User Administration

Each account in SupplyWeb must have at least one designated Administrator. The person who completes the registration process automatically becomes an Adminstrator. That person can then created additional users, and some, or all of them, can also be Administrators. There is no limit to how many Administrators and/or Users there can be in an account.

This guide covers the following topics:

User and Security Administration

The Security menu provides access to the functions within SupplyWeb that allow you to manage the user accounts within your organization. Only Administrator Users, such as the one created in the registration process, have access to manage users. The Administrator assigns each user an ID and password that can be used to log in to SupplyWeb.

The Admin also assigns each user a role and, optionally, a restriction group. The roles and restriction groups ensure that users can access the components of SupplyWeb for the companies and locations for which they are responsible.

Roles

User security within SupplyWeb is based on roles which are predefined access groups. Administrators may use the existing role templates within SupplyWeb or user-defined roles may be created. Every user, except for Administrators, must be assigned a single role, however a role may be assigned to multiple SupplyWeb users.

To view or create Security Roles in SupplyWeb, select the ***Setup->Security->Define Roles*** link from the navigator.

Security Roles

User-defined Roles

Edit	Name	Number of Users
	New	

Role Templates

View	Name	Number of Users
	All Modules	1
	Supplier Modules	0
	View Only	0
	IT	0
	Purchasing	0
	Materials Management	0
	Quality	0
	Receiving	0
	Logistics	0
	Accounts Payable	0

Role templates can be viewed in detail by clicking the eyeglass icon next to the role you wish to view.

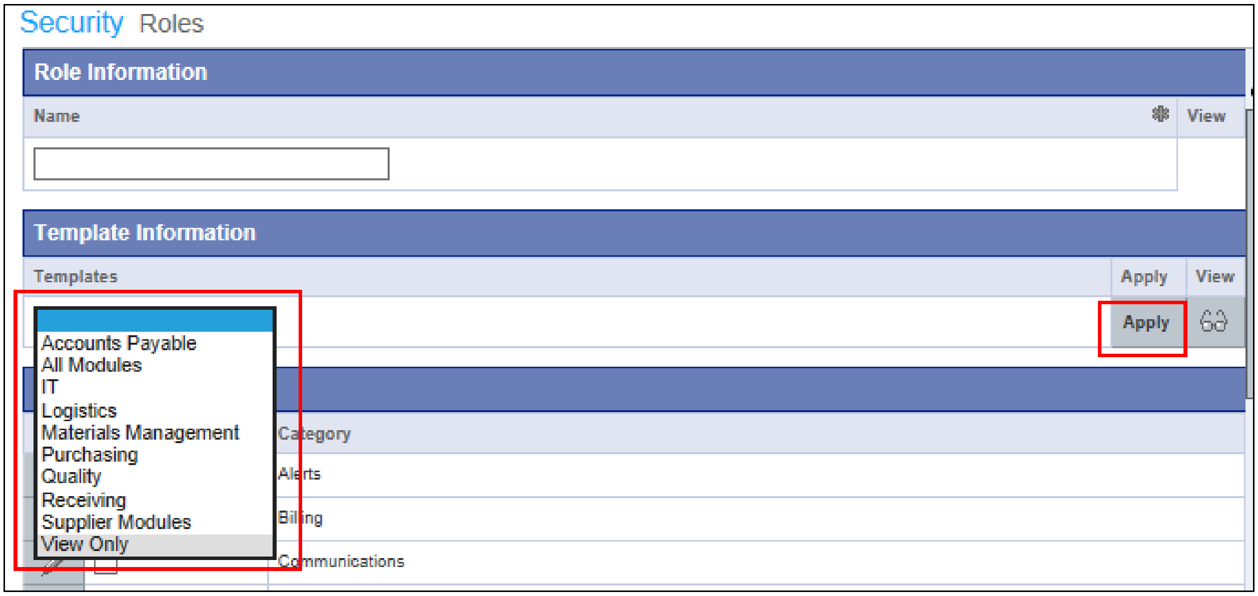
New roles can be created by clicking the New button under User-defined roles.

