



Manage roles and users

Table of Contents

Manage roles and users i

In Security Administration, set up the necessary purchasing roles (originators, approvers, etc.). Once the purchasing roles are established, you can assign the roles to the appropriate users.

Image

Manage Users > Edit User SessionTimer: 59 min and 54 sec

Save

Last Name: First Name: Middle Initial: User ID: Profile Name: Employee Nbr:

Roles:

Manage Permissions(PURCHASING ADMIN) : Applications View

- Finance
 - All Historical File IDs (read-only)
 - Inquiry
 - Maintenance
 - Reports
- Purchasing
 - Inquiry
 - Maintenance
 - Next Year
 - Reports
 - Utilities

Set Password:

Password:
Confirm Password:
 Force Reset Password on Login

ODBC Login:

This user is not an ODBC user.
You can add an ODBC login for this user.

Add

PURCHASING ADMIN Remove
Campuses: [Edit](#)

Add

Manage roles.

Manage users.