

GlobalTestPortal METTLER TOLEDO

Requests

Search VISIBILITY Pending 11/1/2021 - 11/30/2021

<input type="checkbox"/>	RequestCreationDate	PendingAskRFTDate	PendingRFTDate	Technology	MachineUsed	MO	Customer	MOSalesRep	#RFT	Difficulty	Priority	App Specialist	TestStatus	DWAP
<input checked="" type="checkbox"/>	29/11/2021 6:13:59	29/11/2021 6:13:59	29/11/2021 6:14:24	X-Ray	X34	MT-E	Ferrero	Corbacho Levi MT-E	XR20211129_11	Middle	High		WaitingTest	Snack Food
<input checked="" type="checkbox"/>	29/11/2021 7:25:42	29/11/2021 7:25:42	29/11/2021 7:25:51	X-Ray	X34	MT-E	Fage S.A.	Perez Daniel MT-E	XR20211129_12	Middle	Low		WaitingTest	Milk
<input checked="" type="checkbox"/>	29/11/2021 0:43:32	29/11/2021 0:43:32	29/11/2021 0:04:47	X-Ray	X36	MT-E	Mecom	Perez Daniel MT-E	XR20211128_14	Middle	Low		WaitingTest	Meat and Poultry
<input checked="" type="checkbox"/>	29/11/2021 8:28:34	29/11/2021 8:28:34	29/11/2021 8:28:41	X-Ray	X34	MT-E	OROPAN SpA	Perez Daniel MT-E	XR20211129_15	Middle	Low		WaitingTest	Bakery
<input checked="" type="checkbox"/>	29/11/2021 9:31:49	29/11/2021 9:31:49	29/11/2021 9:31:53	X-Ray	X33	MT-E	OROPAN SpA	Perez Daniel MT-E	XR20211129_16	Middle	Low		WaitingTest	Bakery
<input checked="" type="checkbox"/>	29/11/2021 9:42:31	29/11/2021 9:42:31	29/11/2021 9:42:39	Metal Detector	Profile R	MT-E	Barilla Hellas	Perez Daniel MT-E	MD20211129_19	Middle	Low		WaitingTest	Meat and Poultry
<input checked="" type="checkbox"/>	29/11/2021 8:48:43	29/11/2021 8:48:43	29/11/2021 8:48:49	Metal Detector	Profile R	MT-E	Magnolia Premium, SL	Perez Daniel MT-E	MD20211129_20	Easy	Low		WaitingTest	Milk
<input checked="" type="checkbox"/>	29/11/2021 9:05:36	29/11/2021 9:05:36	29/11/2021 10:07:01	Metal Detector	Profile R	MT-E	Windau GmbH	Perez Daniel MT-E	MD20211129_21	Middle	Low		WaitingTest	Meat and Poultry
<input checked="" type="checkbox"/>	29/11/2021 9:07:19	29/11/2021 9:07:19	29/11/2021 10:08:31	Metal Detector	Profile Advantage	MT-E	Windau GmbH	Perez Daniel MT-E	MD20211129_22	Middle	Low		WaitingTest	Meat and Poultry
<input checked="" type="checkbox"/>	29/11/2021 9:07:57	29/11/2021 9:07:57	29/11/2021 10:17:32	X-Ray	X34	MT-E	Saint Michel	Perez Daniel MT-E	XR20211129_19	Complicated	Low		WaitingTest	Snack Food

RequestCreationDate PendingAskRFTDate PendingRFTDate Technology MachineUsed MO Customer MOSalesRep #RFT Difficulty Priority App Specialist Test Status DWAP

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Global Test Portal

Global Test Portal user access manual

How to manage user access for Global Test Portal software

Global Test Portal has 5 different type of roles which are directly linked to 5 active directory groups.

