

Create a new user in 3 steps

1

The screenshot shows the top navigation bar of the SUPPLYON system. The menu items are: My SupplyOn, SupplyOn Services, Administration, and News. A dropdown menu is open under 'Administration', showing options: My User Account, My Substitutes, User Management (highlighted), and Customer Responsibility. A green callout bubble points to 'User Management' with the text 'Go to "User Management"'. The breadcrumb trail below the navigation bar reads: My SupplyOn > My SupplyOn:SupplyOn Services.

2

The screenshot shows the 'Create user' form within the 'User administration' section. The breadcrumb trail is: My SupplyOn > User administration. The form includes a 'Create user' button, a 'Filter' icon, a search bar, and 'Sort' and 'More' options. Below the navigation are two panels for 'Areas of responsibility'. The first panel is for 'SE-QAS_Advantech_DV' and the second for 'SE-QAS_Advantech_IMWT', both listing 'Company Administration, Order Fulfillment, Finance P...'. A third panel is partially visible at the bottom left, listing 'Order Fulfillment, Finance Processes, Shipping, Good...'. A green callout bubble points to a '+' icon in a 'Create user' button with the text 'Click here to create new users'.

3

The screenshot shows the 'Contact data' form for creating a user. A green callout bubble at the top right says 'Populate all the mandatory fields'. The form includes fields for: First name * (0 / 30), Last name * (0 / 50), Salutation *, Language * (English), E-mail * (0 / 200), Phone * (0 / 20), Mobile phone (0 / 20), and Country * (Taiwan). A note at the top right of the form states '* Marked fields are mandatory'. At the bottom are 'Cancel' and 'Save and close' buttons.

The screenshot shows the 'Areas of responsibility' table for creating a user. A green callout bubble at the bottom right says 'Save and Close'. The table has columns for Name, Description, and More information. The following table represents the data shown in the screenshot:

<input type="checkbox"/>	Name ↑	Description	More information
<input checked="" type="checkbox"/>	Company Administration	Company master data, u...	More information
<input checked="" type="checkbox"/>	Order Fulfillment, Financ...	Supply Chain Managem...	More information
<input type="checkbox"/>	Quality Management	Supplier Quality Manage...	More information
<input type="checkbox"/>	Sales	Sourcing to Contract, Pr...	More information
<input checked="" type="checkbox"/>	Shipping, Goods Receipt...	Shipping, goods receipts...	More information
<input checked="" type="checkbox"/>	Supply Chain Administra...	Dem...	More information

At the bottom are 'Cancel' and 'Save and close' buttons.