

Users Management

Multiuser

12:14 CET - Central Europe Time

Welcome to WeBUY

Main Dashboard

START AND MANAGE RFQ

Enter

Qualification Process Steps

QUALIFICATIONS UPDATE

BUYER ORGANISATION	FIRST CATEGORY	REQUEST RECEIVED ON
Enel	MERV01_CA - Maintenance on stands for electric vehicle recharging - CANADA	10/03/2022

User Management

Manage Users

Manage Users

Users

User Roles

Division

Default Users

WebEDI - Invoice Management (only)

Actions (1)

In order to associate a new User to a supplier, the supplier can login with its credentials, and from the left menu, select:

- 1 User Management
- 2 Users

Users Management

Multiuser – Create

Manage Users ... Import/Update User Role ¹ **Create**

Users User Roles Division Default Users

Enter at least 3 characters All Users Enter Filter (type to start search)

Showing Result 1 - 6 of 6 Show: 50

USER INFO	LAST NAME ↑	FIRST NAME	DEFAULT EMITTING UNIT	EMAIL	TELEPHONE
1 User	GF	Jorge	Division	Jorgegfminsait@gmail.com	1234567898
2 User	Paunero ▲	Sofia	Division	lhvicente78@minsait.com	676676676
3 User	Perrone	Luis		lhvicente@minsait.com	+923823262

The screen that appear allows the creation of new users

Click on:

¹ Create

The possible status of the users available are the following:

² Division Manager

Master User

Deactivated User

Active User

Users Management

Multuser – New User (1/4)

REMEMBER TO MAKE THE CREATED USER RECOVER THE PASSWORD I...

Cancel **1** Save

1 IMPORTANT: The username is equal of the email inserted in the Registration Form below

✓ User Details


* Last Name

* First Name

User Tag for Codes

* Email *Email is used as Username. Only one email address is allowed.*

* Telephone Number




Fill the form with the data of the new user.

Finally click on:

1 Save

Users Management

Multouser – New User (2/4)


Welcome to **WeBUY** 12:25 CET – Central Europe Time Welcome **Luis Vicente** 

← REMEMBER TO MAKE THE CREATED USER RECOVER THE PASSWORD I... View User Rights

1 Carlo P has been registered as a new User. The login details have been sent via email to the following email address: carloperroneminsait123@gmail.com
The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Objects. The account currently has no access to Objects by default.

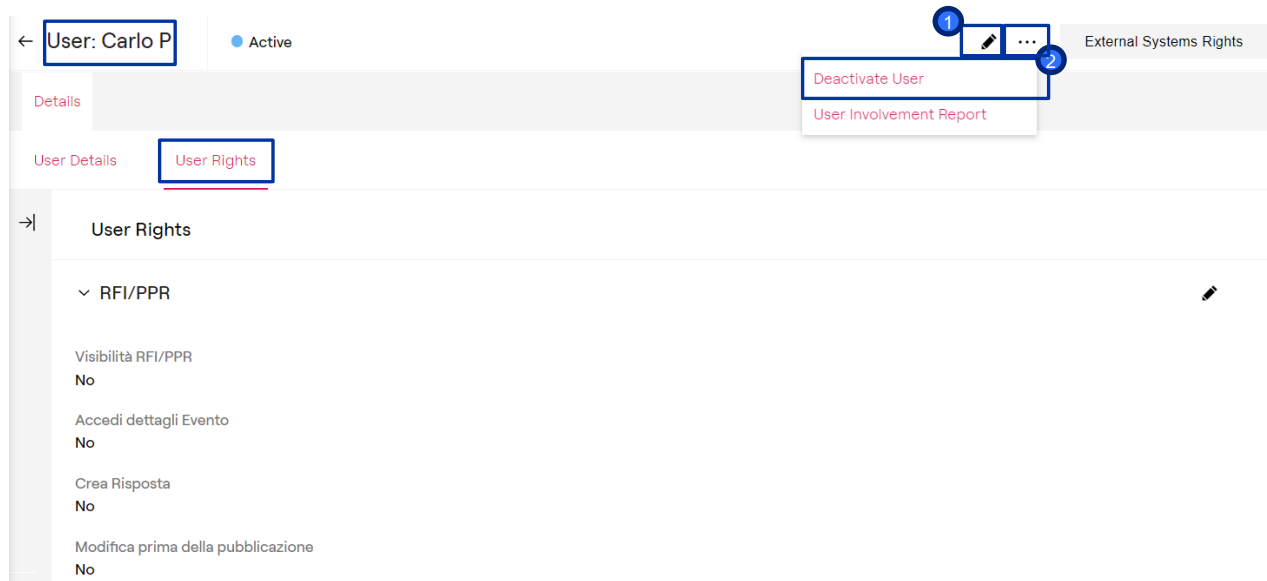
It is possible to visualize the rights associated to this new User. Click on:

