

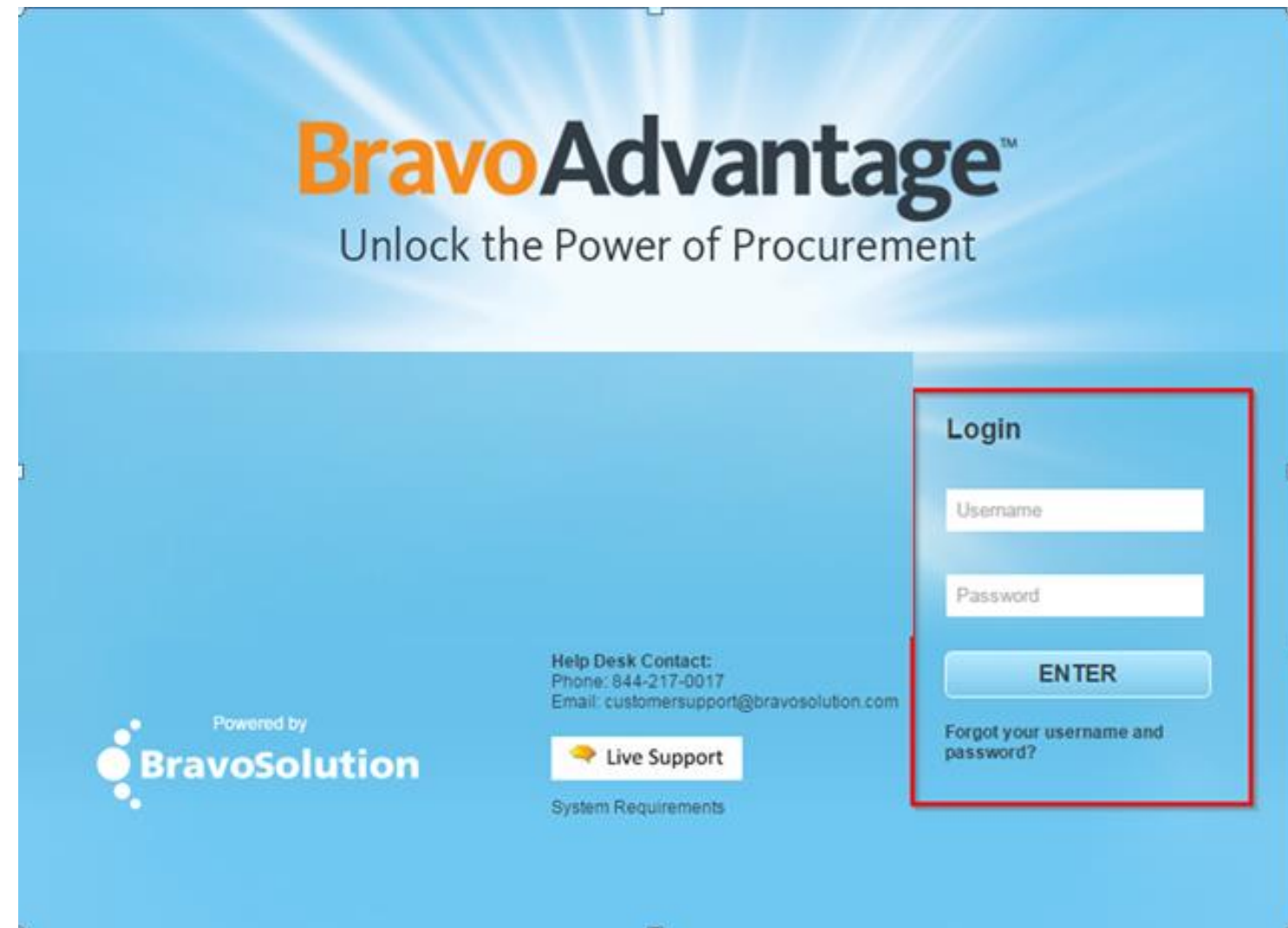
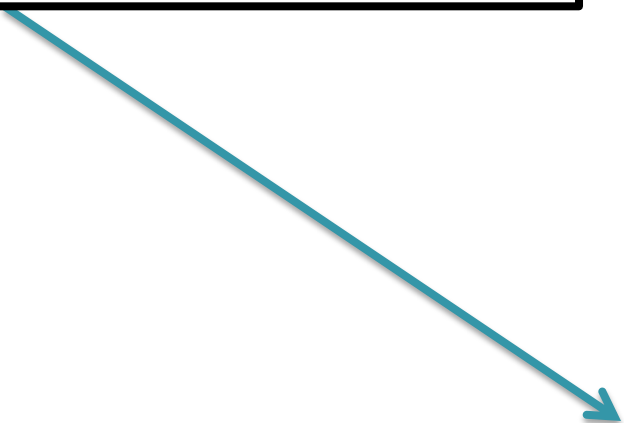
Supply Management Solutions

