Application Login

Function

Main screen where user logs into the I-Manage application.

Security

To access the Application Login screen, you must have access to the Internet and have an authorized UserID.

To login to I-Manage you must have:

- An EDSNetID
- A login and password provided by a GM Owner for a "Manually Added" user.
- ➢ For your first login, you will use the temporary password "WELCOME" (all UPPER case). Once you login with your temporary password, it is highly recommended that you modify it immediately.

Operating Instructions

- Accessing the I-Manage Logon Screen
- 1. In your browser's address bar, enter the following url: <u>www.GMi-manage.com</u>
- 2. Press the **Enter** key on your keyboard or click the **Go** button next the address bar. The *GM I-Manage Login* screen is displayed.

Ele Edi Ven Fercites Icoli Heb GM I-Manage	
GM I-Manage	
Sector Losia	
pincason Login	
parcation Login LCOME to the HMAVAGE system	
LCOME to the HNAVAGE system	

GM I-Manage Logon Screen

It is recommended that you add the *GM I-Manage Login* url to your web browser's **Favorites** list. At the top of the screen, click on the **Favorites** menu, and then click the **Add to Favorites** option. Click the **OK** button on the pop-up box confirming your addition.

• Accessing the I-Manage Application

GM I-Manage Main Menu Screen

- 1. On the I-Manage Login Screen (see previous page) type your EDSNetID into the User ID field. This field is case sensitive. Please use all UPPER CASE in this field.
- 2. Type your password into the **Password** field. This field is case sensitive.
- 3. Click the Logon button. The GM I-Manage Main Menu page is displayed.

al M - Macrosoft Taterner Capitalian		-
e Edit View Farrantes Iools Help		
GM I-Manage	Provided by Archer Corporate Services	
unu -	Change Featured Logard	
KEY STAKEHOLDER MA-22		
Data Maintenance		
Advanced Shipping Notice (ASN) item Nontenance Dustriess Partner Mantenance Distribution Use Mantenance Massage Mantenance Scrap Notification		
nventory		
Inventory By SPU Inventory History		
Orders		
Onder Query Push Order Creation		
Document Library		
Content Ouidelines GM1-Namage User Manual		
Reports		
Customer Support		
Dustreess Partner Counts Report Cotogory Report Voice Of The Report Report		
Inventory		
Advanced Shipping Notice (ASN) Status Report Inventory Master Report		

If this is your first login, it is highly recommended that you modify your password. In this manual, see the chapter: GM I-Manage Main Menu Screen to see how to modify your password.

• Changing Your Password

1. To change your password click on the **Change Password** link in the upper right-hand corner of the *I-Manage Main Menu* screen.

M I-Manage Main Menu Screen	
GEM - Nicrosoft Internet Explorer	
Ele Edit View Favorites Iools Help	
GM I-Manage	Archer Corporate Services
Menu	Change Feemant Legand
KEY STANEHOLDER MA-22	
Data Maintenance	
Advance/ Shipping Notice (ASN) tern Nantonance Dustness Patner Maintenance Distribution List Maintenance Message Maintenance Script Motification	
Inventory	
Inventory By SRU Inventory History	
Orders	
Order Query Push Order Creation	
Document Library	
Content Ouidelines GM1-Manage User Manual	
Reports	
Customer Support	
Dustness Pather Counts Report Category Report Values Of Nep Report	
Inventory	
Advances/Shipping Notice (ASN) Status Report Inventory Waster Report	
Dore	🖕 Internet

- 2. This link will open the Change Password screen.
- 3. **Old Password** Enter your own Old Password in the designated field (Remember passwords are case sensitive).
- 4. New Password Enter your New Password in the New Password field.
- 5. Verify New Password Retype your New Password for verification.

Ele Edi Ver Foundes Tale Heb GM I-Manage New Charge Paerer Look New StakeHox Der MA-22 Manage Password Charge I-Manage Password Old Password : New Pass	GEM - Hicrosoft Internet Explorer	
GM I-Manage	Ele Edi Dew Favaites Laok Help	
Menii Change Paseword Mery STAKEHOLDER MA-22 Mandenu Change Password Mery Paseword: New Paseword: Veifly New Paseword: State	GM I-Manage	Archer Corporate Services
MEY STAKEHOLDER MA-22	Menu	Charge Passeet Lagout
Old Password:	theometry Change Password	
	Old Password:	
Datch Sulmin	Back Submit	

- 6. You will receive a message validating that your Password has been changed.
- 7. Click the menu link to continue.

.

Change I-Manage Password Screen

MI-Manage Change Patient Leave Hey STAKEHOLDER MA-22 Depoted Change-Manage	
KEY STAKEHOLDER MA-22 Ministricu Changel-Mannee	
Successfully Changed Password	

Change I-Manage Password - Confirmation Screen