

User Administration

Each account in SupplyWeb must have at least one designated Administrator. The person who completes the registration process automatically becomes an Administrator. That person can then create 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.

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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
<input type="button" value="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.

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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.

The screenshot shows the 'Security Roles' configuration interface. It features a 'Role Information' section with a 'Name' input field and a 'View' button. Below this is the 'Template Information' section, which includes a 'Templates' dropdown menu, an 'Apply' button, and a 'View' button. A red box highlights the 'Templates' dropdown menu, which is open and displays a list of categories: Accounts Payable, All Modules, IT, Logistics, Materials Management, Purchasing, Quality, Receiving, Supplier Modules, and View Only. Another red box highlights the 'Apply' button in the 'Template Information' section.

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.

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Security Roles

Role Information		
Name		 View
	<input type="text" value="My New Role"/>	

Template Information		
Templates		 
	<input type="text" value=""/>	 

Module Information		
Edit	Implemented	Category
	<input type="checkbox"/>	Alerts
	<input type="checkbox"/>	Billing
	<input type="checkbox"/>	Communications
	<input type="checkbox"/>	CUM Management
	<input type="checkbox"/>	Defective Materials
	<input type="checkbox"/>	Delivery Performance
	<input type="checkbox"/>	Demand
	<input type="checkbox"/>	Document Management

Click the pencil icon to edit the modules.

Security Roles	
Role Information	
Name	My New Role
Module Category	Alerts
Available Modules	Selected Modules
<ul style="list-style-type: none">DMN Modified After PublishDMN Containment Response AcceptedDMN Corrective Response AcceptedDMN CanceledReceipts CancelledReceipt with DiscrepanciesProduction Invoice DeletedDocuments Not Responded	<ul style="list-style-type: none">Production Invoice CancelledProduction Invoice PublishedProduction Invoice RepublishedReceipt PublishedReceipt Without Matching ASNReceipt with Discrepancies
 	

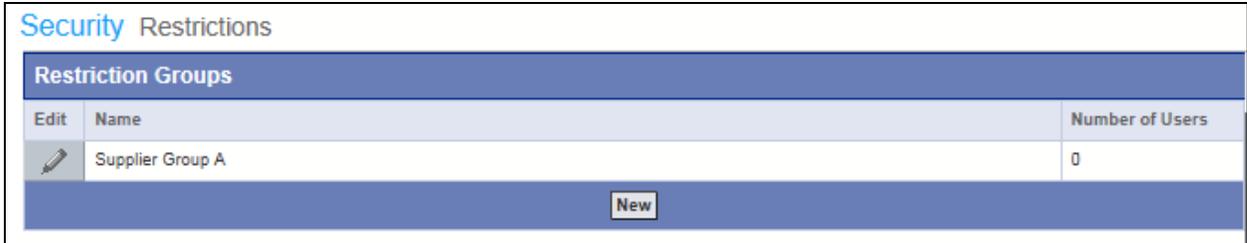


Any changes you make to a role will affect every user assigned to that role.

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.

