

# How to create i21 Portal Access for Load/Shipment Schedule?

## A. How to set an Entity as web portal admin:

1. Open any Vendor/Entity to whom you want to give portal access, E.g. The Green Room (TGR) entity.
2. Go to Contacts tab.
3. Enter Name and Email ID.

Name	Email Distribution	Email (username)	Title	Phone	Mobile	Location Name	Time Zone	Portal Access	Action
The Green Room-Ra...		rajat.debnath@irely...		9916441508		1302 29th Street ...	(UTC-12:00) Internati...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. Go to General Tab.
5. Tick on 'Enable' check box under Web Portal section.
6. Select a Portal Admin as is mentioned in Contact tab.

Web Portal

Enable ☒ Portal Admin The Green Room-Rajat User Role

Web Portal Approvals

Tax Details

Print 1099 ☐

1099 Name

1099 Form

7. Set a password for this portal admin.
8. Check on Portal Access check box will be ticked in Contacts tab.
9. Save entity.
10. Now, the Vendor Entity 'TGR' is ready for accessing the web portal for the defined Contact Person.

## B. How to link the above Entity against the Company Locations Sub location section:

1. Go to Common Info
2. Open Company Locations screen
3. Go to Sub Location tab.
4. Enter the above Vendor 'TGR' in Vendor column on the any Sublocation.

**Company Location - Coffee Traders**

New Save Search Delete Undo Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit **Sub Location** Purchase Logistics Contract Management

Sub Locations

Remove View Filter (F3)

Sub Location	Description	Vendor	Classification*	External	New Lot E
<input type="checkbox"/>	The Green Room	The Green Room	Inventory	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Continental NJ		Inventory	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Annex Doo		Inventory	<input checked="" type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	

Categories

Remove

Category

5. Save Company Location.

6. Now, Company Location - Sub-location is linked with the above vendor where web portal is configured.

### C. How to open the application using this web portal admin user id:

1. Open the application URL.
2. Enter the Contact email id of the portal admin as user id.
3. Enter the previously set password.
4. Enter the Company Prefix and log into the application.

**irely**

Login to i21

Username

Password

Company

☐ Remember me

Forgot your password? [Click here.](#)

By logging in you are agreeing to our [Terms of Use](#)

Powered by iRely i21

Version : 18.1.0321.38

5. i21 Portal will get enabled for this contact person of the entity TGR.

localhost/i21-18.1Prod/#home

Apps iRely i21 - HelpDesk System Dashboard - Index of /i21Builds/V Screen Connect Atlas iNet 18.1 17.4 17.3 17.2 17.1 16.4 Other bookmarks

iRely Grain and Ag Co - User Portal Notifications Activities The Green Room-Rajat

Account

- My Account
- My Company
- User List
- Set Permissions
- Change Password

Support

- My Tickets
- Open Tickets
- All Tickets

Grain

- Scale Tickets
- Scale Tickets
- Storage
- Storage

Transactions

- Contracts

Logistics

- Load / Shipment Schedules

5. Go To Logistics.
6. Open Load Shipment Screen.
7. It will show all the Loads of the same sublocation TGR in disabled mode.

localhost/i21-18.1Prod/#/LG/ShipmentSchedule?showSearch=true&menuId=4632&moduleMenuId=4631

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iRely Grain and Ag Co - User Portal Notifications Activities The Green Room-Rajat

Warehouse Containers

Close

Warehouse Containers

Open Selected Export Columns View 92 records

Load # Contains Add Filter

Load #	BL #	BL Date	Scheduled Date	Delivery Notice #	Delivery Notice D	Sub Location Nam	M Vessel	M Voyage #	F Vessel	F Voyage #	Origin Port
<input type="checkbox"/> LS-2155			1/18/2018 18:5...	DN-284	1/18/2018	The Green Room					
<input type="checkbox"/> LS-2150			1/18/2018 16:5...	DN-280	1/18/2018	The Green Room					
<input type="checkbox"/> LS-2148			1/2/2018 17:13...	DN-278	1/2/2018	The Green Room					
<input type="checkbox"/> LS-2141			12/27/2017 21:...	DN-282	1/18/2018	The Green Room					
<input type="checkbox"/> LS-2122	BL0340343	7/27/2017	7/13/2017 19:5...	DN-270	7/20/2017	The Green Room					Santos
<input type="checkbox"/> LS-2118			7/7/2017 21:48...	DN-266	7/7/2017	The Green Room					
<input type="checkbox"/> LS-2117			7/7/2017 21:10...	DN-265	7/7/2017	The Green Room					
<input type="checkbox"/> LS-2113			6/16/2017 16:3...	DN-261	6/16/2017	The Green Room					

14.02s Ready Refresh