SUPPLYON USER MANAGEMENT
&
TIFS SCORECARD

user ID creation and access to TIFS scorecards

Version 2 – 15JUN2023

Tables of Contents

1

Create a New User ID

(only a user with the admin role "UMAdmin" can do these steps)

Open User Management
(click on "Administration" at top and choose "User Management" in dropdown)

Click on "Create User"

Fill in Mandatory Fields for New User

Important to Select the Correct Time Zone of New User

Set the Username and Password

Check Boxes for Areas of Responsibility

Click "Save and Close"

(an automatic email will be sent to new user)

DO Send Additional Email to New User about **Initial Password**

Done!

2

Give an Existing User ID Access to TIFS Scorecard
(only a user with the admin role "UMAdmin" can do these steps)

Open User Management
(click on "Administration" at top and choose "User Management" in dropdown)

Click on "More" and choose "Advanced User Administration"

Click on the "User Accounts" tab

Find the desired user ID, click on the down arrow icon next to the user ID name and choose "Change Roles"

There are two roles to assign to the user

Click "Expand" for the section called
Quality Management

☐ **Company Administration** (not assigned): Company master data, users and permissions.   Expand ⬇

☐ **Quality Management** (not assigned): Supplier Quality Management (QM).   Expand ⬇

☐ **Sales** (not assigned): Sourcing to Contract, Progress to Order and Supplier Management.   Expand ⬇

Other Roles   Expand ⬇

Check the box for Role
ProblemSolverUser

Quality Management (not assigned): Supplier Quality Management (QM).			Collapse
Role	**Status**	**Description**	
☐ BusinessDirectorySupplierStandard	assigned	Editing customized fields.	
☑ ProblemSolverUser	assigned	Problem Solver use. To process complaints the user must be created as customer responsible or be assigned to the case as team member.	
☐ ProjectMgmtSellerUser	assigned	Participate in projects.	
☐ TechReviewStandardSellerUser	not assigned	Display all Technical Reviews for company. Edit Technical Reviews in which user added into as part of team.	

Then...Click "Expand" for the section called **Other Roles**

☐ **Company Administration** (not assigned): Company master data, users and permissions.   Expand ⬇

☐ **Quality Management** (not assigned): Supplier Quality Management (QM).   Expand ⬇

☐ **Sales** (not assigned): Sourcing to Contract, Progress to Order and Supplier Management.   Expand ⬇

Other Roles   Expand ⬇   Expand ⬇

Check the box for Role **SCPM Analytics**

Other Roles		Collapse
Role	**Status**	**Description**
☐ SCPM AirSupply	not assigned	Grants the user access to the AirSupply SCPM service. Therein contained are reports which provide visibility about various performance-related topics in AirSupply.
☑ SCPM Analytics	not assigned	View of Supply Chain Performance Management Dashboards.
☐ SCPM Analytics (Mobile)	not assigned	Grants the user access to the mobile SCPM service. Therein contained are standard SCPM reports which were adapted for mobile devices.
☐ SCPM P2S	not assigned	Grants the user access to the Production to Supply service. Therein contained are reports which provide visibility about the status of production and stock levels.

Click the SAVE Button
Done!

To go back to the standard screen, click "User management: user accounts"

Click "Standard User Administration"
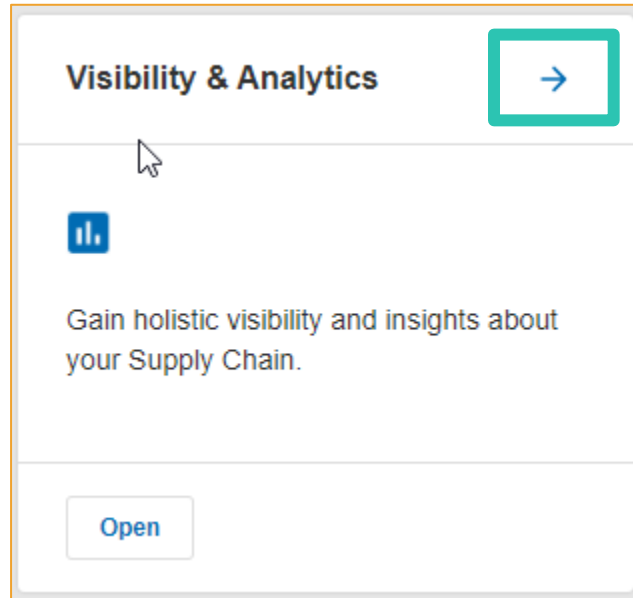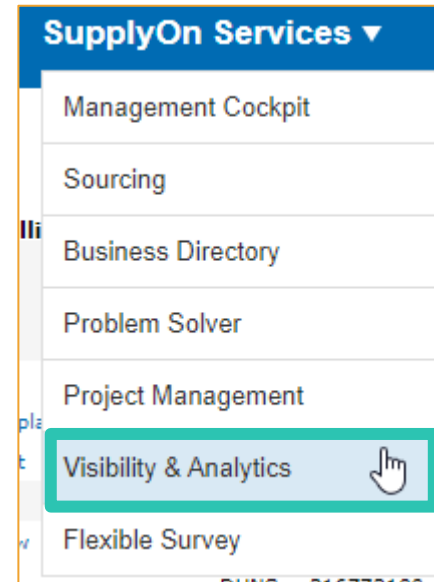
Done!

3

Navigate to TIFS Scorecard in SupplyOn

(only a user with the two roles assigned in previous slides can do these steps)

Go to "Visibility & Analytics"

(two ways)

Visibility & Analytics

→

Gain holistic visibility and insights about your Supply Chain.

Open

SupplyOn Services ▼

Management Cockpit

Sourcing

Business Directory

Problem Solver

Project Management

Visibility & Analytics

Flexible Survey

Click arrow for tile on home page   **OR**   Click "SupplyOn Services" menu at top of page and select "Visibility & Analytics"

The TIFS Scorecard Will Show
(you can filter for the month on right sidebar)