GM Asset Delivery/TRUexchange User Guide

May, 2013

1.   *GM ASSET DELIVERY/TRUEXCHANGE*
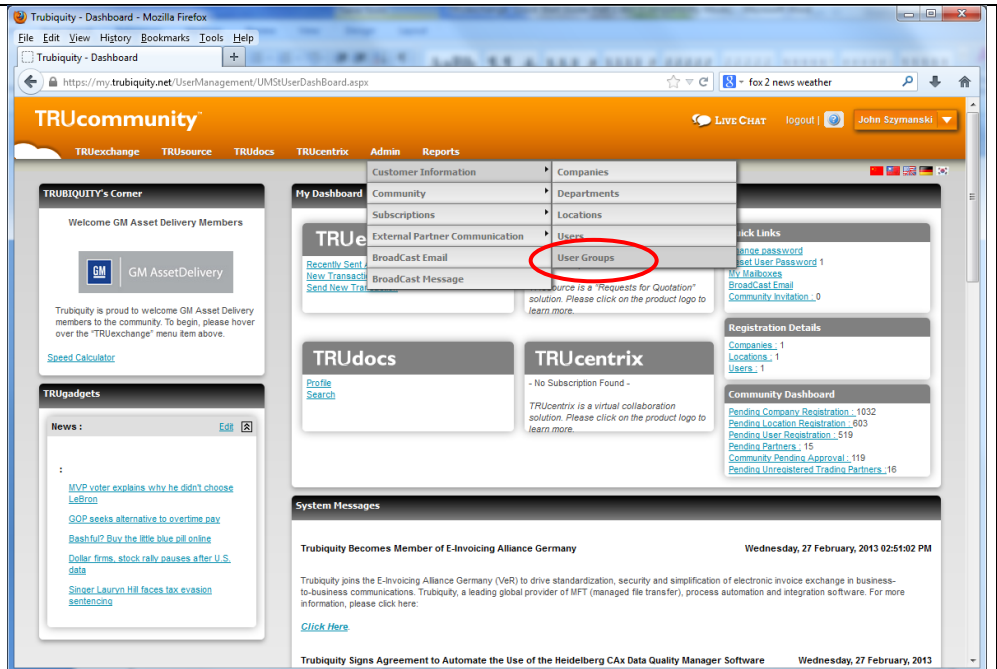
1.1   **How to Create Groups for Trading Partners**

1.1 *How to Create A Group*

User groups are helpful if you need to send to many persons at one time, particularly when you need to do so regularly. You can create a group beforehand that contains all your desired trading partners.
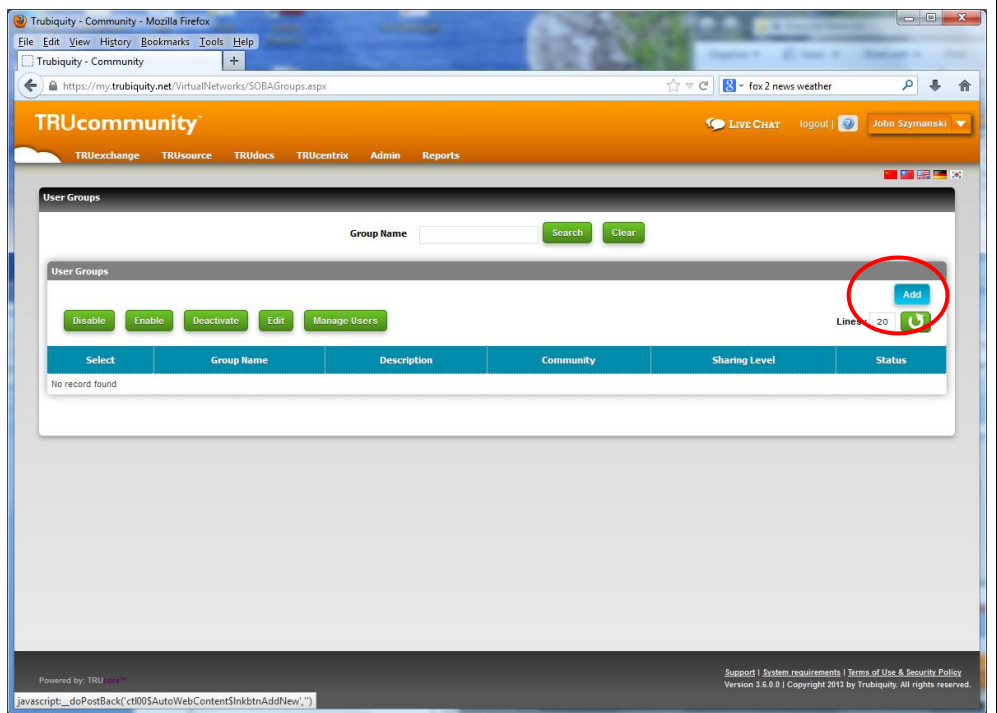
Step 1: *Setting up a group*