Salesman	BAM Manager	Technician Test Center	Test Approval	GTP Administrator
Create request	Create request	Create request Execute test		
Print their own customer reports	Print all Test Center customer reports	Print all Test Center customer reports		
Print public reports	Print public reports	Print public reports	Idem technician + Approve test	All features included in GTP for all Test Centers
Search Engine View all test	Search Engine View a <u>test</u> Analytical View <u>Approval Function</u>	Search Engine View a <u>test</u>		

Find below the matching table:

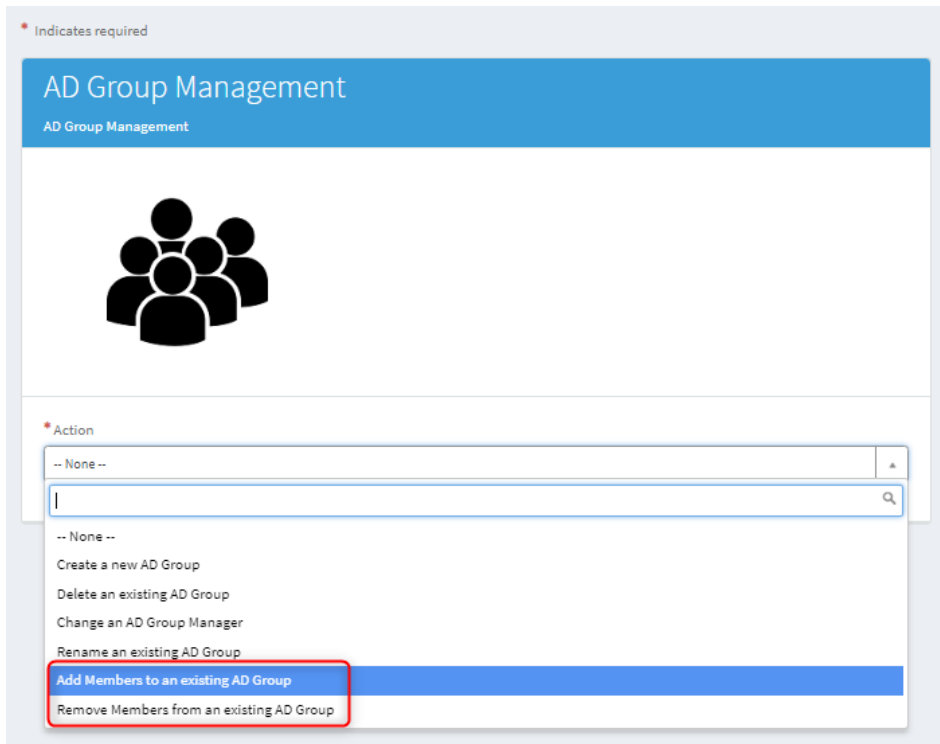
Global Test Portal Role	Active Directory Group
GTP Administrator	mt00-GTP-Administrator-U
Test Approval	mt00-GTP-Approval-U
BAM	mt00-GTP-BAM-U
SalesRep	m00-GTP-SalesRep-U
Technician Test Center	mt00-GTP-Technician-U

Keep in mind that 1 user can only have 1 role in Global Test Portal, so only one of the active directory groups should be assigned.