Roles provide access to SupplyWeb functionality at two levels:

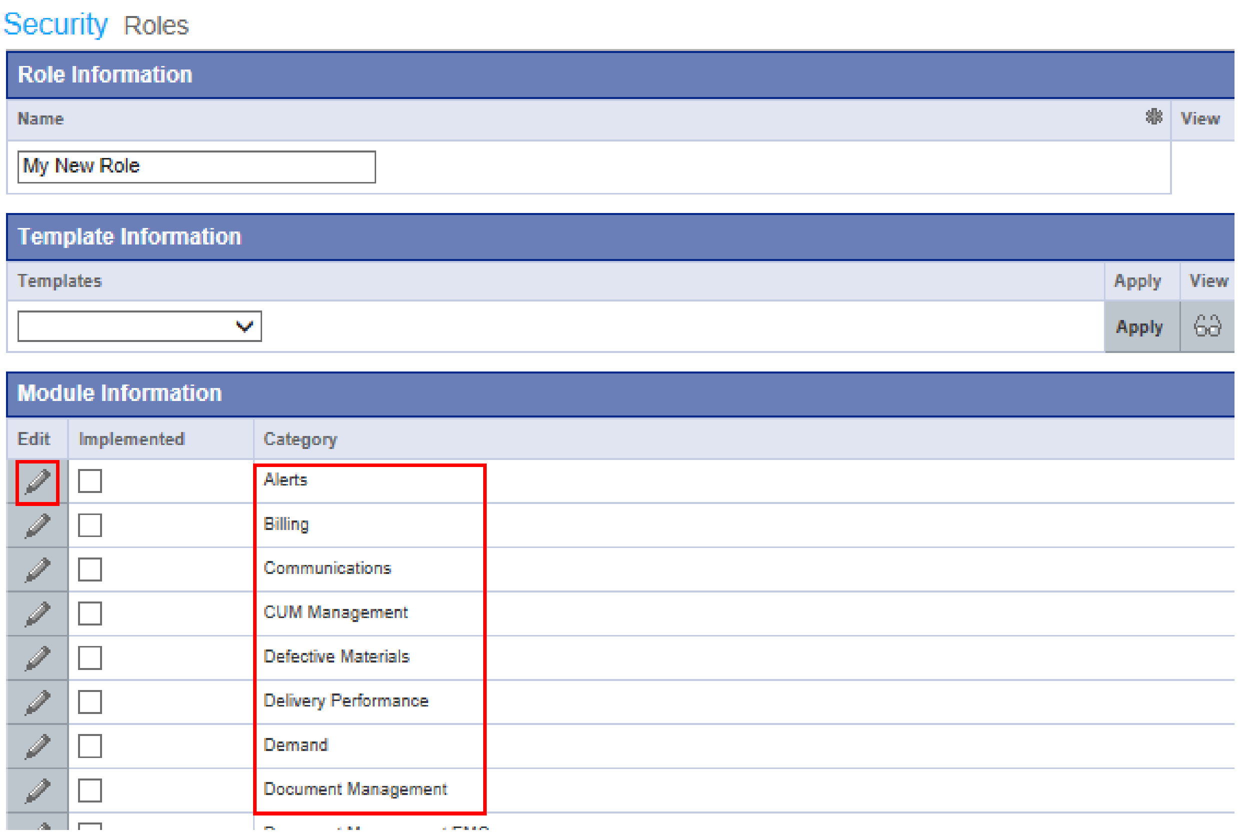
Categories - Categories correspond to the main menu tabs in SupplyWeb. If a category is selected within the role, users assigned to the role have access to the category on the menu tab.

Modules - Each category contains several modules that can be individually added or removed from a role. These modules correspond to the submenu items and task variations of the submenu items.

