

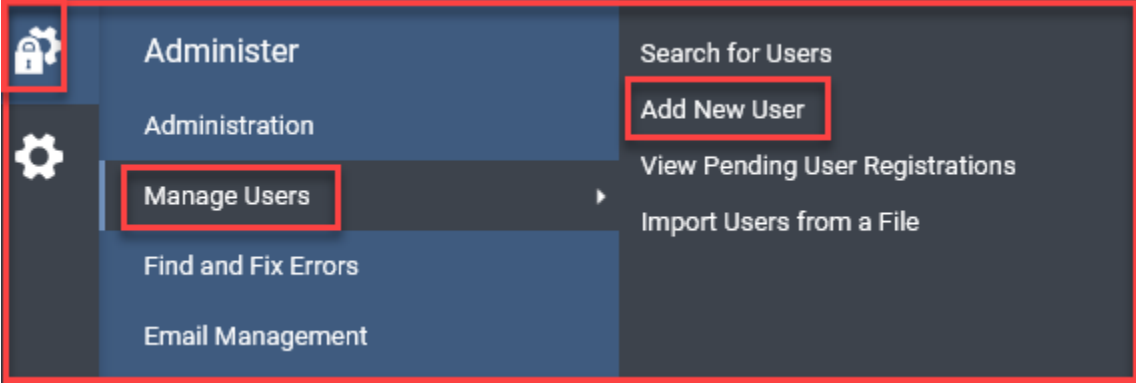
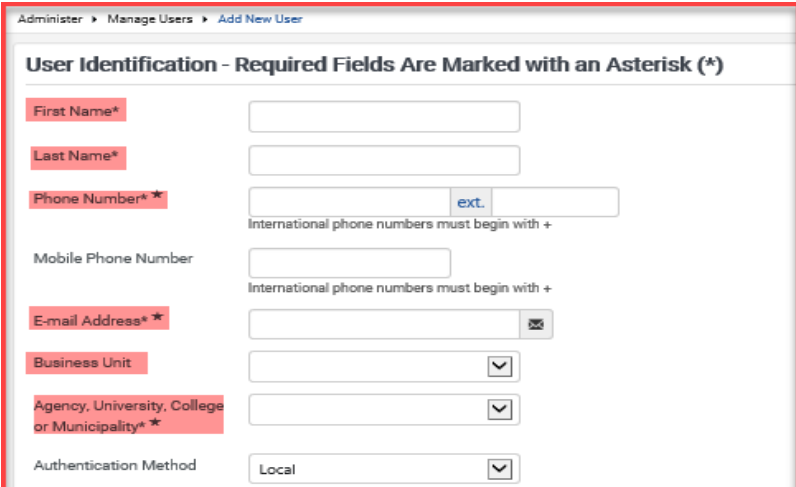
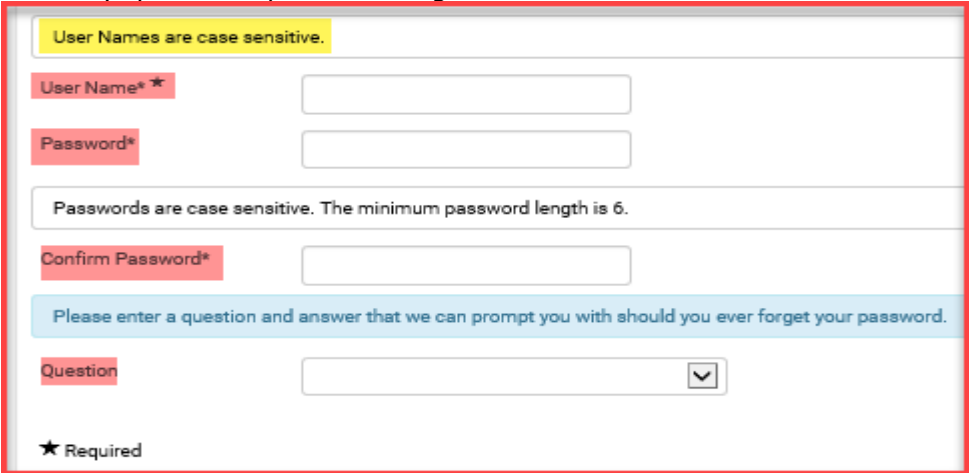

