

## Instructions for administrators for Posti's service channel

Administrators can grant access rights to SmartShip. If the administrator no longer works for your company, you must appoint a new administrator, meaning that you should complete the [transaction code order form](#) and check the box next to "Change of administrator".

### How can I create a user and define access rights?

Use your transaction code to log in to the service channel's user management via the [posti.fi/yriytyksille](https://posti.fi/yriytyksille) site:

The screenshot displays the Posti website's 'Service channels for businesses' page. At the top, there is a navigation bar with the Posti logo, 'PRIVATE', 'FOR BUSINESSES', and 'CUSTOMER SUPPORT'. A search bar is present with the text 'Tracking code or keyword'. To the right, there are links for 'EN', 'Log in', and 'Service points'. Below the navigation bar, there are several menu items: 'Send and buy', 'Efficient logistics', 'Data and marketing', 'Multi-channel communication', 'Tips and Cases', and a highlighted 'Service channels' button. The main content area is titled 'Service channels for businesses' and includes a sub-header 'As Posti's contract customer, you can use convenient online services.' There are three main service tiles: 'Posti SmartShip', 'Electronic mailing list', and 'Posti Dashboard'. Each tile has a description and a 'LOG IN' button. A sidebar on the left contains a 'Log in' button and a list of services including 'Send parcels and freight using SmartShip', 'Ordering channels', 'Parcels and tracked letters without a contract', 'Electronic mailing list', 'Pre-paid envelope shop', 'Mailing Desktop', 'Kontakti', 'Franking machine', 'Online shop for businesses', 'Network', 'Returns from abroad', 'Manage your details', 'Manage customer information', 'User management', 'Dashboard', and 'Reports'. A 'Service channels' button is highlighted in the top right navigation bar. Orange arrows point from this button to the 'Log in' button in the sidebar and to the 'LOG IN TO SMARTSHIP' button in the SmartShip tile.

## Create transaction code

E-mail will be sent to the user's address you have given, in which the user is asked to create a Posti transaction code. The link in the e-mail is valid for 7 days. The access rights you have determined are given to the user. If the rights you have determined will be added to the user, E-mail will be sent when you click Save.

E-mail **2.** 

### Administrator's rights

**3.** 

#### Postal Services

Also select a customer number for the service.

- all services
- Electronic mailing list, Kontakti, PTP (Mailing Desktop) **i**
- Envelope store **i**
- Franking machine **i**
- Invoice report **i**
- Press summary **i**
- Service summary **i**
- Advice of Delivery **i**

#### Customer numbers

- select all
- 
- 
- 

#### Logistics services for Posti SmartShip customers

Select a service.

- all services **4.**
- Posti SmartShip **i**
- Posti Dashboard **i**
- Posti Dashboard - Administrator **i**

#### Logistics services with a contract number

Select the service and logistics contract number.

- all services
- International return
- Advice of Delivery **i**

#### Logistics service numbers

- select all
- 
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1. Start from Create transaction code.
2. Enter the user's email address.
3. If you wish to appoint the user as the administrator, select administrator rights for them.
4. Next, select the services needed by the user (and the related customer numbers).
  - a. Posti SmartShip and Posti Dashboard are the parcel and freight services. See more detailed instructions on page 3.
5. New users will receive a registration link by email and can start using the services by registering as a user. The link is valid for 7 days.

If the user already has a transaction code, the administrator can add access rights to their role using the Access Rights Management function. No separate message will be sent to the user about added access rights.

Search for the user by name via Access Rights Management and click on the user's name to grant them more rights.

### The access rights of the organizations you administer

Below you see all Posti transaction codes that have an access right to the organizations in which you are the administrator. You can search for the codes using different search criteria. By clicking the code you will see the code's details in a single view and can edit access rights. Posti will show your contact details to logged in users in your organization. For example, indicate in your company's intranet the administrator of your organization so that service users know whom to contact in order to receive user IDs and user rights. Where necessary, Posti can tell the administrator's name to the representative of the organization requesting it.

Search tools

testi

First name	Last name	E-mail	Telephone	Organizations	Remove rights
Testi	Testaaja	testi@testi.com	00000000		X
Testi	Testinen				X

Create user ID

### User's Testi Testaaja details

**Username** testi@testi.com  
**First name** Testi  
**Last name** Testaaja  
**Telephone** 00000000  
**E-mail** testi@testi.com

#### Administrator's rights

Posti Oy (0109357-9)

**Postal Services**

Also select a customer number for the service.

- all services
- Electronic mailing list, Kontakti, PTP (Mailing Desktop) ⓘ
- Envelope store ⓘ
- Franking machine ⓘ
- Invoice report ⓘ
- Press summary ⓘ
- Service summary ⓘ
- Advice of Delivery ⓘ

**Customer numbers**

- select all
-

**Logistics services for Posti SmartShip customers**

Select a service.

- all services
- Posti SmartShip ⓘ
- Posti Dashboard ⓘ
- Posti Dashboard - Administrator ⓘ

**Logistics services with a contract number**

Select the service and logistics contract number.

- all services
- International return
- Advice of Delivery ⓘ

**Logistics service numbers**

- select all
- 
- 
- 
- 
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- 
-

**Postal services** are a separate entity, and its column is used to select services and a customer number for the user.

In the **Parcel and freight services** column, you only need to select the services for the user. Customer numbers will be automatically provided by the system.

In the **Services with a logistics contract number** column, you can limit the right to view the advice of delivery parts of Letters with Advice of Delivery in Dashboard to specific customer numbers.