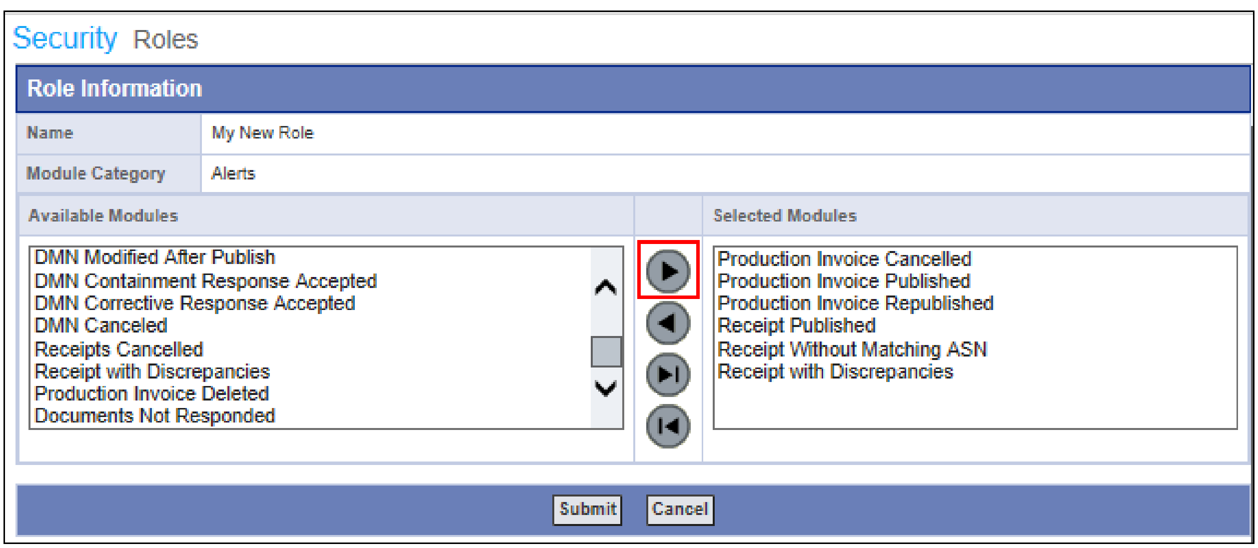
For new roles, enter the role name. You may also copy the settings from an existing template.



Select the template from the dropdown list; click View to get the details about this template. Click ‘Apply’ to copy it to your new role. Select the Categories Modules you wish to grant access to before submitting your changes.



Click the pencil icon to edit the modules.

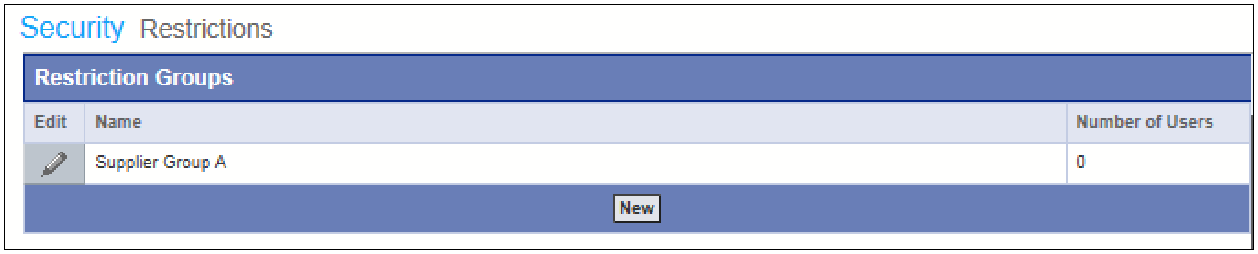


Any changes you make to a role will affect every user assigned to that role.