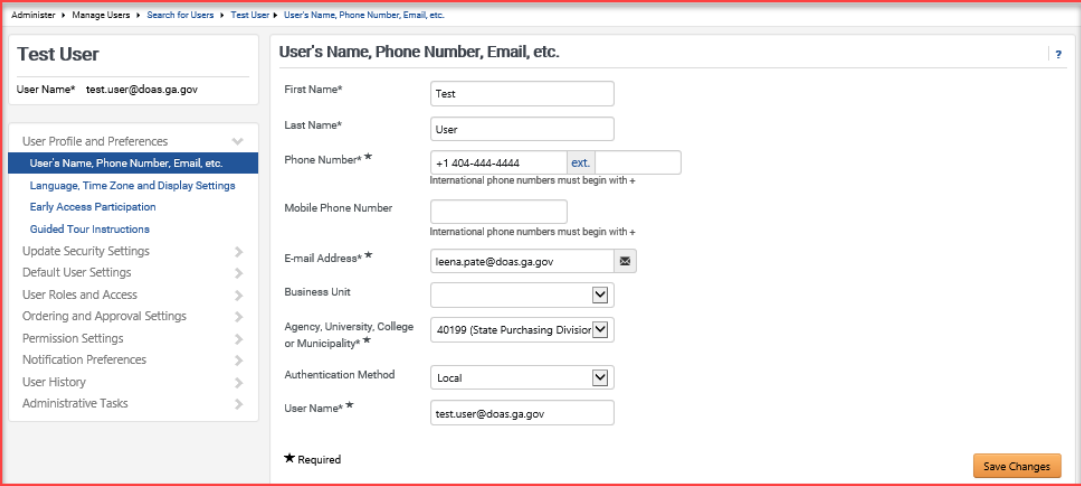
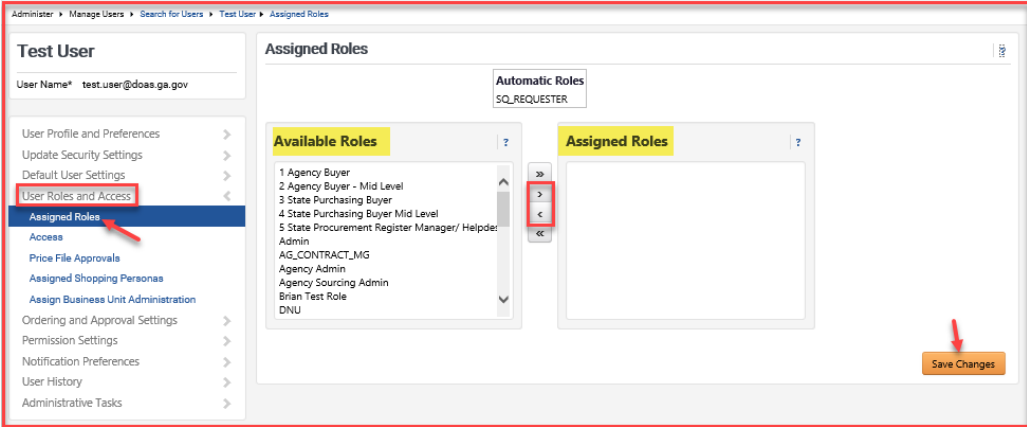


Administrator Security Guide

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

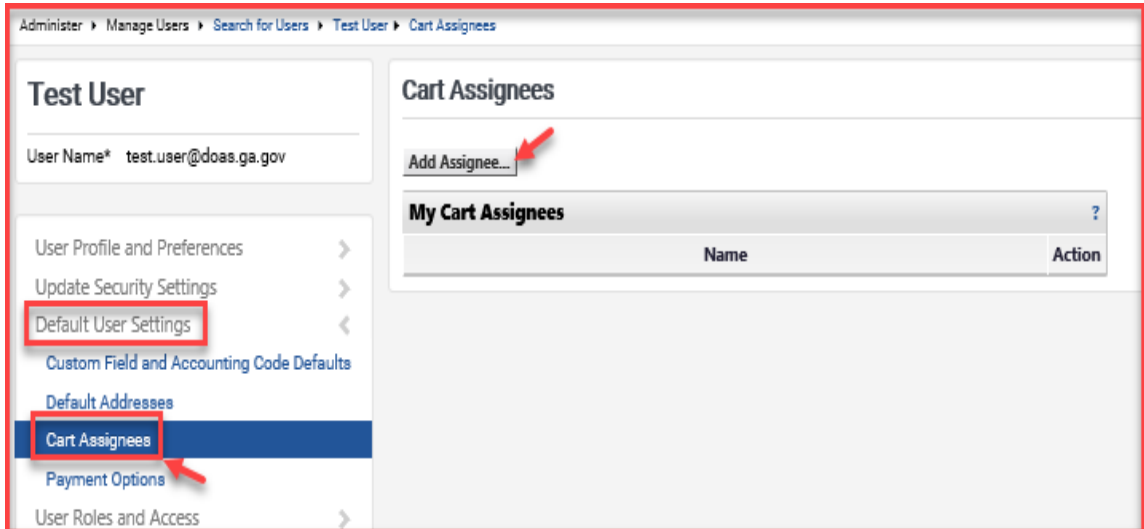
Step #	Action
<p>1 Add New User</p>	<p>Sign into Team Georgia Marketplace. https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia</p> 
<p>2</p>	<p>From left menu bar, Click on  Administer > Manage Users > Add New User</p> 
<p>3</p>	<p>Enter all basic required user details. For technical college users, select the 'Business Unit' appropriate as well.</p> 

