', 'Owner Create Orders', and 'Upload Multiple Orders'. The 'Foreman Create Orders' checkbox is checked, highlighted with a red callout '4'. At the bottom right, there is an 'Add Permission' button and 'Previous' and 'Next' buttons. A red callout '3' also points to the 'Next' button.

Assign Data

1. The section **Assign to Data** lets you select the data you want to assign to a specific User.
2. There are two data sections: **Legal Entities** and **Locations**.
3. Click **Next** to Continue.



Home - Create New User

3. Assign Data

Progress: Contact Information (✓), Assign Applications and Roles (✓), Assign Data (3), Summary (4)

Legal Entities

<input type="checkbox"/>	Name	SAP Code	Address	VAT	Phone number	E-mail	Country
<input checked="" type="checkbox"/>	INMOBILIARIA SERVER DE COAHUILA	0050006483	Calle PIPILA 232, Coahuila	ISC9803161T6	(844)4502030	compras@gruposerver.com	Mexico
<input type="checkbox"/>	PROVEEDORA DE MATS. GAVITO, S.A.	0050004834	TLAXCANTLA 11, Estado de México	PMG960614TJ9	(595)9230168	luisvargas@gavito.com.mx	Mexico
<input type="checkbox"/>	CONCO CEMENT CO	0003062638	5141 COMMERCIAL CIR, California	0501307401	925-685-6799	mpacheco@THECONCOCOMPANIES.COM	USA
<input type="checkbox"/>	BLAZONA CONCRETE CONSTRUCTION INC	0003101088	525 HARBOR BLVD STE 10, California	0511361901	916-375-8337-108	hsanchez@blazona.biz	USA
<input type="checkbox"/>	NIBBI BROS. ASSOCIATES INC.	0003137722	1000 BRANNAN ST STE 102, California	0507530401	415-863-1820	patti@nibbi.com	USA
<input type="checkbox"/>	WEBCOR BUILDERS	0003137769	1751 HARBOR BAY PKWY STE 200, California	0500100201	510-206-4761	AP@WEBCOR.COM	USA

Next

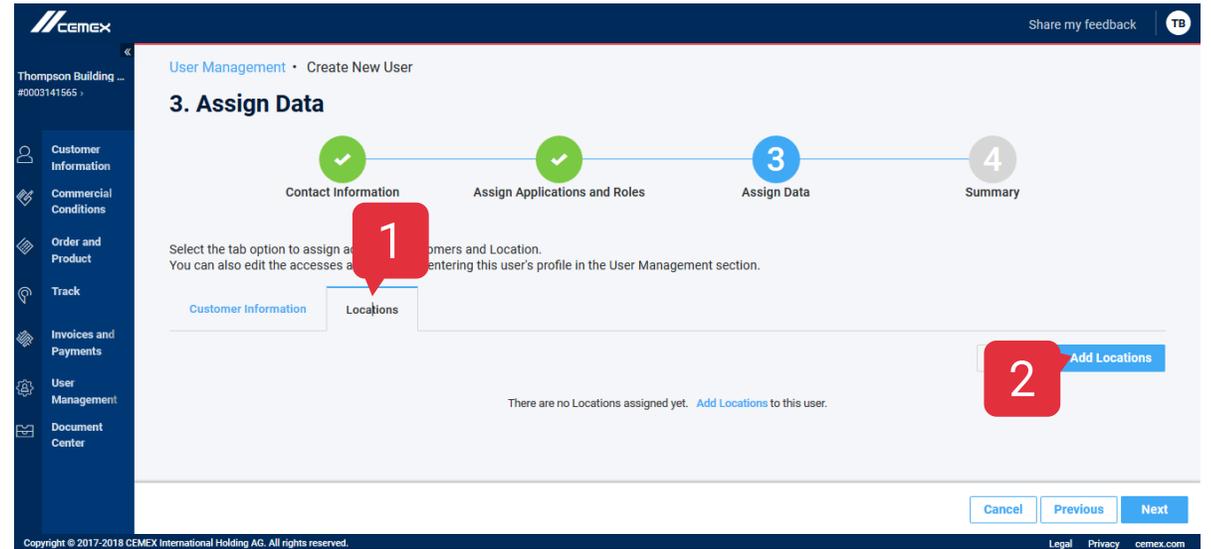
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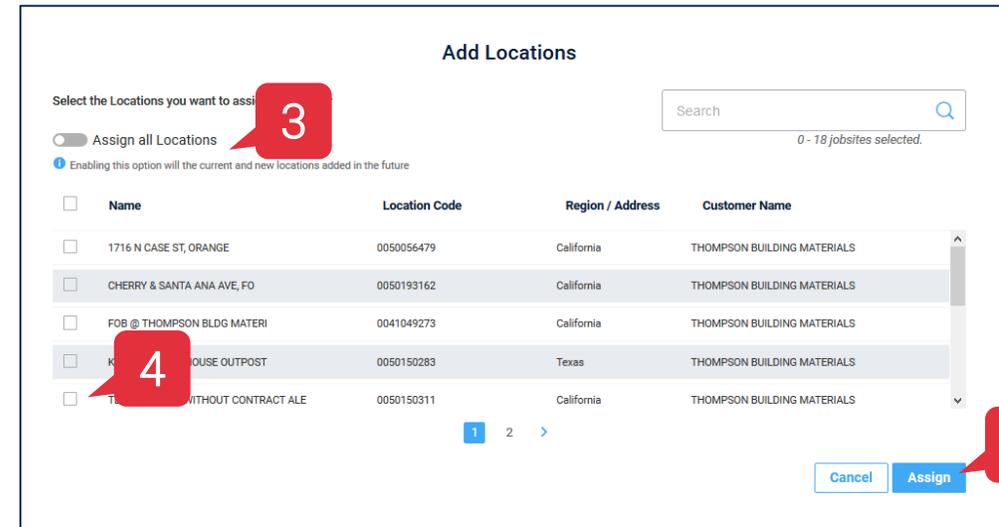
You can select a checkbox and go through the sections without losing the selected preferences.