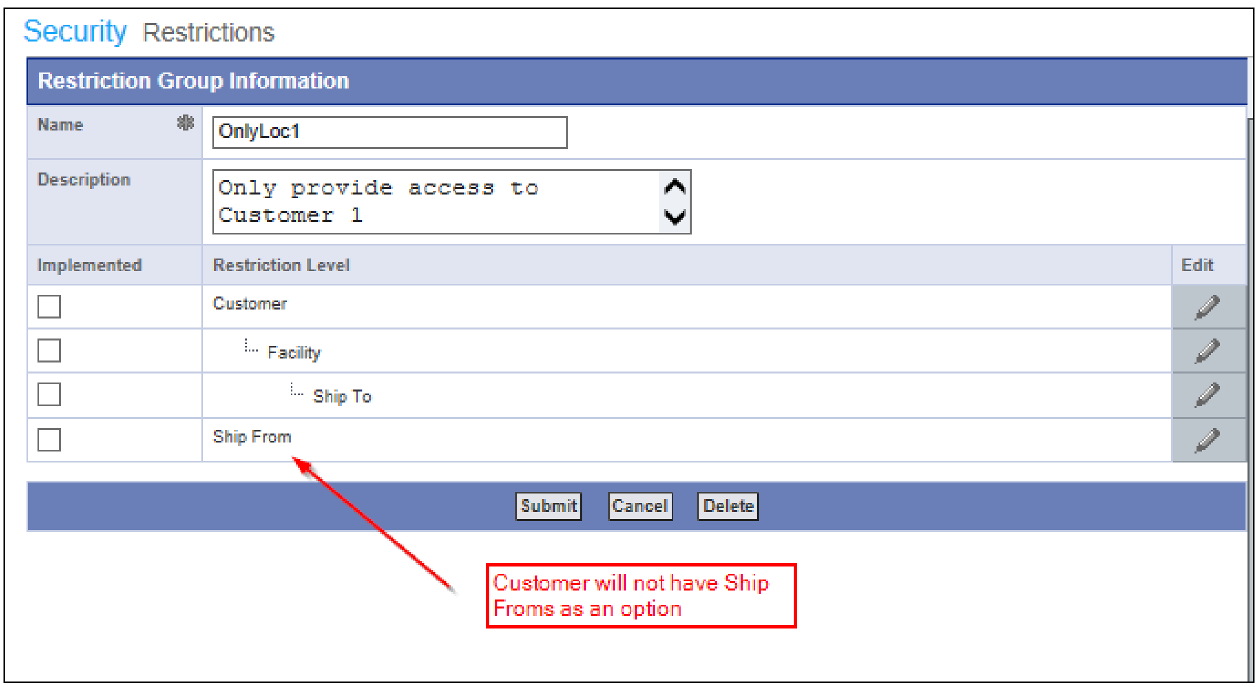
Restriction Groups

Restriction groups are an optional user attribute that defines which Customers, Facilities, Ship Tos and Ship Froms an individual user can access. If a user does not have a restriction group, they can access all of these in SupplyWeb. Changes in the restriction group affect every user assigned to that group.

