Prospector Security Guide

Granting Access Guide

What is Prospector

Prospector is a proprietary web-based service developed by Magellan to allow batch owners to submit specific compliance data for products tendered to Magellan.

Batch owners and refiners are able to submit sample information for acceptance and scheduling. Additionally, batch owners and refiners are able to review past, current and open samples. Prospector also provides the ability to run sample reports for viewing and downloading.

Third party labs are able to submit the sample data on behalf of a batch owner or refiner.

Coordination with Other Magellan Systems

Magellan has implemented a "single login" system. All users of Prospector must have established a user account through the Magellan Portal at https://www.magellanlp.com/login.aspx. You may refer to the Magellan Portal user documentation for help in establishing a Magellan Portal account. Some users are designated as the Company Administrator. Those persons have the responsibility to add users and Manage other aspects of the Prospector app.

The Prospector App

After you have established you Magellan Portal account, you will have an option to request access to the Prospector App. Access and approval to the Prospector App will be necessary to utilize Prospector. To add others for access your company will have a portal administrator. That person would be able to add users and add access to Prospector and our other portal applications. Magellan employees do not add users after the initial setup.
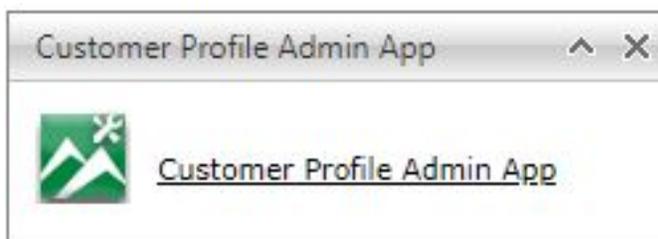
This is the intial portal sign in screen used to Access Portal Apps
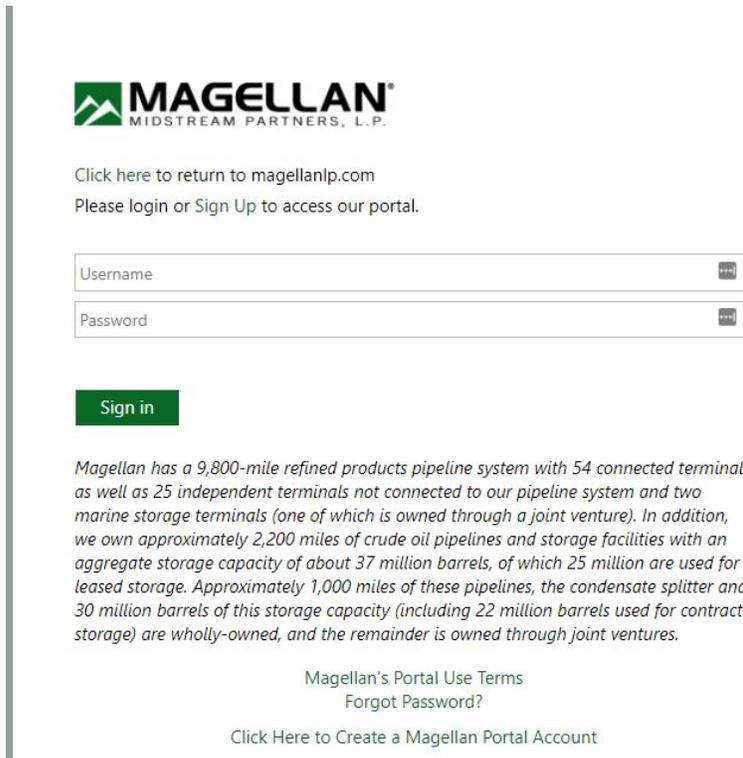
Once in Portal Click on the "Choose Apps" link. By clicking on this link you can add access the Prospector App.
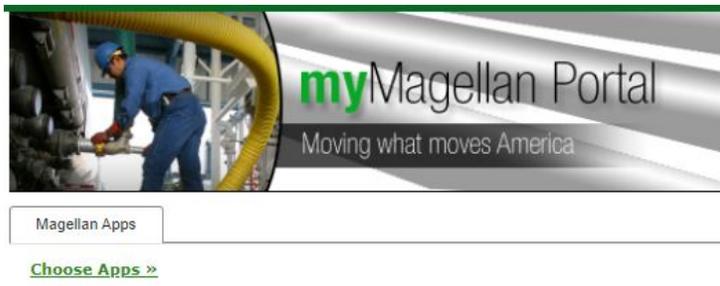

Select the app from the next window

If this App is not available to the login credentials used, then contact your company administrator to add access. Instructions for the administrator are on page

Getting Started using the Customer Profile Admin App

Once the App is opened there is a selection box on the right hand side of the page as seen below. Select Customer Management.