To set up a group, from the main page- scroll over Admin > Customer Information> Click on "**User Groups"**
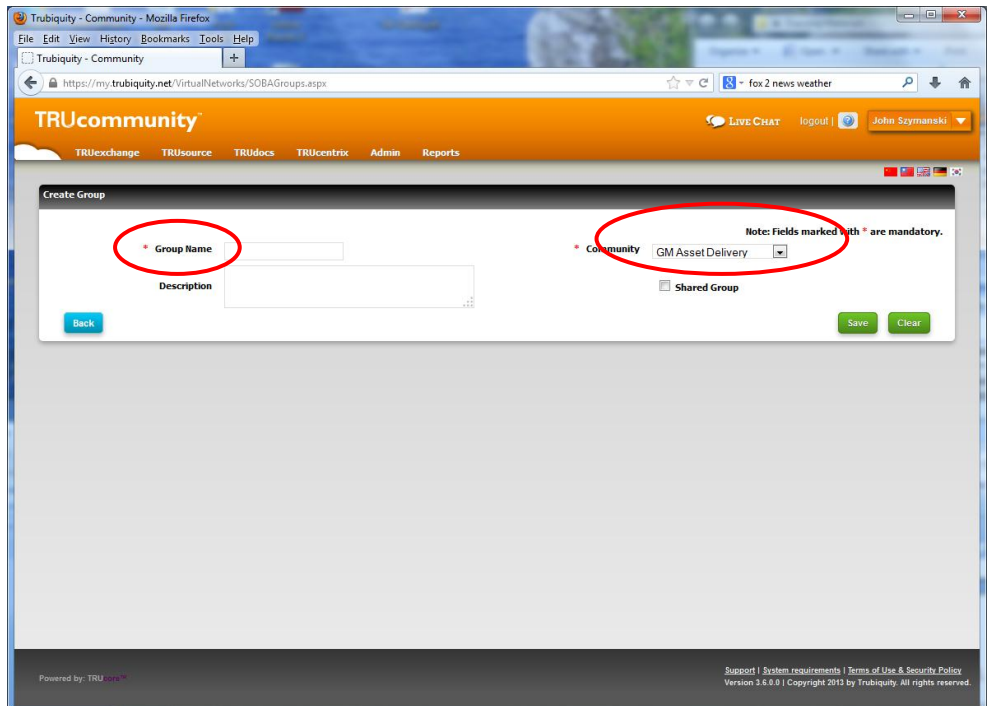

Step 2: *Add group*

Please click **"add"** to add a group
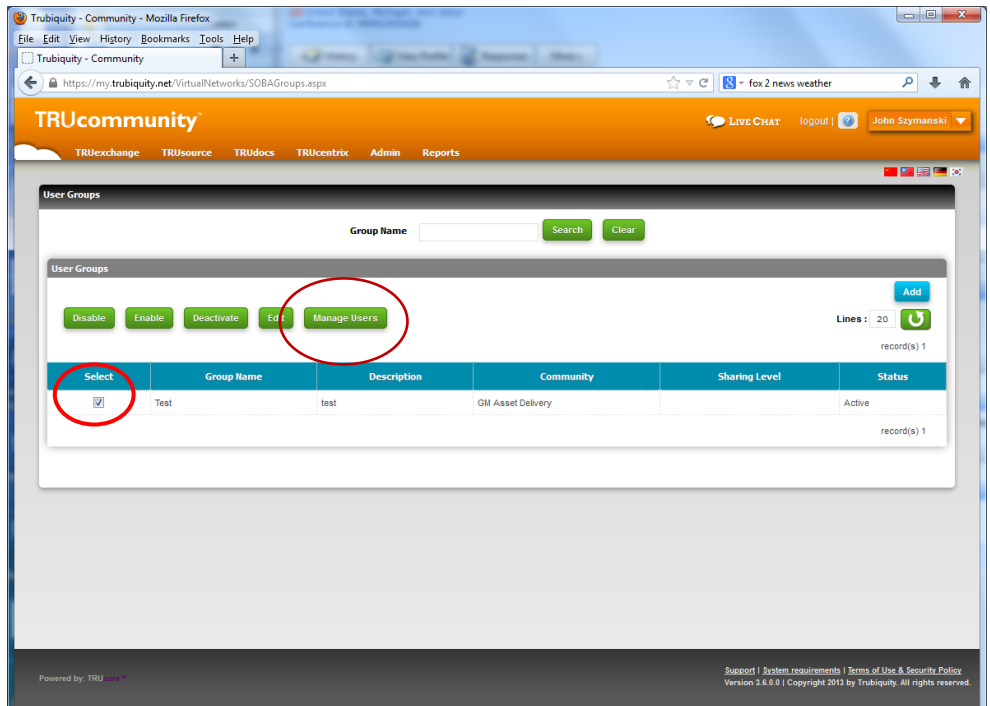
Step 3: *Create the Group Name*

