



Managing Users in Ariba Network Supplier

Quick reference guide

| Step | Instruction |
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| TIP | <p>This guide covers how to manage user setup within Business Network (Ariba). Before you create a new user, you need to create the role for that user, which will determine their access rights. These steps will be completed by the Administrator.</p> <p>Note: You add multiple users to a single role if required.</p> |
| Creating a role | |
| 1 | Select the Account Settings icon (your initials) in the top right corner. |
| 2 | From the options select Settings followed by Users . |
| 3 | <p>In the Account Settings screen, you are taken to the Manage Roles tab under the User section. Here you will see any roles that have been created.</p> <p>To create a new role, start by selecting the Create Role  icon.</p> |
| 5 | <p>You are taken to the Create Role screen. In the Name field enter the name of the role i.e. the name of a department or a business role such as <i>Sales</i> or <i>Customer Services</i>.</p> <p>The description field is optional.</p> |
| 6 | <p>The Permissions section is where you will identify the required access for this role. You can allow the role to have all available permissions by selecting the top checkbox <input type="checkbox"/> <small>Permission</small> or you can select the checkbox next to each permission you want the role to have.</p> <p>There are 5 pages, and you can navigate to each page using the arrow or by selecting the relevant page from the dropdown <small>Page</small> <input type="text" value="1"/> </p> |
| 7 | Once you have selected the relevant permissions for the role, select the Save button. |
| 8 | <p>Back in the Manage Roles tab, you will see the new role you have just created.</p> <p>Should you wish to delete this role you can select the Delete Role  icon.</p> |
| Creating a user | |
| 9 | From the Account Settings screen select the Manage Users tab. |
| 10 | <p>Here you will see any users that have been created.</p> <p>To create a new user, start by selecting the Create User  icon.</p> |
| 11 | You are taken to the Create User screen. In the Username field enter the username of in an email format. It is recommended that you use that person's email address. |

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| 12 | Enter their email address in the Email Address field. |
| 13 | Enter their first and last name in the First/Last Name field. |
| 14 | <p>In the Role Assignment section select the role(s) you want to assign this user.</p> <p>The Customer Assignment options determine if the user can interact with all customers or selected customers.</p> |
| 15 | <p>Select the Done button to save the user creation and role assignment.</p> <p>Back in the Manage Users tab you will see the new user you have just created.</p> <p>This user will now be sent two emails; one with a link to log in and one with a temporary password. When they log in, they will be prompted to create their own password.</p> <p>Note: From within this tab, you can select the Actions dropdown for any user, and this will allow you to <i>Edit, Delete, or Make Administrator</i>.</p> |