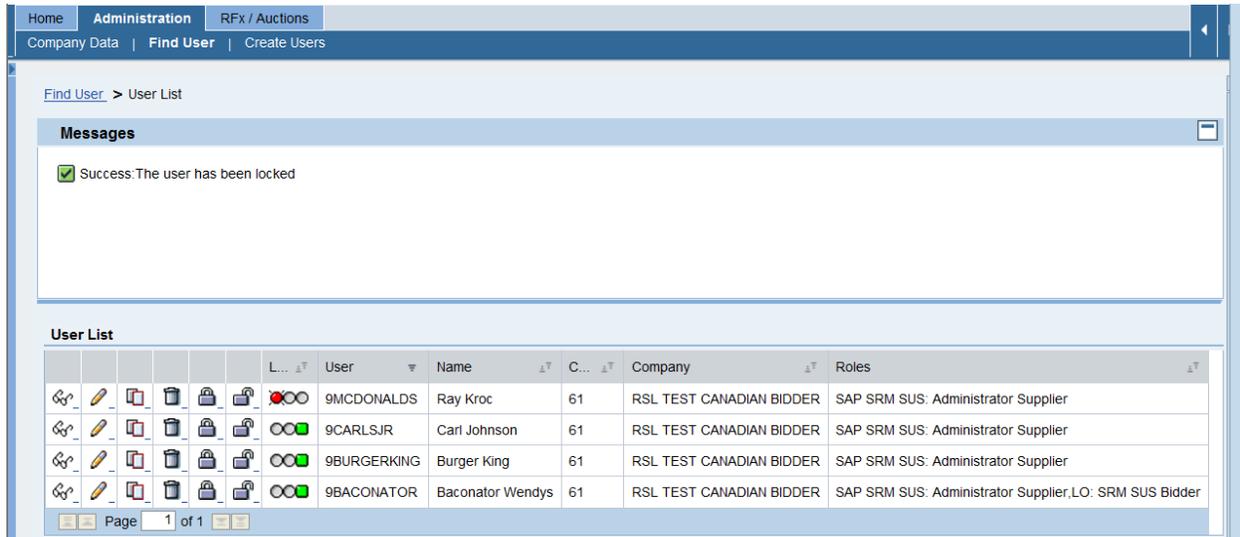


Managing User Data – Lock, Unlock User Accounts

Administrative Users have the ability to lock and unlock user accounts. This feature is used when a user has attempted too many login attempts (more than six) and the account is locked. Or at the user's request the account is locked.



The screenshot shows the SAP SRM Administration interface. The top navigation bar includes 'Home', 'Administration', and 'RFx / Auctions'. Below this, there are tabs for 'Company Data', 'Find User', and 'Create Users'. The main content area is titled 'Find User > User List'. A 'Messages' section displays a green checkmark and the text 'Success: The user has been locked'. Below the messages is a 'User List' table with columns for 'L...', 'User', 'Name', 'C...', 'Company', and 'Roles'. The table contains four rows of user data.

L...	User	Name	C...	Company	Roles
●●●	9MCDONALDS	Ray Kroc	61	RSL TEST CANADIAN BIDDER	SAP SRM SUS: Administrator Supplier
●●●	9CARLSJR	Carl Johnson	61	RSL TEST CANADIAN BIDDER	SAP SRM SUS: Administrator Supplier
●●●	9BURGERKING	Burger King	61	RSL TEST CANADIAN BIDDER	SAP SRM SUS: Administrator Supplier
●●●	9BACONATOR	Baconator Wendys	61	RSL TEST CANADIAN BIDDER	SAP SRM SUS: Administrator Supplier, LO: SRM SUS Bidder

Lock a user account

- Identify the user to be locked using the Find User sub tab.



- Select the lock icon next to the user

A confirmation message will appear confirming the action was successful. Additionally, the user status indicator light will turn from green to red indicating the account is locked.



This screenshot is a cropped version of the previous one, focusing on the 'Messages' section. It shows a green checkmark and the text 'Success: The user has been locked'.

Managing User Data – Lock, Unlock User Accounts

User unlocked indicator



User locked indicator



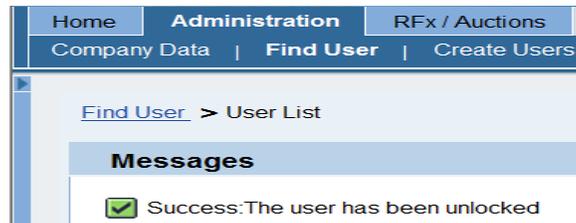
Unlock a user account

- Identify the user to be unlocked using the Find User sub tab.



- Select the unlock icon next to the user

A confirmation message will appear confirming the action was successful. Additionally, the user status indicator light will turn from red to green indicating the account has been unlocked.



User locked indicator



User unlocked indicator

