

# Aggiebuy ADMIN Quick Reference Guide

## Adding roles to a user:

You can search for a user by using either the Administer Fly out menu or by selecting “Search for users” under “Managing Users”

The screenshot displays the Aggiebuy ADMIN interface. The left sidebar contains a navigation menu with the following items: Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The Administer menu is expanded, showing a flyout menu with the following options: Administration, Manage Users, Shopping Settings, and Find and Fix Errors. The Manage Users option is highlighted, and a red arrow points to it. The main content area shows the "Managing Users" section, which includes the following options: Add New User, Search for Users (circled in red), View Pending User Registrations, Configure Departments and Positions, and Manage User Roles. The "Search for Users" option is also highlighted with a red circle. The interface includes a top navigation bar with the Texas A&M University logo, a search bar, and a user profile dropdown. The main content area also features an "Organization Message" section with the AggieBuy logo and a "Welcome to Texas A&M University's Purchasing and e-Commerce Website!" message. Other sections include "Document Search", "Shortcuts", "Approvals", "My Saved Searches", "My Draft Carts", "Managing Catalogs and Suppliers", "Managing Workflow", "Reporting and Analysis", "Online Searchable Help", "System Message", "Printed Handbooks", and "Search for a Solution".

# Aggiebuy ADMIN Quick Reference Guide

Search for a user by using either their UIN/User name, first name, Last name, etc. then click “Search”

The screenshot shows a web browser window displaying the Aggiebuy ADMIN interface. The browser's address bar shows the URL: <https://solutions.sciquest.com/apps/Router/UserSearch?tmstmp=1498843665612>. The browser's taskbar at the top lists various applications including ACU, 360, UStream, ATT, Chase, FRow, Cap1, Sears, BTU, NY&C, Depot, ONavy, PayPAMS, FitPal, Diet, Auction, Turbo, Med, Suddenlink, Citibank, Guitar, Car, Care Credit, Yarn, and MCM. The user's name, Maryjo Derrick, and a search bar are visible in the top right corner.

The Aggiebuy ADMIN interface features a dark red sidebar on the left with navigation options: Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area is titled "Search for Users" and includes a "User Search" section with the following fields:

- First Name:
- Last Name:
- User Name:
- Email:
- Status:
- Business Unit:
- Ordering Department:
- Position:
- Role:
- Registered Mobile Device:

Buttons for "Create User" and "Actions" are located in the top right of the search section. A "Search" button is positioned at the bottom right of the search form.

# Aggiebuy ADMIN Quick Reference Guide

This will bring you to the user's profile. Click on "User Roles and Access" then "Assigned Roles".

The screenshot displays the user profile for Maryjo Derrick in the Aggiebuy ADMIN system. The browser address bar shows the URL: [https://solutions.sciquest.com/apps/Router/UserManagementUserIdentification?ParamSelectedTab=Nav\\_UsrSearch&UserId=1893286&tmstmp=1498843829036](https://solutions.sciquest.com/apps/Router/UserManagementUserIdentification?ParamSelectedTab=Nav_UsrSearch&UserId=1893286&tmstmp=1498843829036). The user's name is Maryjo Derrick, and the user ID is 509009854. The page is divided into two main sections: a left sidebar menu and a main content area. The sidebar menu includes options like Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The 'Administer' menu is expanded, showing 'User Roles and Access' and 'Assigned Roles'. The main content area displays the user's profile details, including their name, phone number, email address, and business unit. A 'Save' button is visible at the bottom of the profile details.

**Maryjo Derrick**  
User Name 509009854

**User's Name, Phone Number, Email, etc.**

First Name	Maryjo
Last Name	Derrick
Phone Number	+1 (979) 458-4340
Country Code, Area, Phone Number, Extension	
<b>E-mail Address</b>	mjd0815@tamu.edu
Business Unit	02-Texas A&M University (02)
Ordering Department	02-FISC-OPS (02-FISC-OPS)
<b>User Name</b>	509009854
Authentication Method	LoginXML

Organization Terms and Conditions accepted on 1/3/2014 3:35 PM Terms and Conditions

[Save](#)

**Administer**

- User Profile and Preferences
- User's Name, Phone Number, Email, etc.**
- Language, Time Zone and Display Settings
- App Activation Codes
- Update Security Settings
- Default User Settings
- User Roles and Access
- Assigned Roles**
- Access
- Price File Approvals
- Assign Business Unit Administration
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences
- User History
- Administrative Tasks

<https://solutions.sciquest.com/apps/Router/UserManagementRoles?UserId=1893286&tmstmp=1498843829355>

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Add or remove roles by selecting a role and using the arrow buttons. Once the user has the appropriate roles click "Save"

The screenshot displays the Aggiebuy ADMIN interface. The browser address bar shows the URL: <https://solutions.sciquest.com/apps/Router/UserManagementRoles?UserId=2843142&tmstmp=1498844090568>. The user is logged in as Maryjo Derrick. The breadcrumb navigation is: Administer > Manage Users > Search for Users > By Departmental Accounting Services 02-ANSC > Assigned Roles. The left sidebar menu includes: Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, Administer (selected), and Setup. Under 'Administer', the 'Assigned Roles' option is selected. The main content area shows the 'Assigned Roles' configuration for user '02-ANSC-DAS'. It features two panels: 'Automatic Roles' (containing '00-Shopper') and 'Select Role' (containing a list of roles including '00-Invoice Review Supervisor', '00-Sourcing & Contract Admin', '00-Sourcing Approver', '00-Sourcing Stakeholder', '02-View Only', '02-AVP', '02-AIM User', '02-Approver', '02-Assign New Supplier', '02-Buyer', and '02-Buyer Assistant'). A red arrow points to the right-pointing arrow button between the two panels. Below the 'Select Role' panel, it states 'No Business Unit Roles available'. A 'Save' button is located at the bottom right of the configuration area.