1 View User Rights

 Remind to the user created to perform the Password Recovery process in order to get the credentials for the first access

Users Management

Multuser – New User (3/4)



The screenshot shows the 'User: Carlo P' profile page. At the top, there is a navigation bar with a back arrow, the user name 'User: Carlo P', and a status indicator 'Active'. Below this, there are tabs for 'Details', 'User Details', and 'User Rights'. The 'User Rights' tab is selected and highlighted with a red box. A dropdown menu is open over the 'User Rights' tab, showing options: 'Deactivate User' (highlighted with a red box and a blue circle '1') and 'User Involvement Report'. To the right of the dropdown, there is a button labeled 'External Systems Rights'. The main content area is titled 'User Rights' and contains a table with the following data:

RFI/PPR	
Visibilità RFI/PPR	No
Accedi dettagli Evento	No
Crea Risposta	No
Modifica prima della pubblicazione	No

Click on:

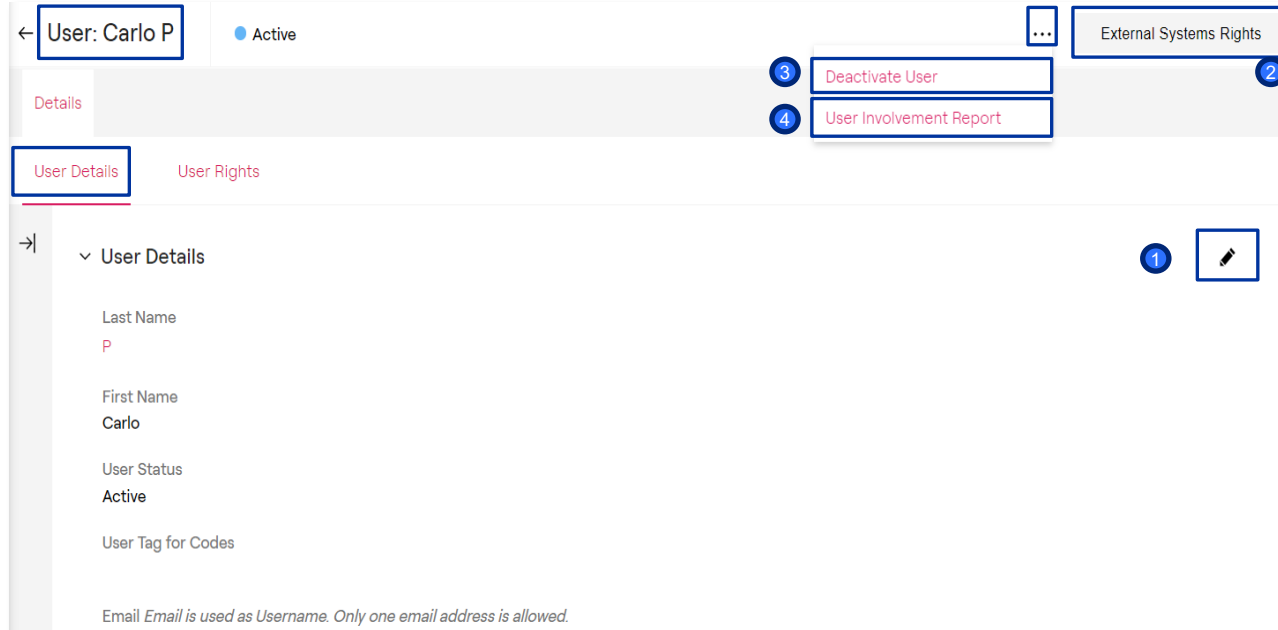
① “Edit” to define the rights you want to grant the user