<p>4</p>	<p>Enter username (<i>which should be their email address</i>), password. You will need to share the username, temporary password and security question and answer with user. User can reset their password and security question upon initial login.</p> 
<p>5</p>	<p>Click 'Create' button on bottom right to save the data.</p> 
<p>6</p>	<p>You will be landed on USER DETAILS page.</p> 
<p>7 Assign Role</p>	<p>To assign roles to user, navigate to 'User Roles and Access' > Assigned Roles. Select appropriate role from 'Available Roles' window and click > to move to 'Assigned Roles' window.</p> 
<p>8</p>	<p>Click 'Save Changes' button on bottom right and system will give confirmation message.</p>

Success
Successfully Saved Changes

9
Add Cart Assignee

To assign cart approvers, navigate to 'Default User Settings' > 'Cart Assignees' page and click 'Add Assignee' button to search for the assignee user.



Administrator > Manage Users > Search for Users > Test User > Cart Assignees

Test User

User Name* test.user@doas.ga.gov

- User Profile and Preferences >
- Update Security Settings >
- Default User Settings** <
- Custom Field and Accounting Code Defaults
- Default Addresses
- Cart Assignees**
- Payment Options
- User Roles and Access >

Cart Assignees

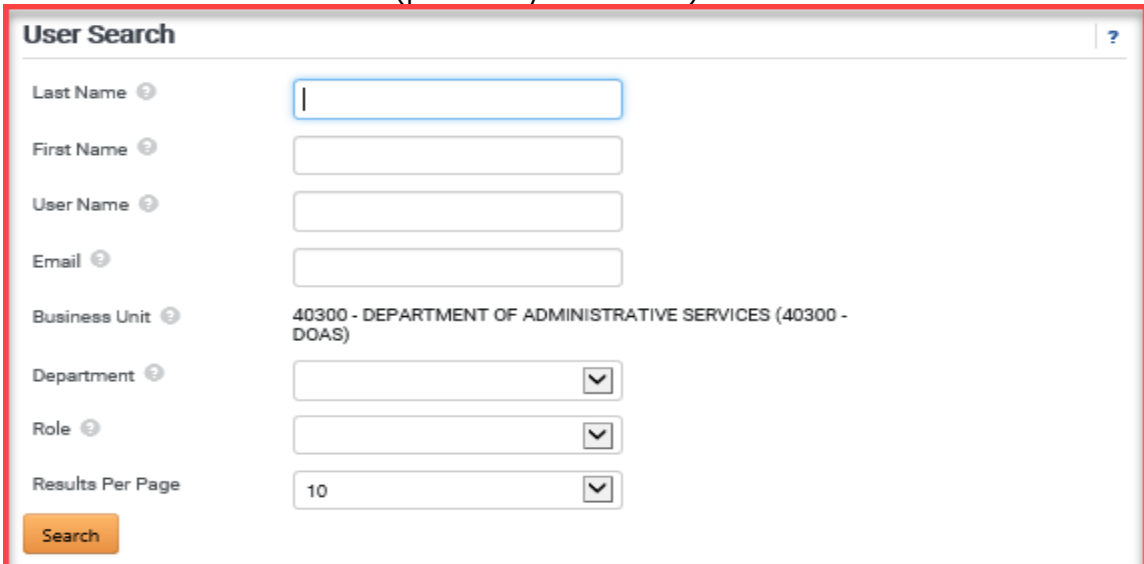
Add Assignee...

