



How to Add a New User Account



Basic Supplier Package

Discover new opportunities and connect with global buyers.

☰ Manage User Accounts



Add New Accounts

1. Go to the basic supplier package app

2. Select Manage User Accounts

3. Select Add New Account Icon



User Views Role Vs. User

Role View

1. Role view displays role types which contain different features. You can add and remove features to role types at any time.

User View

2. User view displays all users with an active role type assigned.

3. Users with no role assigned will not show under either type.



1

Unassigned Users



Adding a New Role Type

Role View



Add New Role

1. Select Role View

2. Select Add New Role Icon



Role Details

Role Label

Please enter role name

Type

Please select

Type

Please select

Admin

User

Is Default Role?

Yes No

Cancel

Add

3. Create role details. Default roles will automatically be assigned to new users.

4. Assign new users to role

5. Assign features

6. Edit role details

7. Delete Role



Roles	Role Type	No Of Users	Is Default?
Admin	Admin	3	No
Test	User	0	No
User	User	0	No



User View

User View

Account Status



Active



Terminated

User Management Log

Field Name	Previous Value	Current Value	Modified On	Modified By
SGID	[REDACTED]	[REDACTED]	9/3/2020 2:41:13 PM	Kristina Folger

Admin Group

- Can Purchase App
- Permission to see the revenue columns in the portal performance dashboard

Invoice

- Can Access Payment Card
- Can Pay Invoice
- Can Process Invoice

Assigned Commodity

Close

- Remove and do not assign new role
- Remove and assign a Standard role
- Remove and assign a User Specific role

1. Select User View

2. Edit User



3. View User log details



4. Edit Permissions



5. Assign Commodities



6. Remove User from role & Remove all Permissions