# BravoSolution Supplier User Management



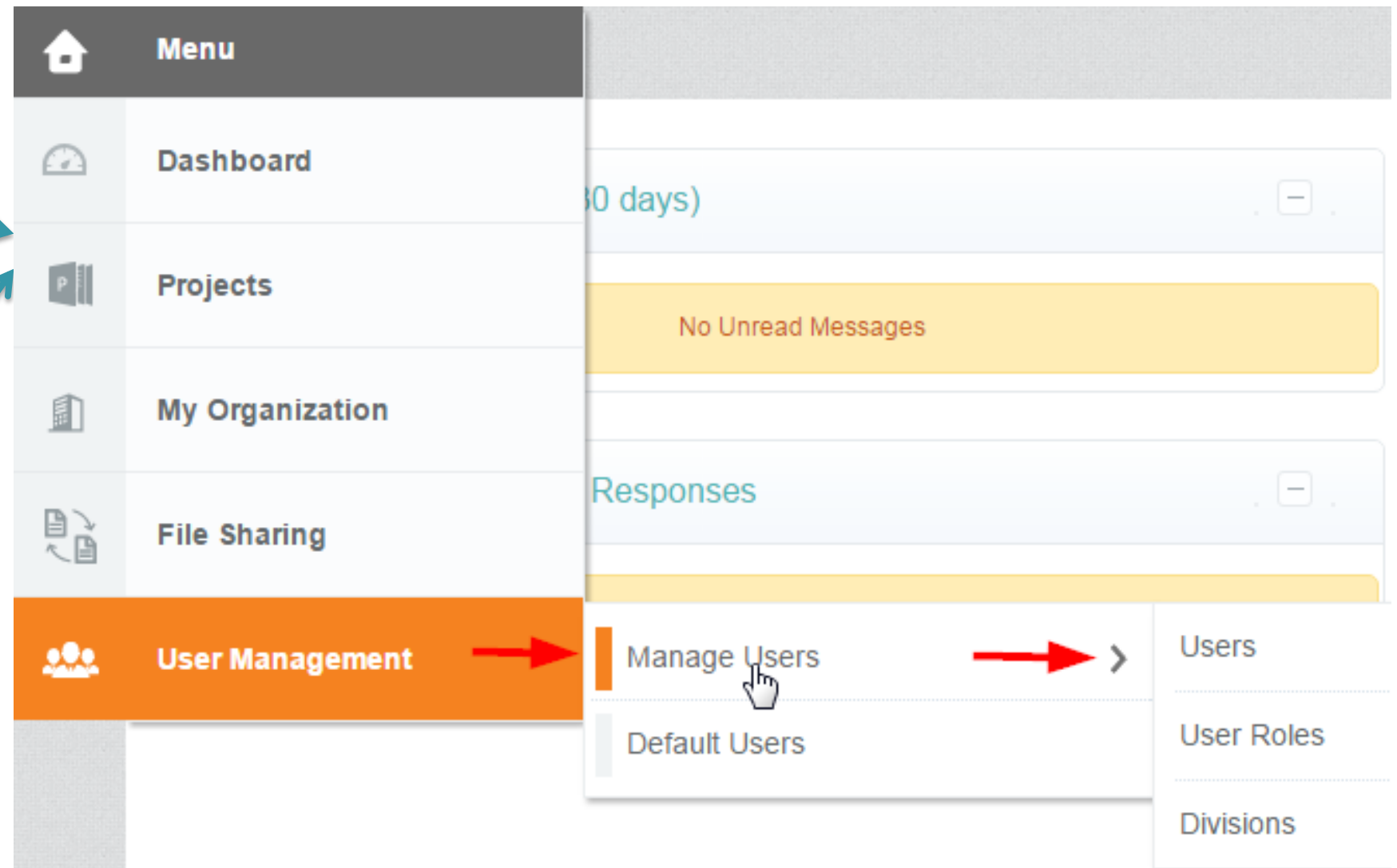
- Supplier organizations can create multiple users that help manage different tasks and respond to different sections or events within the portal
  - RFxs
  - Auctions
  - Contracts

