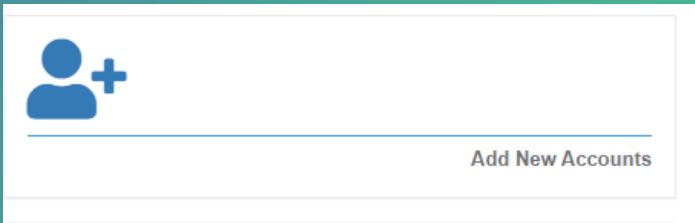




## How to Add a New User Account



Manage User Accounts



1. Go to your tool bar in the top right hand corner and select Manage System Settings 

2. Under Account Management 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 

Economic Impact Widget

Role Details

Role Label  
Please enter role name

Type  
Please select

Is Default Role?  
 Yes  No

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

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

4. Assign new users to role   
5. Assign features   
6. Edit role details   
7. Delete Role 



# User View

User View

1. Select User View

Account Status  Active  Terminated

2. Edit User

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 |

3. View User log details

- 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

4. Edit Permissions

Assigned Commodity

Close

5. Assign Commodities

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

6. Remove User from role & Remove all Permissions