Locations

1. Select the **Locations** tab.
2. Click on the **Add locations** button.
3. You can also assign or remove all locations with the slider option.
4. **Assign** or **remove** the locations to the user selecting one by one.
5. Click **Assign** to finish.



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Select the Locations you want to assign

Assign all Locations

Enabling this option will the current and new locations added in the future

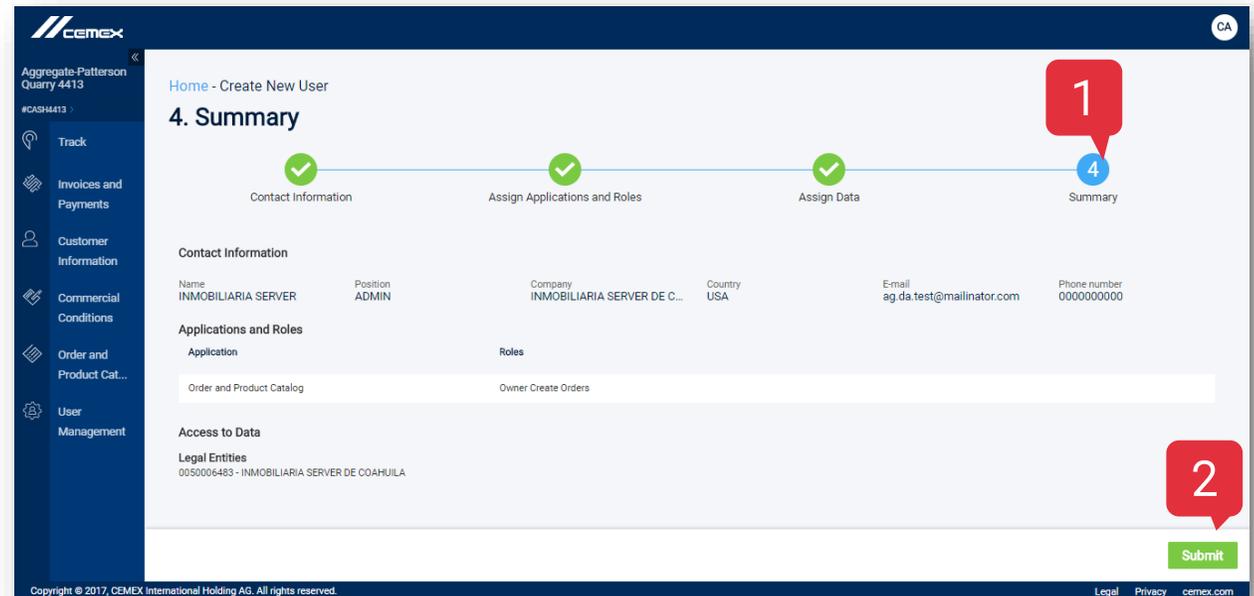
<input type="checkbox"/>	Name	Location Code	Region / Address	Customer Name
<input type="checkbox"/>	1716 N CASE ST, ORANGE	0050056479	California	THOMPSON BUILDING MATERIALS
<input type="checkbox"/>	CHERRY & SANTA ANA AVE, FO	0050193162	California	THOMPSON BUILDING MATERIALS
<input type="checkbox"/>	FOB @ THOMPSON BLDG MATERI	0041049273	California	THOMPSON BUILDING MATERIALS
<input type="checkbox"/>	K HOUSE OUTPOST	0050150283	Texas	THOMPSON BUILDING MATERIALS
<input type="checkbox"/>	T WITHOUT CONTRACT ALE	0050150311	California	THOMPSON BUILDING MATERIALS

0 - 18 jobsites selected.

Cancel Assign

Summary

1. The section **Summary** shows the previous information you already entered.
2. Click **Submit** to Create the User.



Home - Create New User

4. Summary

1

4

Contact Information

Assign Applications and Roles

Assign Data

Summary

Contact Information

Name	Position	Company	Country	Email	Phone number
INMOBILIARIA SERVER	ADMIN	INMOBILIARIA SERVER DE C...	USA	ag.da.test@mailinator.com	0000000000

Applications and Roles

Application	Roles
Order and Product Catalog	Owner Create Orders

Access to Data

Legal Entities

0050006483 - INMOBILIARIA SERVER DE COAHUILA

Submit

2

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Congratulations!

You have completed User Management