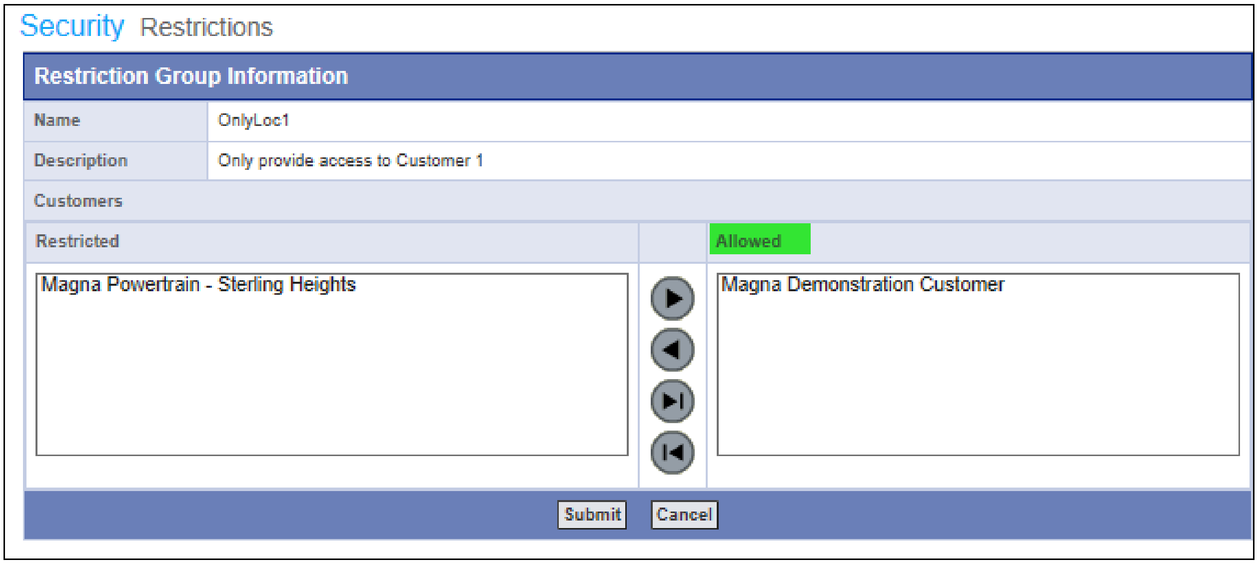
To view or create Restriction groups in SupplyWeb, select the ***Setup->Security->Define Restrictions*** link from the navigator.



All of the Restriction groups will be listed with the option to edit them with the pencil or to create a Restriction group with the ***New*** button.



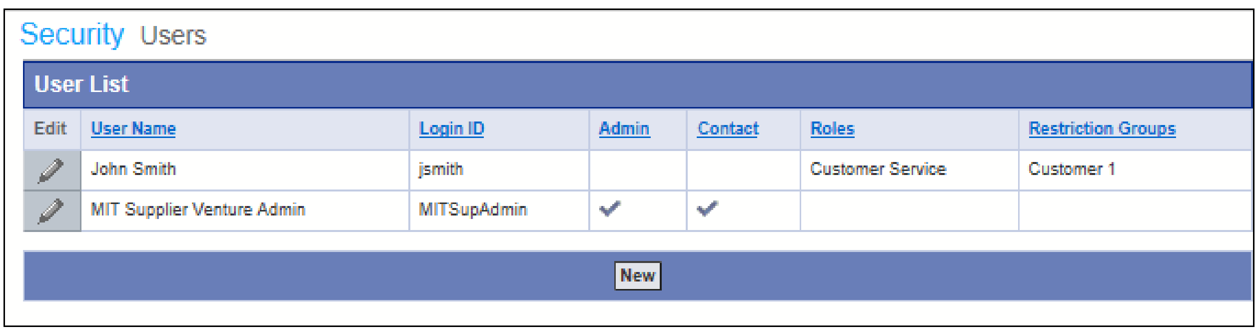
When creating a new Restriction group, you must enter a Name to identify it before you may continue. Restrictions are assigned to the group by selecting the pencil beside the entity you wish to control. In order to limit access at the Facility or Ship To level you must also setup restrictions at their parent levels.