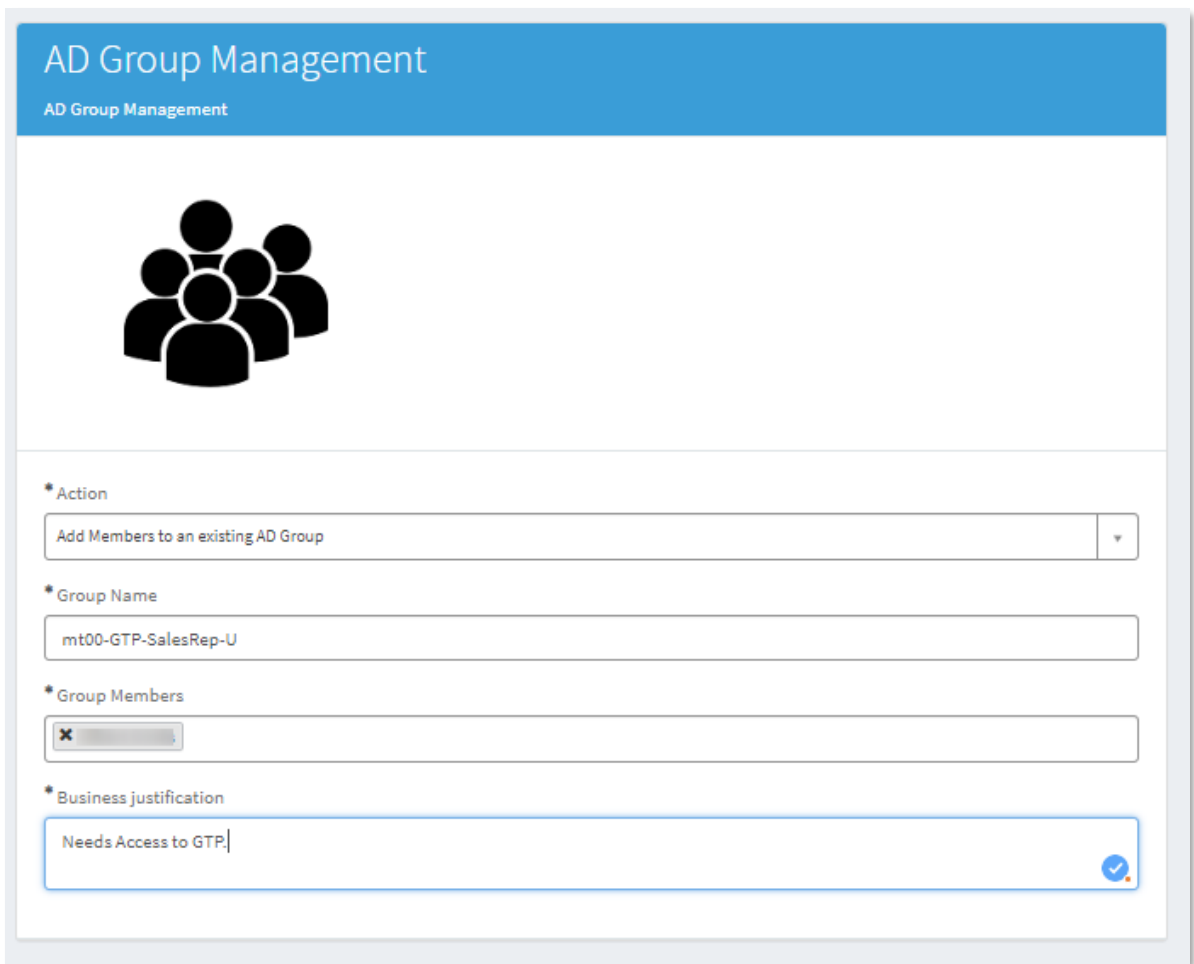
To give users access to said groups go to: [Service Portal - Mettler-Toledo Service Portal](#) and hit the button make a request.



Navigate to Accounts & Access > System Access > AD Group Management or You can access directly from [here](#) and fill required info. (Add or Remove members).



Then fill the other fields with your info, for example, if I were a Sales Rep who needs access to Global Test Portal I would fill the form in this way.



The screenshot shows a web interface titled "AD Group Management" with a blue header. Below the header is a large black icon representing a group of people. The form contains four main sections, each with a red asterisk indicating a required field:

- * Action:** A dropdown menu with the selected option "Add Members to an existing AD Group".
- * Group Name:** A text input field containing "mt00-GTP-SalesRep-U".
- * Group Members:** A text input field with a small "x" icon on the left and a blurred area, indicating a list of members.
- * Business justification:** A text input field containing "Needs Access to GTP." with a blue checkmark icon in the bottom right corner.

If you do not have permission / or cannot access the access request page, please contact your local IT and forward them this document.