



## Manage roles and users



# Table of Contents

**Manage roles and users** ..... i



# Manage roles and users

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

[Security Administration > Manage Roles](#)

Review the suggested minimum access for Purchasing originators and approvers.

Role Name:

**MANAGE PERMISSIONS:**

- Purchasing
  - Inquiry
    - Contract Requisition Status Inquiry
    - General Ledger Inquiry
    - Requisition Status Inquiry
  - Maintenance
    - Actual Cost
    - Approve Bundle Requisitions
    - Approve Requisition
    - Bid Processing
    - Bundle Requisitions
    - Contract Table/Format
    - Create/Modify Contract Requisition
    - Create/Modify Requisition
    - Receiving
    - Reverse Purchase Order
    - Vendor Order Addresses (read-only )
  - Next Year
  - Reports
  - Utilities

Role Name:

**MANAGE PERMISSIONS:**

- Purchasing**
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Security Administration > Manage Users

**Edit User** Security Administration

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

**Roles:**

- ALL BUSINESS APPS [Remove](#)  
Campuses: [Edit](#)
- Purchasing Approver [Remove](#)  
Campuses: [Edit](#)
- Purchasing Originator** [Remove](#)  
Campuses: [Edit](#)
- Security Administrator [Remove](#)  
Campuses: [Edit](#)

**Manage Permissions( Purchasing Originator ) :**  
[Applications View](#)

- Purchasing**

[Expand All](#) [Collapse All](#)

**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.

**Pay Frequencies:**

- 4 - Biweekly CYR
- 5 - Semimonthly CYR
- 6 - Monthly CYR
- D - Biweekly NYR