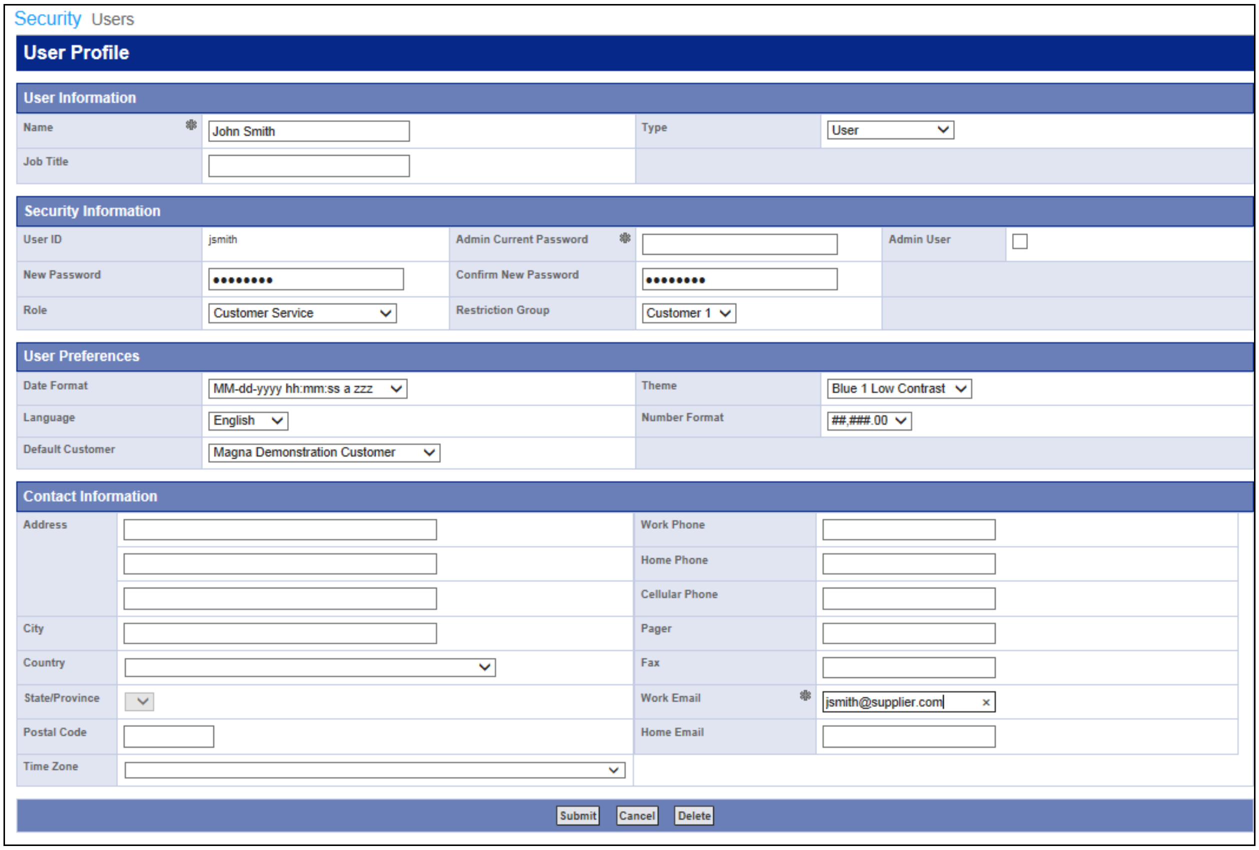
Restrictions are setup by moving the named items to or from the Allowed list with the arrow buttons between the lists.

Users

Users can be added, deleted or edited by selecting the ***Setup->Security->Define Users*** link from the navigator.



SupplyWeb will provide you a list of all the users that exist under your company. You can easily see from the list which users are Administrators versus standard users. You can edit the user by clicking the pencil icon to the left of the user, or create a new user with the ***New*** button.



When creating a new user you must provide details in the fields marked with a star. Here are some simple rules to follow:

- User Types should be set to Contact and User in order for Supplyweb to give notifications to users for subscribed events.
- Passwords must be at least 6 characters long.
- Settings relating to User Preferences only affect this user.
- Valid work e-mails must be specified.

****Magna does not monitor for failed e-mails, so please ensure the spelling of all e-mail addresses is correct.*

Once you have entered the mandatory information within the User Profile screen you can save the user by pressing the Submit button.