After you registered as a Supplier, you can login with your “**Username**” & “**Password**”. Once logged in, the Supplier Super User has the ability to create new users & edit their rights.



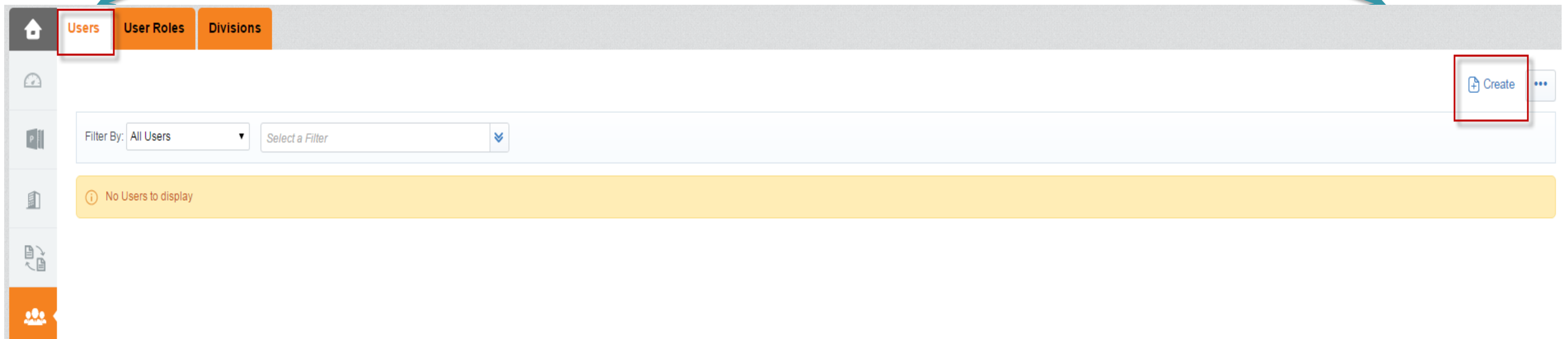
Selecting **“Manage User”** allows the Supplier Super User to create new **“Users, User Roles, & Divisions”**, as well as setting their **“Default User”**.

For successful use of the portal, it is recommended that each user have their own account and login credentials. Creating additional users gives supplier organizations the ability to access the tool & their respective RFX's from multiple accounts. Note, only one account can respond to an RFX at a time. Other user accounts will be directed to a read-only view if a user is currently responding.



Sharing login information and / or working in the same user account from different web browsers and devices is NOT advised. This will create an error when the two users are making changes at the same time and the updates may not be saved.

To add a new User, select the **“Users”** section, followed by **“Create”**.



