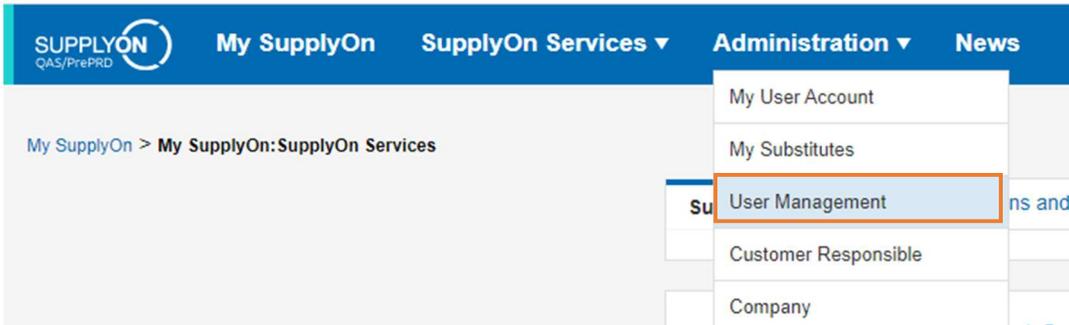


SupplyOn: User Management – How to assign new roles

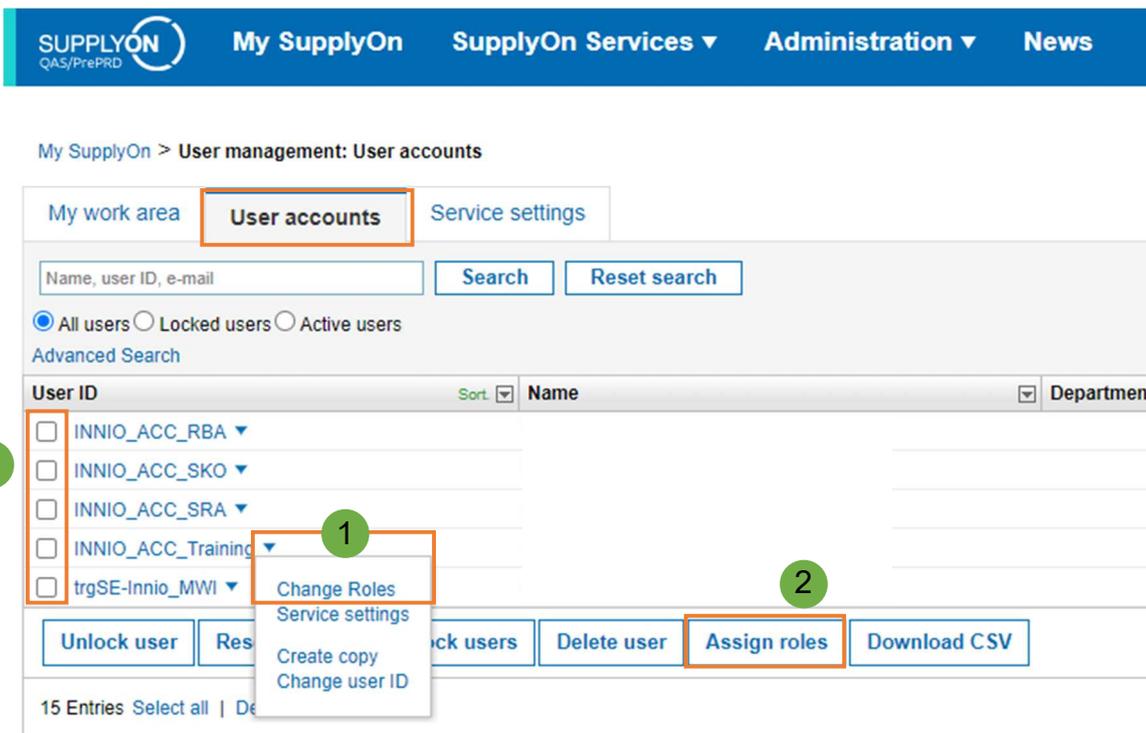
You need **SupplyOn Admin rights** to change the roles of your colleagues.

Go to 'Administration' > 'User Management'



Click on the tab 'User accounts' to see all existing users.

To assign new roles to a single user, click on the drop-down arrow of the required user and choose 'Change Roles'. (1) For changing the roles of several users at once, check the required boxes and 'Assign roles'. (2)



Click on 'Expand all' to see the detailed list of roles and to assign or remove roles via the checkboxes.

Don't forget to 'Save' your changes.

My SupplyOn > User management: User accounts > Roles of Help and support | Print | Message to support

Master data **Roles** Service settings Substitutes Privacy settings

You are currently modifying:

Expand the groups for a more precise roles assignment. Expand all Collapse all

Save Discard changes Back

Company Administration (assigned) Collapse		
Role	Status	Description
<input checked="" type="checkbox"/> CompanyAdmin	assigned	Manage company data. For suppliers, the authorizations of the roles "BusinessDirectorySupplierStandard" and "SLMSupplierAll" are included.
<input checked="" type="checkbox"/> ControlPointAdmin	assigned	Creation and administration of sites in the Supply Chain Directory. Article data administration.
<input checked="" type="checkbox"/> CorporateGroupMasterDataAdmin	assigned	Master data administration for companies within a group.
Contract and Invoice (not assigned) Expand		
Logistics and Finance (partially assigned) Collapse		
Role	Status	Description
<input type="checkbox"/> BTDImportSellerStd	not assigned	Access to Logistics & Finance Global Trade data.
<input type="checkbox"/> PackageDataSellerRead	not assigned	View the package related supplier master data for articles, packing material and packing instructions. View the package related customer article master data and the customer packing material.

If you are modifying your own roles as administrator, you can only 'request' changes and have to confirm the change in a 2nd step.

To do so, go again to 'Administration' > 'User Management'.

On this page you can see if requested roles need to be confirmed. A link to confirm the roles will appear.

SUPPLYON My SupplyOn SupplyOn Services Administration News INNIO TRG Acceptance

My SupplyOn > User management: My work area Help and support | Print | M

My work area **User accounts** Service settings **User Management** Customer Responsible Company Logistics Settings Contract & Invoice

Unlock locked users Collapse

There are presently no locked users for you to unlock.

These external users are ready for merge Expand

Confirm requested roles Collapse

There are presently no requested roles for you to confirm.

Confirm new users Collapse

Quick and easy

- Create user
- Assign roles
- Unlock user
- Reset password