In case the Master User wants to deactivate other user, click on:

② “Deactivate User”

Users Management

Multouser – New User (4/4)



← User: Carlo P ● Active ⋮ External Systems Rights

Details

Deactivate User

User Involvement Report

User Details User Rights

→| User Details

Last Name
P

First Name
Carlo

User Status
Active

User Tag for Codes

Email Email is used as Username. Only one email address is allowed.

In the section “User Details” appear all the user general data that can be modified clicking on:

① “Edit”

In the top options, the Master User can:

② Define the “External Systems rights” of the user

③ “Deactivate” the user

④ Export an “Improvement Report” of the user

Users Management

Profiles/Roles – Create

Manage Users ... Import/Update Role ² Create

Users User Roles ¹ Division Default Users

Showing Result 1 - 1 of 1 Show: 50 ▼

	ROLE ↑	DEFAULT EMITTING UNIT	CREATED BY	CREATION DATE	SHARED ROLE
1	Master	Division	Vicente Luis	24/11/2021 10:01:02	No

It is possible to create a new Profile to assign to the Users.

¹ In the “Users Roles” tab

Click on:

² Create

Users Management

Profiles/Roles – New Profile

New Role

Cancel Save

→| User Rights Set Minimum Rights Set Full Rights

1

General Settings

* Role

* Shared Role

No

RFI/PPR Set Minimum Rights Set Full Rights

* Visibilità RFI/PPR

No

* Accedi dettagli Evento

No

The supplier has the possibility to create a new profile assigning for each Form specified rights.

The creation of a profile allows the association of this profile directly to the Supplier User.

Once completed the form and assigned the rights, click on:

1 Save

Users Management

Divisions – Create

Manage Users ... Manage Division Visibility Create

Users User Roles Division Default Users

Enter at least 3 characters Enter Filter (type to start search)

Showing Result 1 - 1 of 1 Show: 50

	DEFAULT EMITTING UNIT	DIVISION MANAGER	DIVISION CREATED ON
1	Division	Vicente Luis	17/09/2019 09:59:36

The supplier has the possibility to divide the users in different company functions/divisions each one with its own Responsible.

1 In the tab “Division”

Click on:

2 Create

Users Management

Divisions – New Purchasing group

New Purchasing group

Cancel Save

v Purchasing Group Details

* Purchasing group Name

Purchasing group Title

Purchasing group Tag for Codes

* Division Manager

GF Jorge ▼

The supplier has the possibility to divide the users in different divisions each one with its own Responsible.

Once completed the form click on:

1 Save

Users Management

Default Users

Manage Users
1
Save

Users
User Roles
Division
Default Users

Select a Default User for Auctions

		Last Name	First Name	Email
1	<input checked="" type="radio"/>	---	---	---
2	<input type="radio"/>	Vicente	Luis	s.crescenzi95@gmail.com
3	<input type="radio"/>	prueba12	AHM	arielmouro@gmail.com

Select a Default User for RFIs/Procurement Process

		Last Name	First Name	Email
1	<input checked="" type="radio"/>	---	---	---
2	<input type="radio"/>	Vicente	Luis	s.crescenzi95@gmail.com
3	<input type="radio"/>	prueba12	AHM	arielmouro@gmail.com

There is also the possibility to define, for each platform section, a User by Default.

When finish, click on:

1 Save