

## Administrator Security Guide

## Add new user, assign role, add cart assignee and inactivate user

Stop #	Action									
<u>Step #</u>	Sign into Team Georgia Marketolace									
T PPP	https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia									
New										
User	Team Coordia Marketalace									
	Team Georgia Marketplace									
	Tim									
	State of Georgia									
	SIGN IN									
	Welcome To Team Georgia Marketplace! <u>Existing Users:</u> Please enter your user name and password below (fields are case-sensitive).									
	New Users: Please Click Here for access. You will be provided with details on how to access this site.									
	Password									
	Forgot your Password?									
2										
-	From left menu bar, Click on 🗳 Administer > Manage Users > Add New User									
	Administer Search for Users									
	Add New Lloor									
	Administration Add New Oser									
	View Pending User Registrations									
	Manage Users									
	Find and Fix Errors									
	Email Management									
	Email Management									
3	Enter all basic required user details. For technical college users, select the 'Business Unit'									
	appropriate as well.									
	Administer   Manage Users   Add New User									
	User Identification - Required Fields Are Marked with an Asterisk (*)									
	First Name*									
	Last Name*									
	Phone Number** ext.									
	International phone numbers must begin with +									
	Mobile Phone Number									
	E-mail Address* *									
	Business Unit									
	Agency University College									
	or Municipality* *									
	Authentication Method Local									



4	Enter use	ername ( <i>which shou</i>	ld he their d	email address), password. You will need to sh	are the
-	username	e, temporary passw	ord and sec	curity question and answer with user. User car	n reset their
	password	and security quest	ion upon ini	itial login.	
		User Names are o	case sensitive.		
		User Name* *			
		Descent la			
		Password*			
		Passwords are ca	ase sensitive. The	minimum password length is 6.	
		Confirm Password	*		
		Please enter a qu	estion and answe	er that we can prompt you with should you ever forget your password.	
		Question			
		★ Required			
5	Click Croat	ta' buttan an battan	a right to co		
	CIICK Creat	le bullon on bollon	n right to se		
6	You will be	landed on USER DE	TAILS page	2.	
-		Administer > Manage Users > Search for Users > Test User	<ul> <li>User's Name, Phone Number, Email</li> </ul>	al, etc.	
		Test User	User's Name, Phone	Number, Email, etc.	?
		User Name* test.user@doas.ga.gov	First Name*	Test	
		User Profile and Preferences	Last Name*	Liser	
		Language, Time Zone and Display Settings		International phone numbers must begin with +	
		Guided Tour Instructions	Mobile Phone Number	International phone numbers must begin with +	
		Default User Settings	E-mail Address* *	leena.pate@doas.ga.gov 🜌	
		User Roles and Access > Ordering and Approval Settings >	Agency, University, College	40109/State Durchasing Divising	
		Permission Settings >> Notification Preferences >>	or Municipality* *		
		User History > Administrative Tasks >	Authentication Method	Local	
				(estuser@oos.jd.gov	
			★ Required	Save Chan	ges
7 Accian	To assign r	oles to user, naviga	ite to 'User	Roles and Access' > Assigned Roles. Select ap	opropriate
Role	role from 7	Available Koles' Wind		ck > to move to 'Assigned Roles' window.	-
		Test User	Assigned Roles		
		User Name* test.user@doas.ga.gov		Automatic Roles SQ. REQUESTER	
		User Profile and Preferences >	Available Roles	? Assigned Roles ?	
		Update Security Settings > Default User Settings >	1 Agency Buyer 2 Agency Buyer - Mid Lev		
		User Roles and Access Assigned Roles	3 State Purchasing Buyer 4 State Purchasing Buyer	Mid Level	
		Access Price File Approvals	Admin AG_CONTRACT_MG	user manager, respue:	
		Assigned Shopping Personas Assign Business Unit Administration	Agency Sourcing Admin Brian Test Role	<b>v</b>	
		Ordering and Approval Settings	DNO		
		Notification Preferences > User History >		Save Changes	
		Administrative Tasks >			
8	Click `Save	Changes' button or	n bottom rig	ght and system will give confirmation message	2.

