

Aggiebuy ADMIN Quick Reference Guide

Creating a User:

If you have searched for a user and found no results you may need to create the user.

You can do this by hovering over “Administer” on the fly out menu, choosing “Administration” and then “Admin Home”.

The screenshot displays the AggieBuy ADMIN web application interface. The browser address bar shows the URL: <https://solutions.sciquest.com/apps/Router/Home?tmstamp=1498808870603>. The page header includes the Texas A&M University logo and the AggieBuy logo with the tagline "purchasing made easy". The user is logged in as Marjo Derrick with a balance of 0.00 USD. The main navigation menu on the left includes Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The "Administer" menu is expanded, showing a dropdown with the following options: Administration (Manage Organization Dashboards, Admin Home, View Import and Export Results), Manage Users, Shopping Settings, and Find and Fix Errors. A red arrow points from the "Administer" menu item to the "Administration" sub-menu. The main content area displays various supplier logos and categories, including Office Supplies / Furniture (TEJAS, HBI, TAMU PRINT) and MRO / Facilities (BURGOON GRAINGER).

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Click on “Add New User” at the top pf the page under “Managing Users”

The screenshot displays the AggieBuy ADMIN interface. The browser address bar shows the URL: <https://solutions.sciquest.com/apps/Router/HomeAdmin?tmstmp=1498842722690>. The page 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 "Admin Home" and includes a breadcrumb trail: "Administer > Administration > Admin Home > Admin Home".

The central dashboard contains several widgets:

- Organization Message:** Features the AggieBuy logo and a welcome message: "Welcome to Texas A&M University's Purchasing and e-Commerce Website!". It also provides links for the latest news and training information.
- Managing Users:** This section is highlighted with a red circle. It includes the "Add New User" link, "Search for Users", "View Pending User Registrations", "Configure Departments and Positions", and "Manage User Roles".
- Managing Catalogs and Suppliers:** Includes "Search for a Supplier", "Hosted Catalog Content Administration", "Hosted Catalog Price Sets", and "Manage Shopping Showcase".
- Managing Workflow:** Lists "Requisition Workflow Folders", "Purchase Order Workflow Folders", "Invoice Workflow Folders", "Manage Custom Fields", and "Manage Form Types".
- Reporting and Analysis:** Includes "Spend Summary Reports" and "Purchasing Reports".
- System Message:** Displays "Organization space usage: 319,406 MB".
- Printed Handbooks:** Lists "Accounts Payable Handbook", "Basics Handbook", "Contract Lifecycle Management Hand...", "Shopping Handbook", "Sourcing Director Handbook", and "Total Supplier Manager Handbook".
- Search for a Solution:** Provides links to "Access the Product Release Library", "Get Help From Your Peers", "Search for an answer, review, and FAQs", "Submit an Incident", "Supplier Enablement Process Overview", and "View end user training snippets".
- Action Items:** A section for tracking tasks.

At the bottom left, there is a "Menu Search (Alt+M)" icon. The top right corner shows the user name "Maryjo Derrick", a search bar, and a "Logout" button.

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Enter the user's information:

E-mail address and **User Name** (User's UIN) are required fields. The other information can be entered if known, however, it will also populate once the user logs in through SSO. Once everything is entered, click on "Create"

The screenshot shows a web browser window displaying the 'Create User' form in the Aggiebuy ADMIN system. The browser's address bar shows the URL: <https://solutions.sciquest.com/apps/Router/CreateUser?tmstamp=1498843093779>. The page header includes the Texas A&M University logo and the user's name, 'Maryjo Derrick'. The left sidebar contains navigation options: Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area is titled 'User Identification' and contains the following fields:

- First Name**: Text input field.
- Last Name**: Text input field.
- Phone Number**: Text input field with a note: 'Country Code, Area, Phone Number, Extension'.
- E-mail Address**: Text input field.
- Business Unit**: Dropdown menu.
- Ordering Department**: Dropdown menu.
- User Name**: Text input field with a note: 'User Names are not case sensitive.'
- Password**: Text input field.
- Confirm Password**: Text input field with a note: 'Passwords are case sensitive. The minimum password length is 8. Passwords must meet complexity requirements.'
- Question**: Dropdown menu with the prompt: 'Please enter a question and answer that we can prompt you with should you ever forget your password.'
- Authentication Method**: Dropdown menu with the value 'Local' selected.

A blue 'Create' button is located at the bottom right of the form.

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This will take you to the user's profile. You will need to change the **Authentication Method** from "Local" to "LoginXML" in the dropdown and click on "Save". This will allow the user to log in through SSO.

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

First Name	<input type="text" value="Denise"/>
Last Name	<input type="text" value="Hornsby"/>
Phone Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	<small>Country Code, Area, Phone Number, Extension</small>
E-mail Address	<input type="text" value="kudh2003@tamuk.edu"/> Email User
Business Unit	<input type="text" value="28-Texas A&M Engineering Experiment"/>
Ordering Department	<input type="text" value="28-AMKV (28-AMKV)"/>
User Name	<input type="text" value="██████████"/>
Authentication Method	<input type="text" value="Local"/>
	<input type="button" value="Save"/>

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

First Name	Denise
Last Name	Hornsby
Phone Number	
	<small>Country Code, Area, Phone Number, Extension</small>
E-mail Address	kudh2003@tamuk.edu
Business Unit	28-Texas A&M Engineering Experiment Station (28)
Ordering Department	28-AMKV (28-AMKV)
User Name	<input type="text" value="██████████"/>
Authentication Method	<input type="text" value="LoginXML"/>
	<input type="button" value="Save"/>