



Managing Roles and Users



A R I B A®

An SAP Company

Administrator

- **Automatically linked to the username and login entered during registration**
- **Responsible for the account management and configuration**
- **The primary point of contact for users with questions or problems.**
- **Creates roles for the account**

User

- **Created by Administrator**
- **Can have different roles, which correspond to the user's actual job responsibilities**
- **Responsible for updating personal user information**

Role and User Creation

Click on the **Users** tab at **Administration Navigator**. The Users page appears.

1 First, create a role.

1. Click on **Create Role** button in the Manage Roles section.
2. Type **Name** and **Description** for the Role.
3. Add **Permissions** for the Role that correspond to the user's actual job responsibilities by checking proper boxes.
4. Click **Save**. New Role is created.

Account Settings

Customer Relationships | **Users** | Notifications | Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Username ↑	Email Address	First Name	Last Name	Ariba Discovery
lagarza@ariba.com	agarza@ariba.com	Ale	Garza	No
tleal1@ariba.com	tleal@ariba.com	Tessie	Leal	No

2

Edit | Delete | Add to Contact List | Remove from Contact List | Make Administrator | **Create User**

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be edited.

Role Name	Actions
Administrator	Details
AP Role	Details Edit Delete
AR role	Details Edit Delete
Discount Mgmt	Details Edit Delete
Discovery	Details Edit Delete

1

Create Role

Test Supplier 1 ▼

EA99009097559, Basic Package

Enter a short description to each

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

2 Now create a User.

1. Click on **Create User** button.
2. Add all relevant information about the user incl. name and contact info.
3. Select a role in the **Role Assignment** section.
4. Click on **Done**.

Note: You can add up to 250 users to your Ariba Network account.

Modify User

1. Click on the **Administration** tab.
2. Click on **Edit** for the selected user.
3. Click on the **Reset Password Button** to reset the password of the user.
4. Other options:
 - **Delete User**
 - **Add to Contact List**
 - **Remove from Contact List**
 - **Make Administrator**

The screenshot displays the 'Account Settings' interface with the 'Users' tab selected. Below the tabs, there is a 'Manage Users' section with a table of users. The 'Edit' button for the user 'tleal1@ariba.com' is highlighted with a yellow box. An arrow points from this button to the 'Edit User' modal window. In the modal, the 'Reset Password' button is also highlighted with a yellow box. Below the modal, a table of roles is visible.

Account Settings [Save] [Close]

Customer Relationships | **Users** | Notifications | Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Visible To Customer
1agarza@ariba.com	agarza@ariba.com	Ale	Garza	No	AR role	No
tleal1@ariba.com	tleal@ariba.com	Tessie	Leal	No	Discovery (...)	No

[Edit] [Delete] [Add to Contact List] [Remove from Contact List] [Make Administrator] [Create User]

Edit User [Save] [Cancel]

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality on this page when users have forgotten their password and their security question and answer. As a best practice, instruct users to click Forgot Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email to the user with instructions to specify a new password and a new secret question and answer.

Selected User Information

Username: carmen user1
Email Address: csanchezmuniz@ariba.com
First Name: Carmen
Last Name: Sanchez
Office Phone: +1 (412) 2978069
 This user is the Ariba Discovery Contact ⓘ

[Reset Password]

Role Assignment

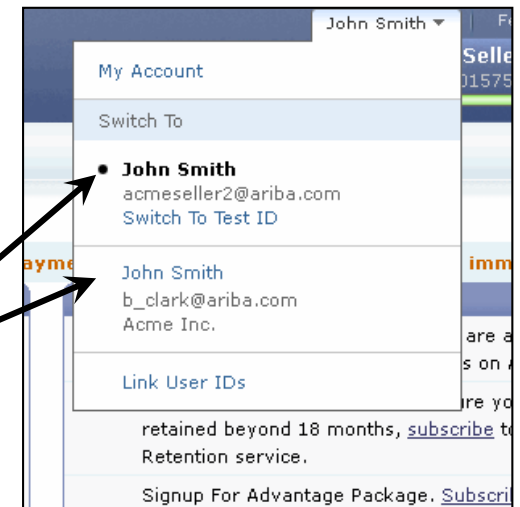
Roles	Name	Description
<input type="checkbox"/>	AR role	Invoice
<input type="checkbox"/>	AP Role	PO
<input type="checkbox"/>	Discovery	respond to postings on Discovery
<input type="checkbox"/>	Discount Mgmt	

Enhanced User Account Functionality

When clicking on your name in top right corner, you'll access the **User Account Navigator**. It enables you to:

- Quickly access your personal user account information and settings
- Link your multiple user accounts
- Switch to your test account

Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple user accounts.



Click on **My Account** to view your user settings.

Complete or update all required fields listed by an asterisks.

Note: If you change username or password, remember to use it at your next login.

Hide personal information if necessary by checking the box in Preferences section.

A screenshot of the "My Account" settings page. It has a title "My Account" and a note "* Indicates a required field". The page is divided into sections: "Account Information", "Security", and "Preferences". Under "Account Information", there are fields for "Username:" (with value "EMEASupplierEnablement@ar" and a "Change Password" link), "Email Address:" (with value "aticha@ariba.com"), "First Name:" (with value "EMEA"), "Middle Name:" (empty), and "Last Name:" (with value "Administrator"). Under "Preferences", there is a "Preferred Language:" dropdown menu set to "English".