## Quick Reference Guide Team Georgia Marketplace



	Administer + Manage Users + Search for Users + Test User + Cart Assignees							
	Test User		Cart Assignees					
	User Name* test.user@doas	a.ga.gov	Add Assignee					
			My Cart Assignees		?			
	User Profile and Preference	s >		Name	Action			
	Update Security Settings Default User Settings	~ ~						
	Custom Field and Accounti	ng Code Defaults						
	Cart Assignees							
	Payment Options							
	User Roles and Access	>						
D Enter	user details to sear	ch the user	(preferably Username)	and click 'Search'.				
	User Search				?			
	Last Name 💿	[						
	First Name							
	Liser Name							
	s 10							
	Email							
	Business Unit 💿	40300 - DEF DOAS)	PARTMENT OF ADMINISTRATIVE SE	RVICES (40300 -				
	Department 💿		$\checkmark$					
	Role 💿		~					
	Results Per Page	10	$\checkmark$					
	Search							
	atch users will appe Search'.	ar in the list	. Select appropriate us	er by clicking `Select'	outton or click or			
L All ma New								
L All ma `New								
L All ma `New	New Search							
L All ma 'New	New Search	ser Name 🗠	Email 🗠	Phone	Action			
<b>L</b> All ma 'New	New Search	ser Name △	Email △ Leena.Patel@doas.ga.gov	Phone +1 404-656-5637	Action			



12	System will give a confirmation message.								
				O Success	5				
				Assignee U	pdated				
13	Click `Set as Pr	lick 'Set as Preferred' button if you want this user to default as their primary assigned cart user					cart user.		
	You will get sy	t system generated message as assignee updated.							
		Cart Assignees							
			Add Assistant	1					
			Add Assignee	•					
			My Cart Ass	ignees	lame	Action			
			LEENA PATEL		Set as Pre	ferred Remove			
		L							
14	Click 'Remove'	button, t	o remove	e any cart	assignee from the list.				
			Cart Assig	nees					
			Add Assignee						
			My Cart Ass	ignees		?			
				N	lame	Action			
			LEENA PATEL		Set as Pre	ferred Remove			
15	System will aiv	ve a confir	mation r	nessage a	s assignee removed.				
	- ,								
				O Success Assignee Re	s emoved				
16	To inactive use	er, navigal	te to `Ad	ministrativ	ve Tasks > and click `Inac	tivate User'.			
User		Test User	Search for Users 7 Test User	User's Name, Phone	Number, Email, etc.	7			
		User Name* test.user@d	oas.ga.gov	First Name*	Test	`			
		User Profile and Prefere	nces >	Last Name*	User				
		Update Security Settings Default User Settings	5 >	Phone Number* *	+1 404-444-4444 ext. International phone numbers must begin with +				
		User Roles and Access Ordering and Approval	> Settings	Mobile Phone Number	International abona numbers must benin with +				
		Permission Settings Notification Preferences	>	E-mail Address* *	leena.pate@doas.ga.gov 🛛				
		User History Administrative Tasks	>	Business Unit					
		Copy Personal Favorites		Agency, University, College or Municipality* *	40199 (State Purchasing Divisior				
		Inactivate User	-	Authentication Method	Local				
				Jone marile	test.user@doas.ga.gov				
				★ Required		Save Changes			
17	User status wil	II become	INACTIV	Έ.	-				
	Administer > Manage Users > Search for Users > Test User > User's Name, Phone Number, Email, etc.								
	Test User         Octo 5 Name, Front, Front, Frank, ctt.         If           User Name*         Test         If								
		User Status Inactive		Last Name*	User				
		User Profile and Preferer	nces < nber, Email, etc.	Phone Number* *	+1 404-444-4444 ext. International phone numbers must begin with +				
		Language, Time Zone an Early Access Participatio	d Display Settings n	Mobile Phone Number					
		Guided Tour Instructions	>	E-mail Address* *	International phone numbers must begin with +				
		Default User Settings	>	Business Unit					
		Ordering and Approval S Permission Settings	iettings	Agency, University, College or Municipality**	40199 (State Purchasing Divisior				
		Notification Preferences	>	Authentication Method	Local				
		Administrative Tasks	>	User Name* *	test.user@doas.ga.gov				
				★ Required		Save Changes			