New User

Save

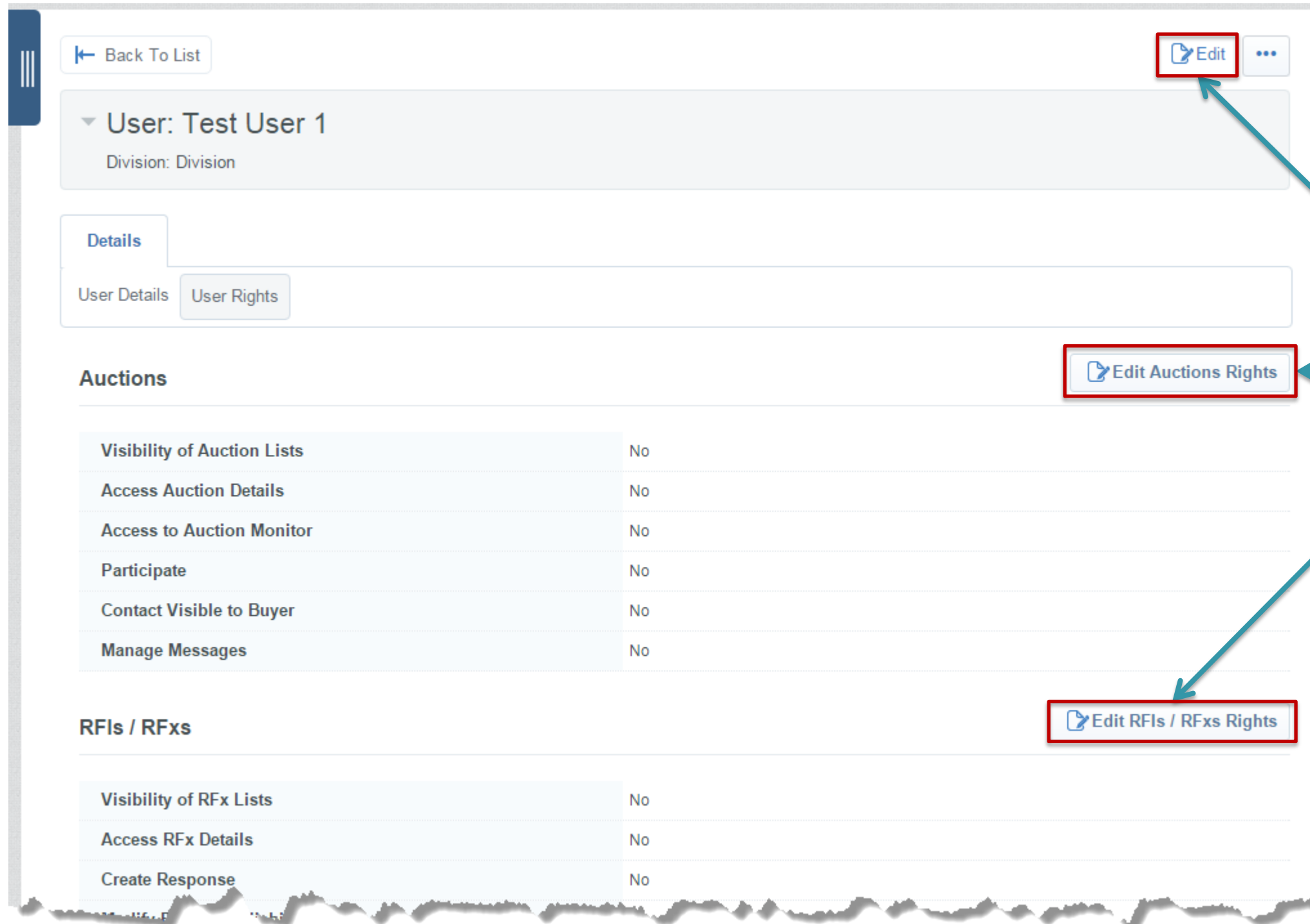
Cancel

## User Details

* Last Name	<input type="text"/>
* First Name	<input type="text"/>
User Tag for Codes	<input type="text"/>
* E-mail	<input type="text"/>
* Telephone Number	<input type="text"/>
The Mobile phone number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.	<input type="text"/>
* Division Name	Division <input type="text"/>
Department	--- <input type="text"/>
Role Name	--- <input type="text"/>
* Choose your Username and check it is not already in use.	<input type="text"/>
* Preferred Language	--- <input type="text"/>
* Time Zone	(GMT - 5:00) Eastern Time (US & Canada), New York, Indianapolis <input type="text"/>
* Use High Contrast Stylesheet	No <input type="text"/>
* Use Accessible Controls by default	No <input type="text"/>
External Code	<input type="text"/>

Enter the **“User Details”** information into the respective fields & select **“Save”**. Note, fields with a (\*) are mandatory.

If **“User Roles”** have been created, select the respective **“Role Name”** & their rights will be auto-populated once **“User Details”** is saved. If not, refer to the next slide.



The screenshot shows the 'User Rights' configuration page for 'Test User 1'. At the top, there is a 'Back To List' button and an 'Edit' button. Below the user name, there are tabs for 'Details', 'User Details', and 'User Rights'. The 'Auctions' section contains a table of rights and an 'Edit Auctions Rights' button. The 'RFIs / RFxs' section contains a table of rights and an 'Edit RFIs / RFxs Rights' button. Red boxes highlight the 'Edit' button, the 'Edit Auctions Rights' button, and the 'Edit RFIs / RFxs Rights' button. Blue arrows point from a text box on the right to these three buttons.

← Back To List

**User: Test User 1**  
Division: Division

Details  
User Details User Rights

**Auctions**

Visibility of Auction Lists	No
Access Auction Details	No
Access to Auction Monitor	No
Participate	No
Contact Visible to Buyer	No
Manage Messages	No