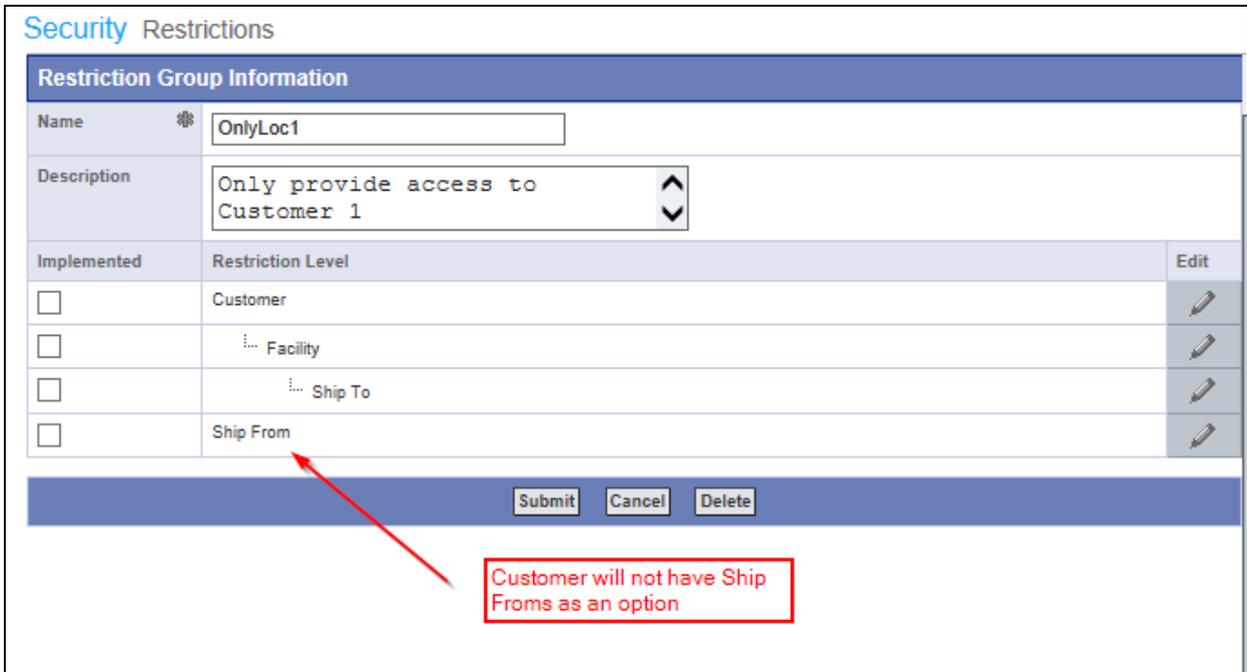


The screenshot shows the 'Security Restrictions' page. At the top, there is a header 'Security Restrictions'. Below it is a table titled 'Restriction Groups'. The table has three columns: 'Edit', 'Name', and 'Number of Users'. There is one row with the name 'Supplier Group A' and '0' users. A 'New' button is located at the bottom right of the table.

Edit	Name	Number of Users
	Supplier Group A	0

[New](#)

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.



The screenshot shows the 'Restriction Group Information' page. It has a form with the following fields:

- Name: OnlyLoc1
- Description: Only provide access to Customer 1
- Implemented: A table with columns 'Restriction Level' and 'Edit'.

Implemented	Restriction Level	Edit
<input type="checkbox"/>	Customer	
<input type="checkbox"/>	... Facility	
<input type="checkbox"/>	... Ship To	
<input type="checkbox"/>	Ship From	

At the bottom, there are 'Submit', 'Cancel', and 'Delete' buttons. A red arrow points from a red-bordered box containing the text 'Customer will not have Ship Froms as an option' to the 'Ship From' row in the table.

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.

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Security Restrictions

Restriction Group Information

Name	OnlyLoc1
Description	Only provide access to Customer 1

Customers

Restricted	Allowed
Magna Powertrain - Sterling Heights	Magna Demonstration Customer

Submit Cancel

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.

Security Users

User List

Edit	User Name	Login ID	Admin	Contact	Roles	Restriction Groups
	John Smith	jsmith			Customer Service	Customer 1
	MIT Supplier Venture Admin	MITSupAdmin	✓	✓		

New

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.

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Security Users

User Profile

User Information			
Name *	<input type="text" value="John Smith"/>	Type	<input type="text" value="User"/>
Job Title	<input type="text"/>		

Security Information			
User ID	<input type="text" value="jsmith"/>	Admin Current Password *	<input type="password"/>
New Password	<input type="password" value="*****"/>	Confirm New Password	<input type="password" value="*****"/>
Role	<input type="text" value="Customer Service"/>	Restriction Group	<input type="text" value="Customer 1"/>
Admin User	<input type="checkbox"/>		

User Preferences			
Date Format	<input type="text" value="MM-dd-yyyy hh:mm:ss a zzz"/>	Theme	<input type="text" value="Blue 1 Low Contrast"/>
Language	<input type="text" value="English"/>	Number Format	<input type="text" value="###.00"/>
Default Customer	<input type="text" value="Magna Demonstration Customer"/>		

Contact Information			
Address	<input type="text"/>	Work Phone	<input type="text"/>
	<input type="text"/>	Home Phone	<input type="text"/>
	<input type="text"/>	Cellular Phone	<input type="text"/>
City	<input type="text"/>	Pager	<input type="text"/>
Country	<input type="text"/>	Fax	<input type="text"/>
State/Province	<input type="text"/>	Work Email *	<input type="text" value="jsmith@supplier.com"/>
Postal Code	<input type="text"/>	Home Email	<input type="text"/>
Time Zone	<input type="text"/>		

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.