

## General Instructions-Administrative Users

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Users with the Administrator role have the authority to manage company data, manage company product category (NIGP) codes and create and manage other users. Users from companies with the same TIN/EIN's will be created by an Administrative user to access the VIP. Administrative User accounts will be indicated by the Administration Tab when logged into the VIP.

NOTE: It is strongly recommended to create multiple company administrators. This is recommended for redundancy. It is a safeguard, should the company experience turnover or have multiple divisions that differ in deliverable product(s) or service categories.

This set of instructions will cover Administrative User Authority and functionality.

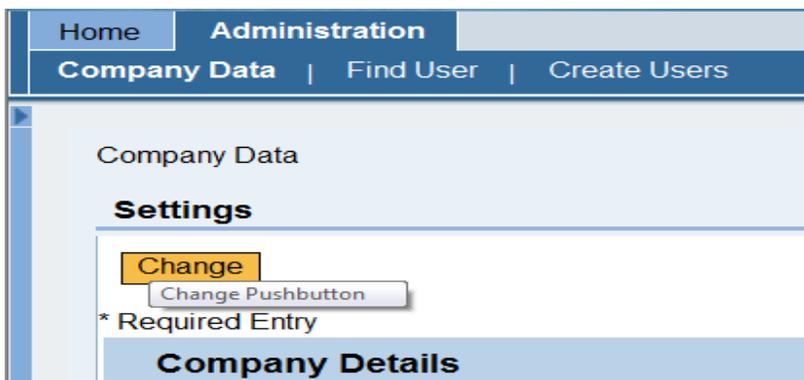
### **Administration Tab**

After Logging into the VIP and selecting the Administration tab, note its sub tabs: Company Data, Find User and Create Users.



### **Company Data**

The sub tab default is set to "Company Data". Administrators use this sub tab to manage company data. There are three sections on the tab that should be verified: Company Details, Address Data and Contact Data. To modify data in any of the fields select the change button:



For further instructions on managing Company Data proceed to [Managing Company Data](#).

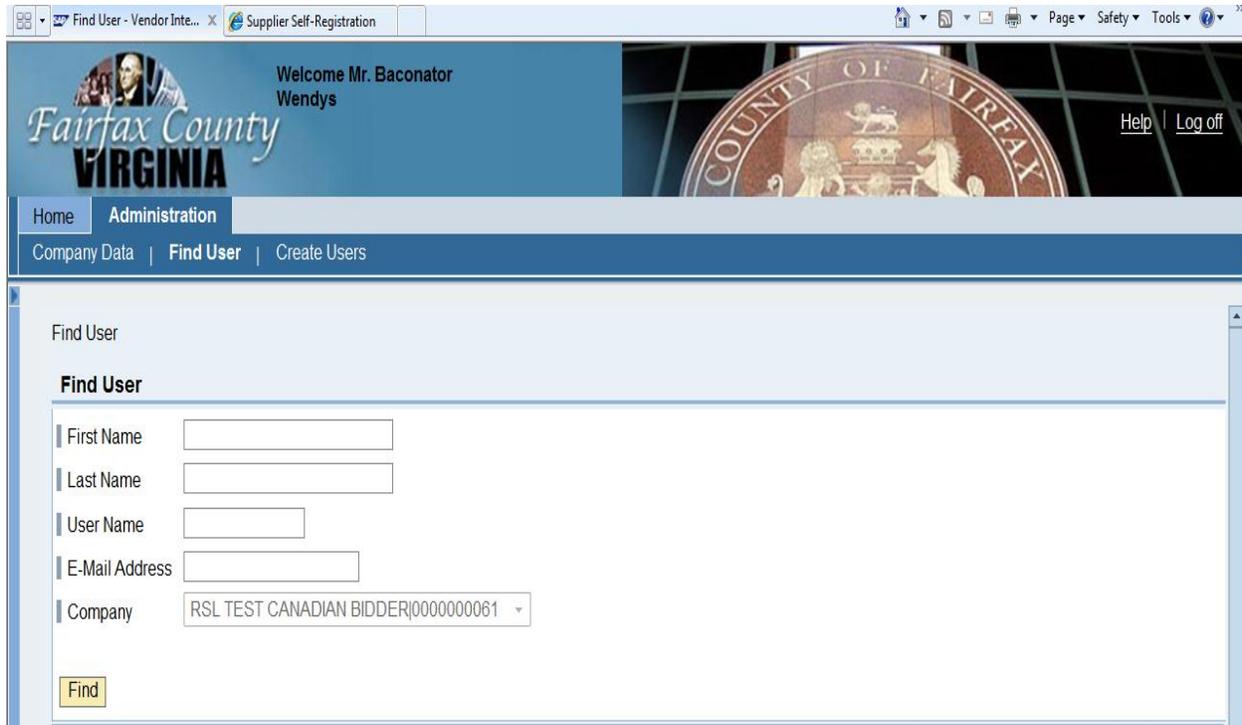
**NOTE: To keep data integrity with IRS records, Fairfax County Suppliers will have limited capabilities on this screen.**

# General Instructions-Administrative Users

## Find User

The sub tab titled “Find User” is used to identify an individual User. To find an individual user Administrators can search using any of the fields listed: First Name, Last Name, User Name or Email Address.

A wildcard search may be performed in any of the fields by entering a partial entry followed by an asterisk (\*) or a partial entry surrounded by asterisks. Additionally an Administrator can see the entire list of company users by simply selecting the Find button.



The screenshot shows a web browser window with two tabs: "Find User - Vendor Inte..." and "Supplier Self-Registration". The browser's address bar shows "Page", "Safety", and "Tools" menus. The page header features the "Fairfax County VIRGINIA" logo on the left and a "Welcome Mr. Baconator Wendys" message in the center. On the right, there is a "COUNTY OF FAIRFAX" seal and "Help | Log off" links. Below the header is a navigation menu with "Home" and "Administration" tabs. Under "Administration", there are three sub-tabs: "Company Data", "Find User" (which is selected), and "Create Users". The main content area is titled "Find User" and contains a search form with the following fields: "First Name", "Last Name", "User Name", "E-Mail Address", and "Company". The "Company" dropdown menu is currently set to "RSL TEST CANADIAN BIDDER|0000000061". A yellow "Find" button is located at the bottom left of the form.

For further instructions on the Find User sub tab proceed to [Find Users](#).

# General Instructions-Administrative Users

## Create Users

The sub tab titled "Create Users" is used to create new Users. The Administrator will receive a request to create a User from a company representative and 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.

The screenshot shows the 'Create User' form within the Fairfax County Virginia administrative interface. The header includes the county logo and a welcome message for Mr. Baconator Wendys. The navigation menu shows 'Home', 'Administration', and 'RFx / Auctions', with 'Create Users' selected under 'Administration'. The form itself has a 'Save' button and a 'Data Privacy Statement' section. This section contains instructions on how to write a privacy statement and a checkbox for accepting terms. Below this is the 'General User Information' section with input fields for 'User Name', 'Password', and 'Confirm Password'.

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 administrative 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

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

**General User Information**

\*User Name

\*Password

\*Confirm Password

For further instructions on managing Company Data proceed to [Creating a New User](#).