

# Entity Management

- [Assigning Portal Access](#)
  - [How to Assign a Portal Admin](#)
  - [How to Assign Portal Access to Contact List](#)
  - [How to Assign Portal Access to Multiple Companies for Same Contact E-mail Address](#)
  - [How to Change Password of Contact Login](#)
  - [How to Disable Portal Access for a Contact Group](#)
  - [How to Email Entity Contact Login](#)
  - [How to Modify a Default Contact Role for a Contact List](#)
  - [How to View and Modify the User Role of Portal Admin](#)
- [Ship Via Entity](#)
  - [How to Add an Entity Tariff Type](#)
  - [How to Add a Ship Via Entity](#)
  - [How to Add Tariff on Ship Via Entity](#)
  - [How to Add Trucks and Trailers in Ship Via Entity](#)
- [Create New Entity](#)
  - [How to Create New Entity](#)
  - [How to Find Duplicate Entities](#)
  - [How to Merge Duplicate Entities](#)
- [Entity Contact](#)
  - [How to Add an Entity Contact on any Entity Type](#)
  - [How to Delete an Entity Contact](#)
  - [Vendor Entity Contacts](#)
    - [How To Edit Vendor Contacts](#)
    - [How To Remove Vendor Contacts](#)
    - [How To Login as Vendor Contacts](#)
- [Entity Farm](#)
  - [How to Add an Entity Farm](#)
  - [How to Delete an Entity Farm](#)
- [Entity Import](#)
  - [Common Entity Import](#)
- [Entity Location](#)
  - [How to Add an Entity Location on any Entity Type](#)
  - [How to Delete an Entity Location](#)
  - [Vendor Entity Locations](#)
    - [How To Edit Vendor Location](#)
    - [How To Remove Vendor Locations](#)
- [Entity Split](#)
  - [How to Add an Entity Split](#)
  - [How to Delete an Entity Split](#)
  - [How to Import Splits From CSV](#)
- [Export an Entity](#)
- [User Entity](#)
  - [How to Add New User through Users screen](#)
  - [How to Change User's Password through Users Screen](#)
  - [How to Disable a User Entity](#)
  - [How to Hide Menus to a User through User Security](#)
  - [How to Override a User's Password](#)
  - [How to Set Maximum Number of Origin Allowed to User](#)
  - [How to setup Dashboard role](#)
  - [How to Setup User Role based on Company Locations](#)
  - [How to Set User to Only Post Transactions they Created in Users Screen](#)
  - [How to Update User in Users Screen](#)
- [Vendor Entity](#)
  - [How to Deactivate Vendors](#)
  - [How To Delete Vendors](#)
- [User Profile](#)
  - [Update User Profile](#)
  - [2-Factor Authentication](#)
    - [How to enable 2-Factor Authentication](#)
    - [How to change the way 2-Factor authentication codes are sent](#)
    - [How to disable 2-Factor authentication](#)
  - [User Preferences](#)
    - [How to Configure Email Time for Notifications](#)
    - [How to Configure Screen Lock Settings](#)
    - [How to Unlock Screen after getting Locked out](#)
- [Entity Group](#)
  - [How to Add an Entity Group](#)
  - [How to Delete an Entity Group](#)
- [Veterinary Entity](#)
  - [How to Add Veterinary Entity](#)
- [EM EFT Information](#)
  - [How to Create EFT Information](#)