



Manage roles and users

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Manage Roles and Users

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

The screenshot displays the 'Manage Users > Edit User' interface. At the top, there is a 'Save' button and a session timer showing '59 min and 54 sec'. Below this, user details are entered: Last Name: 'moreno', First Name: 'liz', Middle Initial: an empty box, User ID: 'LIZ', Profile Name: 'LIZ', and Employee Nbr: '099999'. The 'Roles' section on the left shows a list with one role, 'PURCHASING ADMIN', which is highlighted with a red rounded rectangle. Next to it are 'Remove' and 'Campuses: Edit' links, and an 'Add' button is at the bottom. The 'Manage Permissions(PURCHASING ADMIN) : Applications View' section shows a tree structure with 'Finance' and 'Purchasing' categories, each containing sub-items like 'Inquiry', 'Maintenance', 'Reports', and 'Utilities', all with checked boxes. On the right, the 'Set Password:' section has fields for 'Password:' and 'Confirm Password:', and a checkbox for 'Force Reset Password on Login'. The 'ODBC Login:' section contains a message: 'This user is not an ODBC user. You can add an ODBC login for this user' and an 'Add' button.

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