My Cart Assignees ?

Name	Action

10

Enter user details to search the user (preferably Username) and click 'Search'.



User Search ?

Last Name

First Name

User Name

Email

Business Unit 40300 - DEPARTMENT OF ADMINISTRATIVE SERVICES (40300 - DOAS)

Department

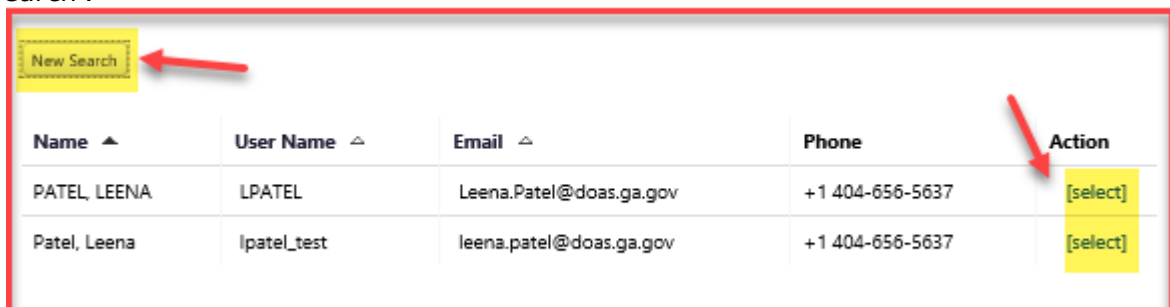
Role

Results Per Page 10

Search

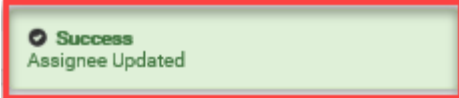


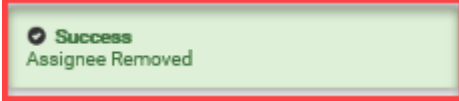
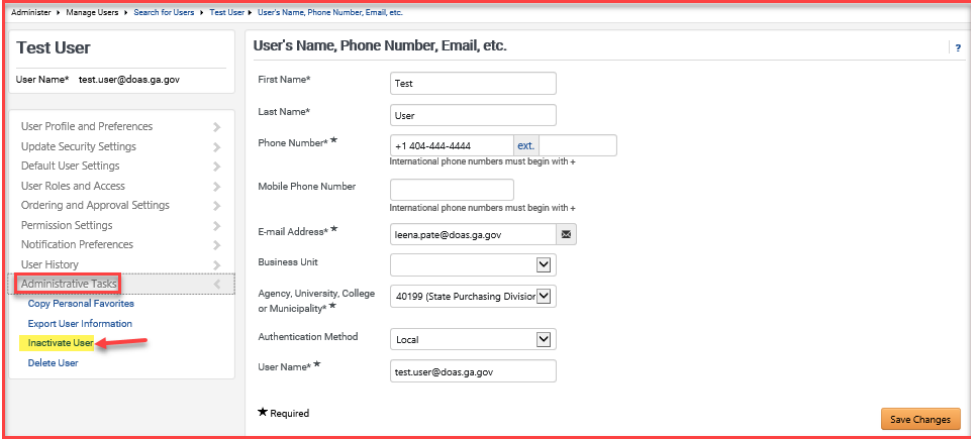
11

All match users will appear in the list. Select appropriate user by clicking 'Select' button or click on 'New Search'.



New Search

Name ▲	User Name ▲	Email ▲	Phone	Action
PATEL, LEENA	LPATEL	Leena.Patel@doas.ga.gov	+1 404-656-5637	[select]
Patel, Leena	lpatel_test	leena.patel@doas.ga.gov	+1 404-656-5637	[select]

<p>12</p>	<p>System will give a confirmation message.</p> 
<p>13</p>	<p>Click 'Set as Preferred' button if you want this user to default as their primary assigned cart user. You will get system generated message as assignee updated.</p> 
<p>14</p>	<p>Click 'Remove' button, to remove any cart assignee from the list.</p> 
<p>15</p>	<p>System will give a confirmation message as assignee removed.</p> 
<p>16 Inactivate User</p>	<p>To inactivate user, navigate to 'Administrative Tasks >' and click 'Inactivate User'.</p> 
<p>17</p>	<p>User status will become INACTIVE.</p> 