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TTS Administration

TTS Administration refers to the set of administrative tasks and controls available to System Administrators within TraceLink's Track and Trace Services (TTS) platform. These tasks are accessed via the "Management (Classic)," "Administration (Classic)," and "API Keys" experiences, through a dedicated interface in OPUS Administration.

TTS Administration and TTS Management are designed for users with specific roles such as System Administrators, TTS Administrators (previously Member Classic access), and TTS Managers and provides access to a range of configuration, user, and system management functions necessary for operating and maintaining compliance and connectivity within the TraceLink network.

- Administration – Focuses on setting up and maintaining the core environment, this includes managing users, roles, company information, locations, partners, devices, and integration settings.

- Management – Focuses on ongoing oversight and operational aspects, such as managing applications, handling partner requests, accessing compliance tools, configuring data rules, and reviewing system messages.

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- API Keys - Enables System Administrators and TTS Administrators to view, create, and activate or deactivate TTS API keys for internal companies and locations. The feature enforces business rules and secure handling of private keys while maintaining backward compatibility with existing TTS integrations.

- Manage Location - Enables System Administrators and TTS Administrators to search, view, edit, and export company location information, including location details, participation in TraceLink applications, and Info Exchange configuration, while providing a centralized location management experience.

- Manage Partner - Enables TTS Administrators to search, view, edit, and manage partner information and identifiers associated with their company, while providing a centralized partner management experience.

Log in to TTS Administration

1. Select the Main Menu  icon.

1. Select Administration in the main menu.
2. Select TTS Administration from the left menu.

3. Select Administration from the left menu.

4. In the Administration Login screen, enter your email address and select Next.

5. Enter your password and select Login.

   TraceLink sends the user an email with a one time code.

6. Enter the one time code in the Multi-Factor Authentication screen.

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7. Select Next to complete the login.

   The Administration home screen opens with options to configure company and location settings, manage users and roles, set up applications and links, and monitor data exchanges.

Log in to TTS Management

1. Select the Main Menu  icon.

1. Select Administration in the main menu.
2. Select TTS Administration from the left menu.
3. Select Management from the left menu.
4. In the Management Login screen, enter your email address and select Next.
5. Enter your password and select Login.

   TraceLink sends the user an email with a one time code.

6. Enter the one time code in the Multi-Factor Authentication screen.
7. Select Next to complete the login.

   The Management home screen opens with options to manage applications, link requests, and partner reports.

Add a new API Key

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System Administrators and TTS Administrators can view, create, activate or deactivate the API keys for internal companies and locations through the API Keys experience.

1. Select the Main Menu icon.

1. Select Administration in the main menu.
2. Select TTS Administration from the left menu.
3. Select API Keys from the left menu.
4. Select the New button.
5. Fill the following fields in the New API Key screen.
    a. Company - Location field – Required. Select the company or location for which the TTS API key is being created.
    b. Identifier Value field – Required. Specifies the type of identifier used to uniquely identify the selected company or location; this field is auto-populated based on the Company - Location selection.
    c. Identifier Type field – Required. Specifies the unique value corresponding to the selected Identifier Type for the company or location; this field is auto-populated based on the Company - Location selection.
6. Select Save.

    The **View API Key Details** screen displays the Company - Location, Creation Date, Access Key and Private Key; however, the Private Key remains available for 30 minutes after creation.

Tip

Select the Save and New button to save the new API Key and add another.

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View an API Key

1. Select the Main Menu icon.

1. Select Administration in the main menu.

2. Select TTS Administration from the left menu.

3. Select API Keys from the left menu.

4. The Search API Keys screen displays the following fields in the table:
    i. Status field – Indicates whether the API key is currently Active or Inactive.
    ii. Company - Location field – Displays the company or specific location associated with the API key.
    iii. Access Key ID field – Displays the unique identifier assigned to the API key for authentication purposes.
    iv. Creation Date field – Displays the date and time when the API key was generated.

5. Select the Access Key ID hyperlink in the results table.

6. View the following information in the API Keys Details screen:
    i. Company - Location field. Displays the company or specific location associated with the selected TTS API key.
    ii. Creation Date field – Displays the date and time when the API key was generated.
    iii. Access Key field – Displays the unique identifier used to authenticate API requests.
    iv. Private Key field – Displays the secret credential paired with the Access Key; the Private Key is visible only once and remains available for 30 minutes after creation.

