

Managing User Data – Create User

Create Users

The sub tab titled “Create User” is used to create new Users. The Administrator will create a User Name and a temporary password. The Administrator will also assign a role to the new User.

To initiate this process click the box that indicates you have read the terms and data privacy statement, enter the new data and click save.



Yes, the user has read the data privacy statement and accepts the terms.

- Enter the new User data in the required fields (marked by an asterisk*)
 - User Name – User Names are required to begin with the digit ‘9’
 - Password – Create a temporary password, the User will be required to change it when they log in initially.
 - Confirm Password – Enter the temporary password created in the previous step
 - Title – Use the drop down menu to select the proper title
 - First Name - Enter the User’s first name
 - Last Name - Enter the User’s last name
 - E-Mail Address – Enter the User’s email address
 - Country – Please select the appropriate county
 - Company – this field is defaulted to your company
 - Telephone – Enter a valid phone number for the new User
- Assign a role
 - Select the box next to the role to be assigned. (The row will highlight when selected)



<input type="checkbox"/>	Administrator: Manages SUS Vendor Data	<input type="checkbox"/>	Administrator: Manages SUS Vendor Data
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- Click the save button (the user display screen defaults after clicking save)

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Welcome Mr. Baconator Wendys

Fairfax County VIRGINIA

Home Administration RFX / Auctions
Company Data Find User Create Users

Create User

Create User

Save

Data Privacy Statement

Add the text of your data privacy statement here.

The text can, for example, state that the administered vendors have consented to their data being saved and used.

If the personal data of a vendor has been entered in vendor administration, then it must be confirmed on the administration side that the vendor has read and accepted the data privacy statement.

You can maintain a text in transaction SE61 for this. In Customizing, you can make settings so that this text is used as a data privacy statement.

Yes, the user has read the data privacy statement and accepts the terms.

General User Information

*User Name

*Password

*Confirm Password

*Title Select:

*First Name

*Last Name

*E-Mail Address

*Country USA

*Company RSL TEST CANADIAN BIDDER0000000061

Roles

Description
Administrator: Manages SUS Vendor Data

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Contact Information

*Telephone

*Fax

*Department

Settings

Date Format MM/DD/YYYY

Decimal Format 12,345,687.90

Time Zone Eastern Time (New York)

Save UI Settings