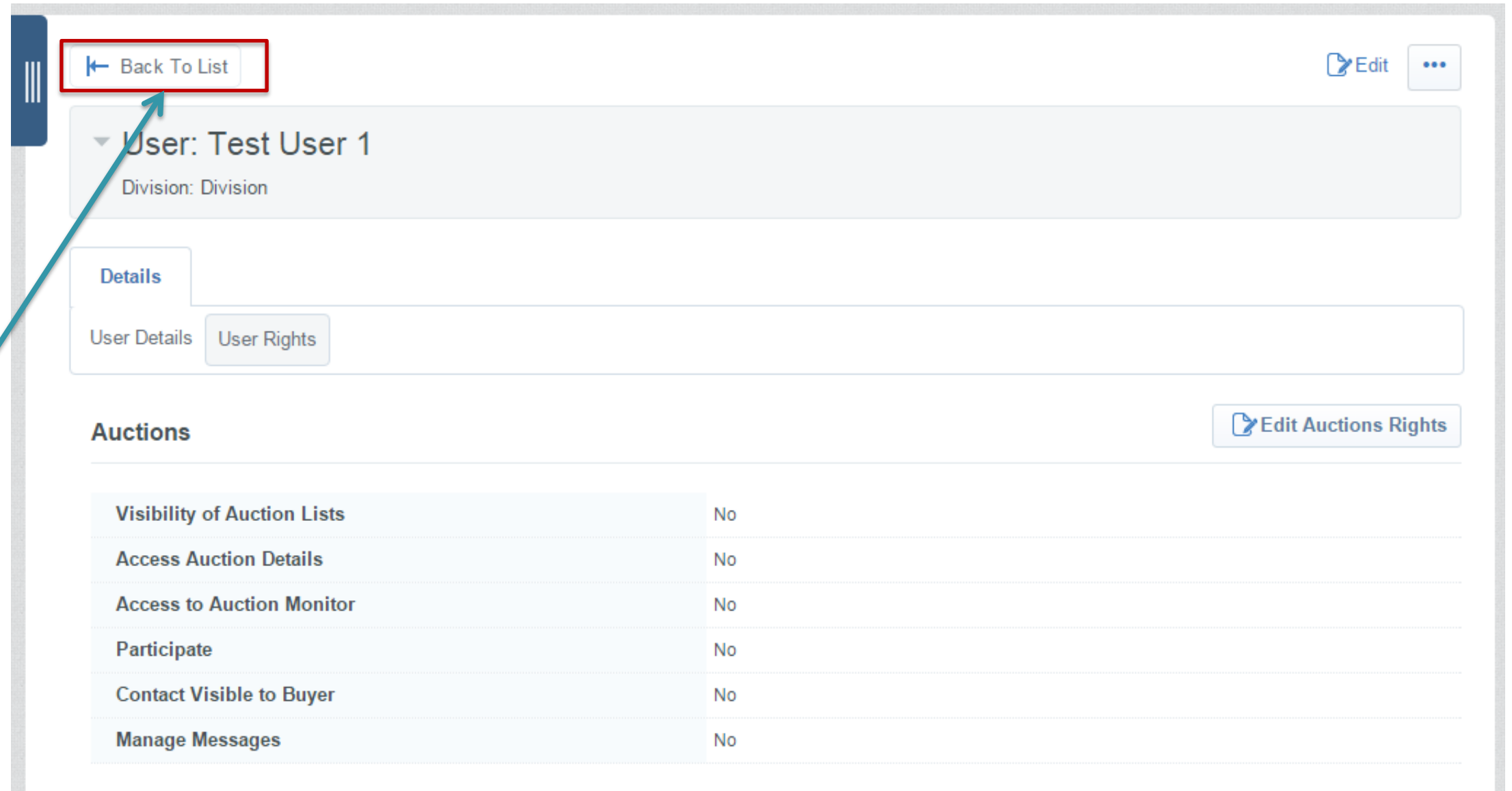
**RFIs / RFxs**

Visibility of Rfx Lists	No
Access Rfx Details	No
Create Response	No

Edit Edit Auctions Rights Edit RFIs / RFxs Rights

Select **“Edit”** to adjust all **“User Rights”** simultaneously; or select the respective section’s **“Edit”** button to adjust only that section.

Once the Supplier Super User has made the “**User Rights**” adjustments, select “**Save**” & “**Back To List**” to be directed back to the “**User Management**” page.