Type the name you'd like to call your specific distribution group, choose,,….THEN, click "SAVE"
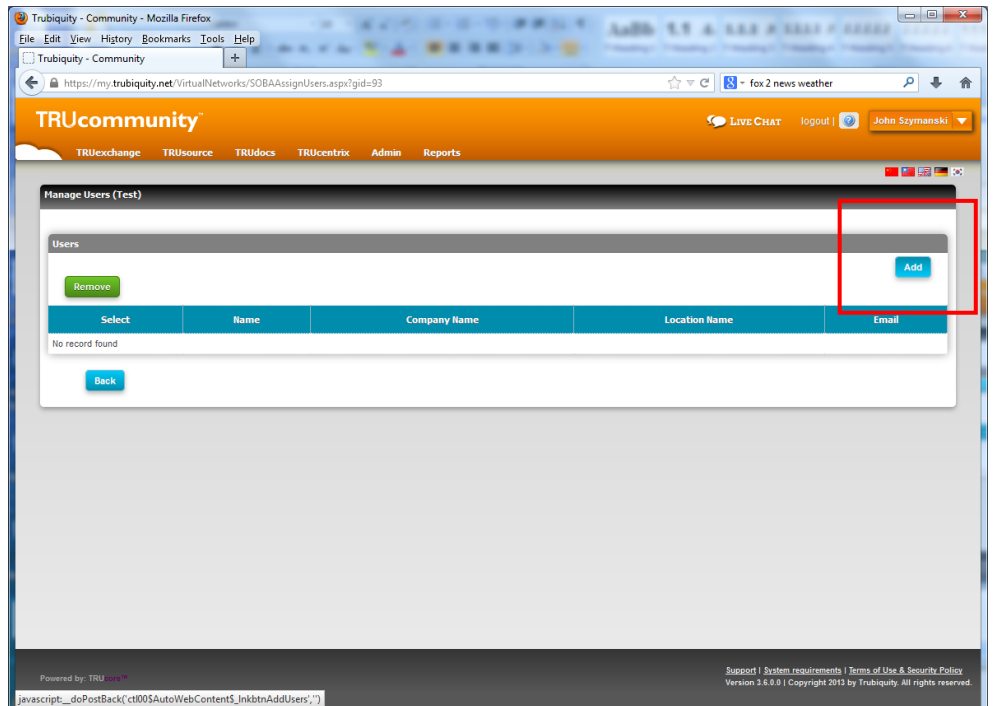
Click "SAVE", then click "BACK" for the next step.

