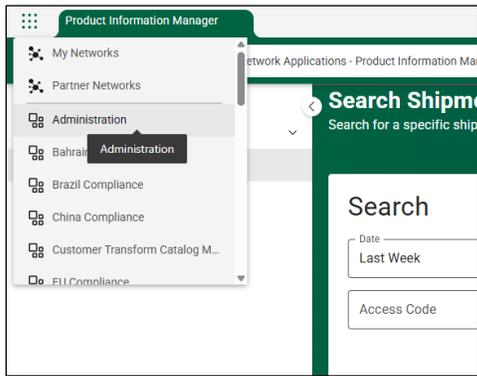


TraceLink User Roles – Healthcare/Dispensers

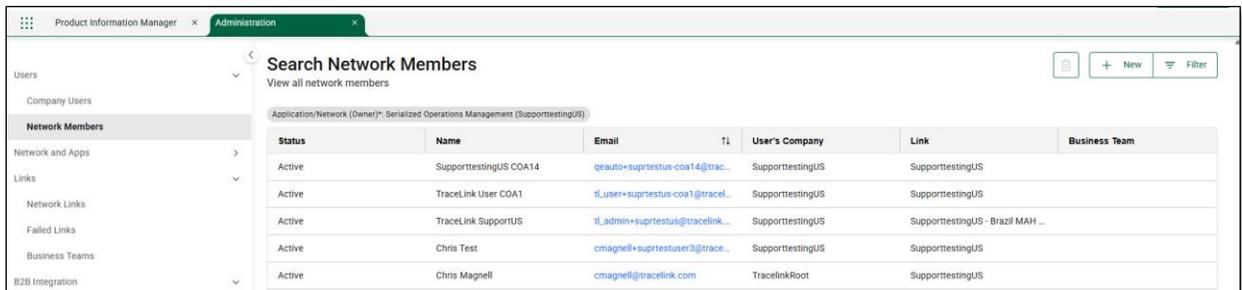
How to Assign Roles

Requires a user with Company Administration Role

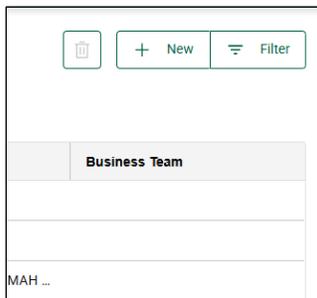
1. Select Administration from the 9 dots



2. Navigate to Users > Network Members

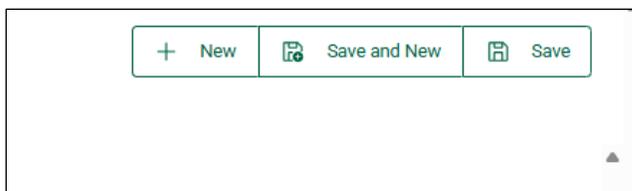


3. Click the + New button on the upper right



4. Populate the fields: User Type, User Information, Network Information, and Roles
 - a. **User Type:** Internal
 - b. **User Information:** In the **User Name** field, type in the name or email
 - c. Populate the **Application** name. Under **Link Name**, select the name that best matches the name of your business. **Network Name** is only applicable for some applications.
 - d. **Select Roles.** Go to the **Roles** drop down. A user can have more than one role assigned to them for a given application. The role with the highest level of permission takes precedence.

5. Click the Save or Save and New button



Recommended Roles

Bolded items are recommended role assignments

Serialized Operations Management (SOM)

- **Application Administrator** – Allows users to administer the Serialized Operations Manager app that the company owns by adding networks and assigning Members. This role also gives users the same access to Serialized Operations Manager as the Member - Expanded Access and Classic Access role.

- **Member - Expanded Access and Classic Access – Allows users to access and perform all tasks and functions within Serialized Operations Manager on the Opus Platform. Additionally, users can access the classic Track & Trace Services (TTS) Serialized Operations Manager screens through the Opus Platform.**
- Member - Expanded Access – Allows users to access and perform all tasks and functions within Serialized Operations Manager on the Opus Platform.
- Member - Classic Access – Allows users to access the classic Track & Trace Services (TTS) Serialized Operations Manager screens through the Opus Platform.
- Member - Expanded Serialized Items Access – Allows users to access and perform all tasks and functions within the Serialized Items process.
- Member - Read-only Serialized Items Access – Allows users to search and view serialized items.
- Member - Standard Receipts Access – Allows users to access and perform all tasks and functions within the Receipts process.
- Member - Read-only Receipts Access – Allows users to search and view receipts.

US Compliance

- Application Administrator – Allows users to view, filter, and export both deliveries and T2 documents, as well as administer the US Compliance app on the Opus Platform by adding users and assigning roles to them.
- **Member - Expanded Access – Allows users to view, filter, and export both deliveries and T2 documents.**
- Member - Standard Deliveries Access – Allows users to view, filter, and export deliveries.
- Member - Standard T2 Documents Access – Allows users to view, filter, and export T2 documents.
- **Member - Classic Access – Allows users to access the classic Track & Trace Services (TTS) US Product Track screens through the Opus Platform.**
- Member - Standard Recalls Access – Allows users to view, filter, and export deliveries impacted by recalls.

Production Information Exchange (PIE)

- Application Administrator – Allows users to view, filter, and export shipment notices, as well as administer the Product Information Manager app on the Opus Platform by adding users and assigning roles to them.
- **Member - Classic Access – Allows users to access the classic Track & Trace Services (TTS) Product Information Exchange screens through the Opus Platform.**

Product Information Manager (PIM) - TraceLink Network Applications

- Application Administrator - Allows users to view, filter, and export shipment notices, as well as administer the Product Information Manager app on the Opus Platform by adding users and assigning roles to them
- **Member - Standard Shipment Notices Access – Allows users to view, filter, and export shipment notices.**