Update status of an API Key

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1. Select the Main Menu icon.

1. Select Administration in the main menu.
2. Select TTS Administration from the left menu.
3. Select API Keys from the left menu.
4. In the Search API Keys screen, select the API key you want to update.
5. Select the Update Status button.
6. In the Update API Key Status side panel that opens, select Apply to change the status from **Active** to **Inactive** or from **Inactive** to **Active**.

Manage Locations

System Administrators and TTS Administrators can search, view, edit, and export company location information through the Manage Locations experience.

Filter, view, and edit locations

1. Select the Main Menu icon.

1. Select Administration in the main menu.
2. Select TTS Administration from the left menu.
3. Select Manage Locations from the left menu.
4. Select the Filter button.

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5. In the Filters side panel, specify one or more of the following filters:

    a. Location Name field – Filter the results by the location name.

    b. Participation in TraceLink Applications drop-down – Filter the results based on whether participation in TraceLink applications is Allowed or Not Allowed.

6. Select Apply.

    The filtered results display in the table.

7. Select the Location Name hyperlink in the results table.

8. View the following information:

    - General section – Displays the location name, location ID, address, and participation in TraceLink applications.

    - Location's Info Exchange Configuration section – Displays the Info Exchange configuration for the location.

1. Select the Edit button.

2. Fill the following information in the General section:

    ◦ Location Name field – Required. The name of the location.

    ◦ Location ID field – The unique identifier assigned to the location.

    ◦ Address field – The address of the location.

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- Participation in TraceLink Applications field – Indicates whether the location is allowed to participate in TraceLink applications.
    - Allowed – The location can participate in TraceLink applications.
    - Not Allowed section – The location cannot participate in TraceLink applications.

3. Fill the following information in the Location's Info Exchange Configuration section:
    - Default Outbound Identifier Type drop-down – Required. The identifier type used by default for outbound information exchange.
    - Default Outbound Identifier Value field – Required. The identifier value used by default for outbound information exchange.
    - Info Exchange Profile drop-down – The Info Exchange Profile associated with the location.
4. Select the Save button.

The updated location details are saved and displayed in the results table.

Export locations

1. Select the Main Menu icon.

1. Select Administration in the main menu.

1. Select TTS Administration from the left menu.

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1. Select Manage Locations from the left menu.
2. Optionally, filter the location records.
3. Select the Export button.
4. In the Export side panel, select Apply.

   The location records are exported.

Tip

- If filters are applied, only the filtered location records are exported. If no filters are applied, all available location records are exported.

Manage Partners

TTS Administrators can search, view, edit, and maintain partner information through the Manage Partners experience.

Filter, view, and edit partner information

1. Select the Main Menu icon.

1. Select Administration in the main menu.
2. Select TTS Administration from the left menu.
3. Select Manage Partners from the left menu.

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4. Select the Filter button.

5. In the Filters side panel, specify one or more of the following filters:

    a. Company Name field – Filter the results by the partner company name.

    b. Identifier Value check box – Filter the results by the identifier value.

6. Select Apply.

   The filtered results display in the table.

7. Select the Company Name hyperlink in the results table.

8. View the following information:

    - General section – Displays the company name, partner type, industry, and primary business.

    - Identifiers section – Displays the company and location identifiers associated with the partner.

5. Select the Edit button.

6. Fill the following information in the General section:

    - Company Name field – Required. The name of the partner company.

    - Partner Type drop-down – Indicates whether the partner is Internal or External.

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- Industry field – The industry associated with the partner.
- Primary Business field – The partner's primary business.

7. Select the Add + icon in the Identifiers section and fill in the following:
   a. Company or Location drop-down – The company or location associated with the identifier.
   b. Identifier Type drop-down – The type of identifier.
   c. Identifier Value field - The value of the identifier.
   d. Select Apply.

      The identifier is added to the partner.

8. Select the Save button.

The updated partner details are saved and displayed in the results table.

Tip

- In the Identifiers table, select an identifier and select the Edit  or Remove − icon to modify or remove the identifier.

Related Content

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Find out what's new in the Administration app that provides support for companies that own Opus or Track & Track apps to link Partners and internal locations to those apps and their respective networks.

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