Step 4: *Select the Group to add users*

To add users to your group, select the group you just created then click on "Manage Users".
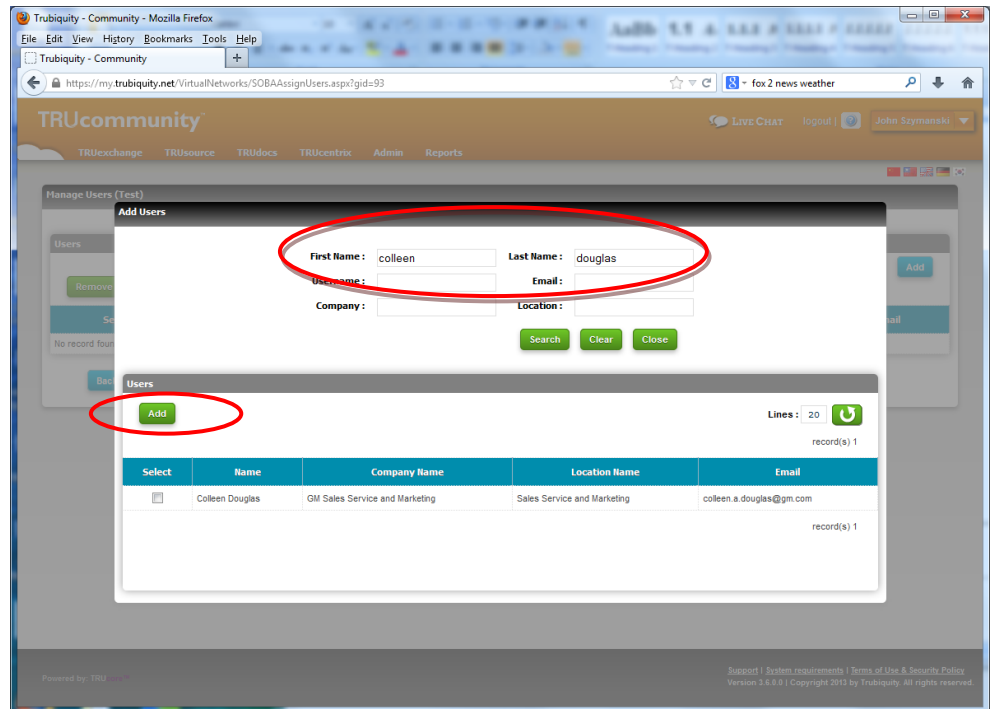
Step 5: *Adding users to selected group*

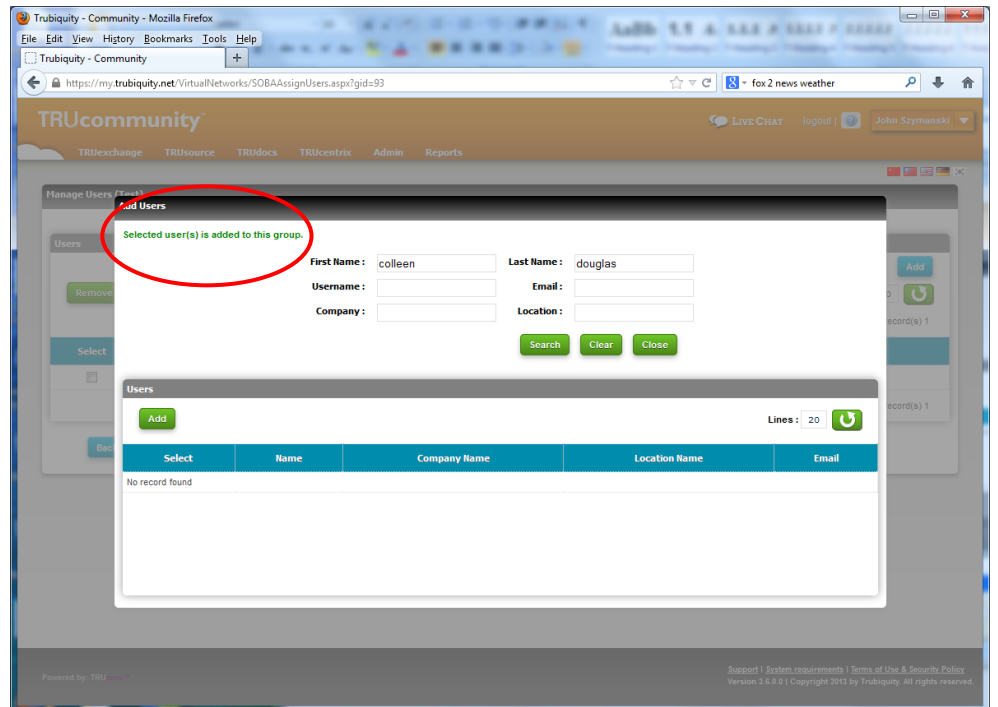Click "add" to add a user to your group.

Step 6: *Searching for Trading Partners*

Do a search for your prospective trading partners by doing a query on any of the fields. Once you find a partner, select the box next to their name, then click "add" (You can repeat this/these steps as many times as necessary to build your new group).

* Best Practice: if you will be building a large group, say greater than 10 partners, you may want to save frequently

After you click "add", in the upper left hand corner, you will see message "**selected user(s) is added to this group**". When you have added all your desired users please click close. You can always go back via the same method and add more people to your group.

Step 7: *Choosing the group from the trading partner page.*

*Best Practice- Always check your group before sending to see if any users from your group have been deleted.

To choose this group when you send a file, scroll over TRUexchange>Trading partner> your group will be visible under column "**user groups".** Please select it. All users associated with this group will now receive the file you are sending. **You may add up to 75 users to a group.**