← Back To List

⌵ User: Test User 1  
Division: Division

Details

User Details User Rights

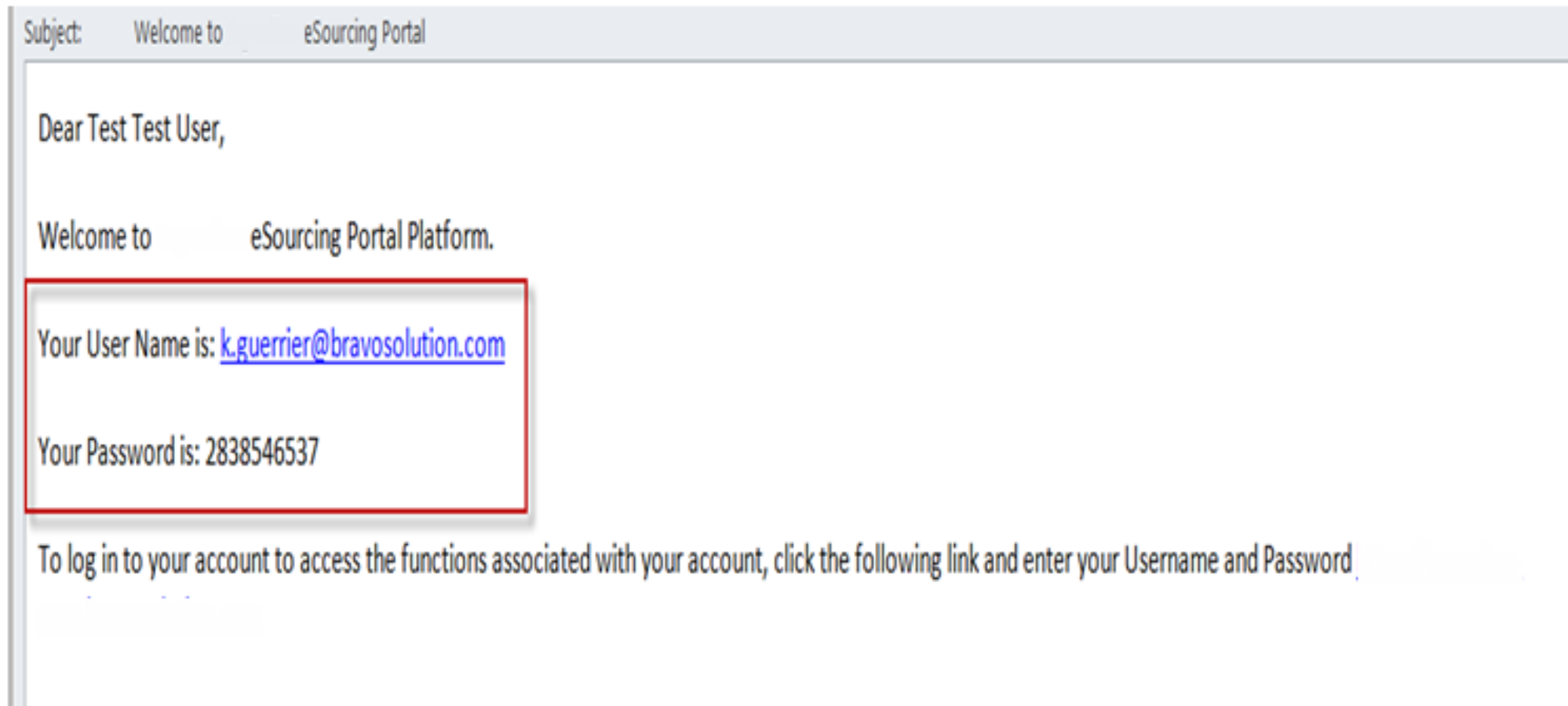
Auctions

Edit Auctions Rights