Once Customer management is opened a box appears to select the correct Global company you want to add access to. Use the dropdown to select the one needed and then click manage as seen below.
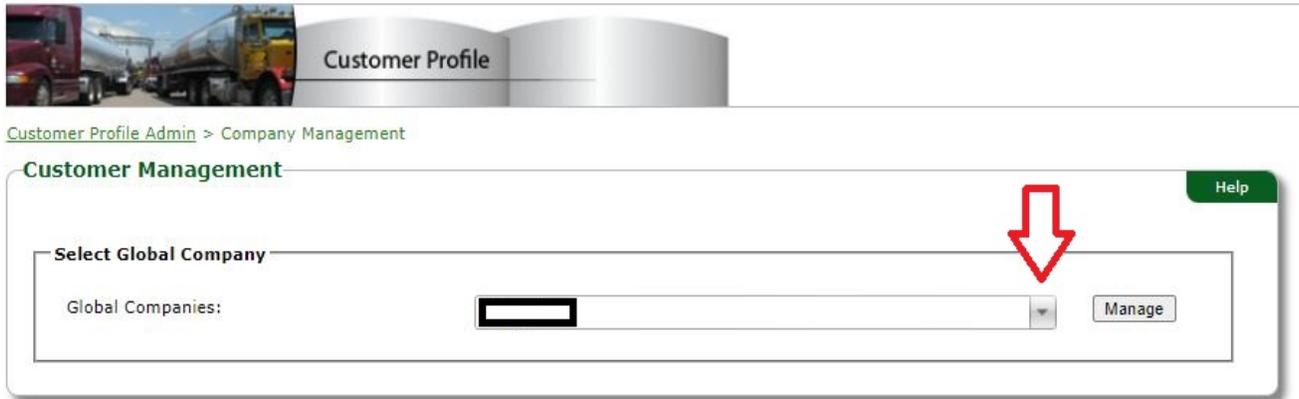
Once the correct company is selected a summary page of all company Portal information areas opens and the prospector area is available to select

After Manage Prospector Access is selected the follow box appears. This allow the user to add or remove users from the Prospector App. Select the correct Company Affiliate you want to use. Then select Users available and move them back and forth to selected users column. Select Save Access when finished. **Only the Prospector Administrator can perform this action**


Prospector

If the Available Users column does not contain the needed User to add to Prospector then they have not been invited to become a portal member by the Company Administrator. The quick reference guide for other Portal functions can be found by using this link available by selecting help:

https://portal.magellanlp.com/CustomerProfile/Apps/Profile/PdfViewer.aspx?
type=quickrefguide&cph=ZUIZwoA/i9IHbr0pzJvRKg

The Prospector Admin has available a selection box to the right of the users list. In it is the below box. It allows the administrator to send invitations to new members for portal access.

once the selection process for prospector access is completed the user will be added to view the list of all persons within the app and what access they have the Administrator can select the customer members option in the right column. This will bring up a view listing each person within the Portal and their access permissions. Here it will show whomever is added as the Admin
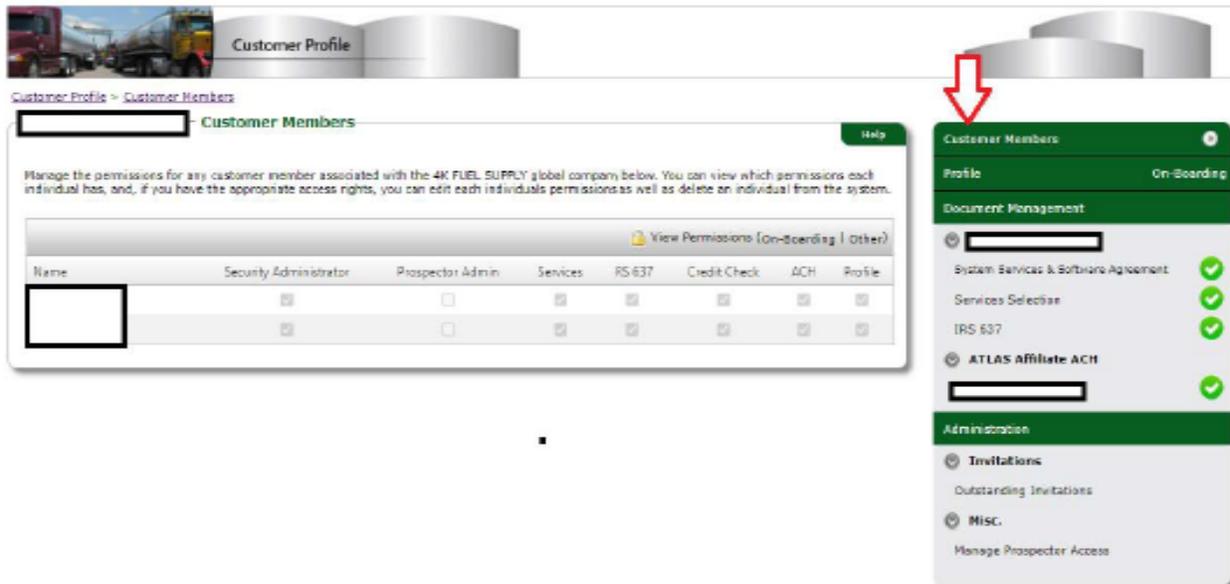
If a user is needing to identify who their Company Administrator are, an email sent to PortalCustomers@MagellanLP.com can be sent requesting a list of company portal administrators.