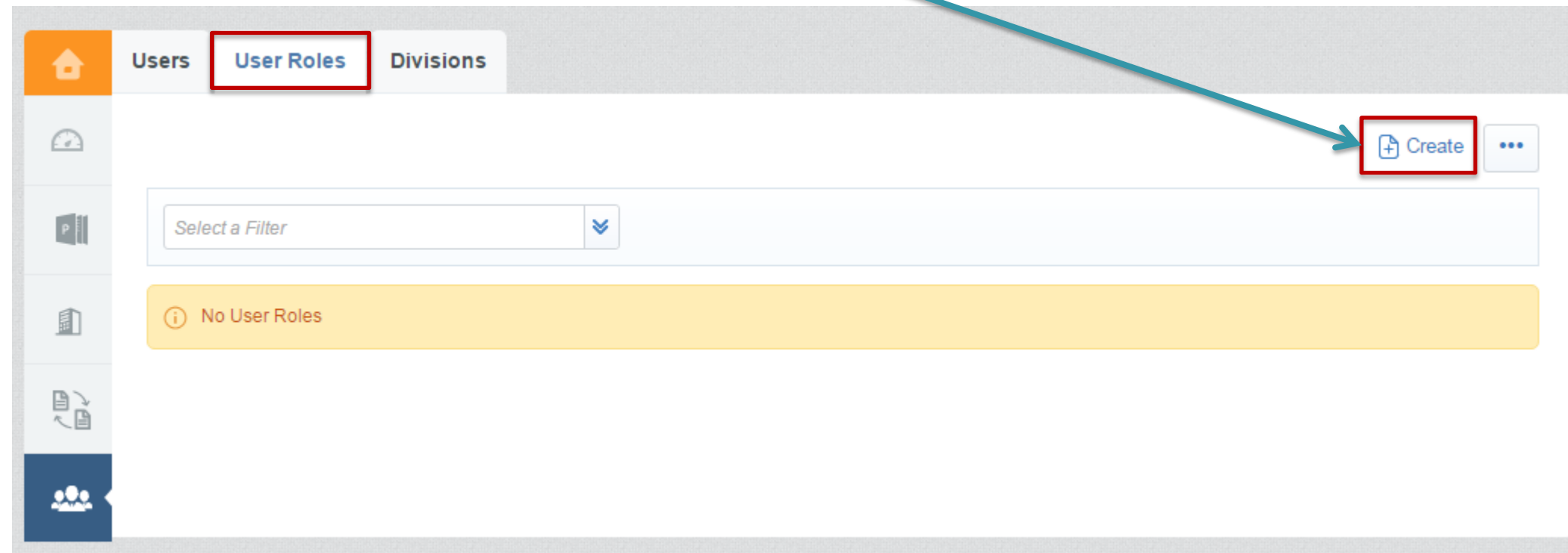
Visibility of Auction Lists	No
Access Auction Details	No
Access to Auction Monitor	No
Participate	No
Contact Visible to Buyer	No
Manage Messages	No



New users will receive an email containing their “**Username**” & Temporary “**Password**”. They will create their permanent password following their initial login.



To add a new User Role, select the “**User Roles**” section, followed by “**Create**”. This allows the Supplier Super User to quickly assign permissions to users by selecting the user’s role.



### New Role

#### General Settings

* Role Name	<input type="text"/>
* Shared Role	No ▼

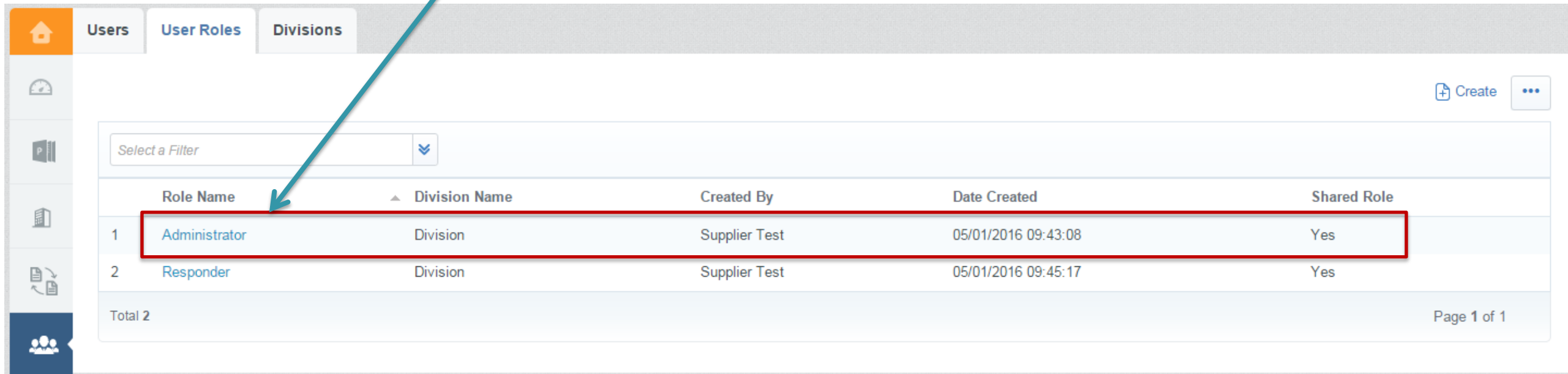
#### Auctions

* Visibility of Auction Lists	No ▼
* Access Auction Details	No ▼
* Access to Auction Monitor	No ▼
* Participate	No ▼
* Contact Visible to Buyer	No ▼
* Manage Messages	No

The Supplier Super User will be directed to the “**User Role**” page. Set the rights for the role. Note, once created these rights can be modified by selecting “**Edit**”, similar to editing a single user’s rights.

# Edit User Role Rights

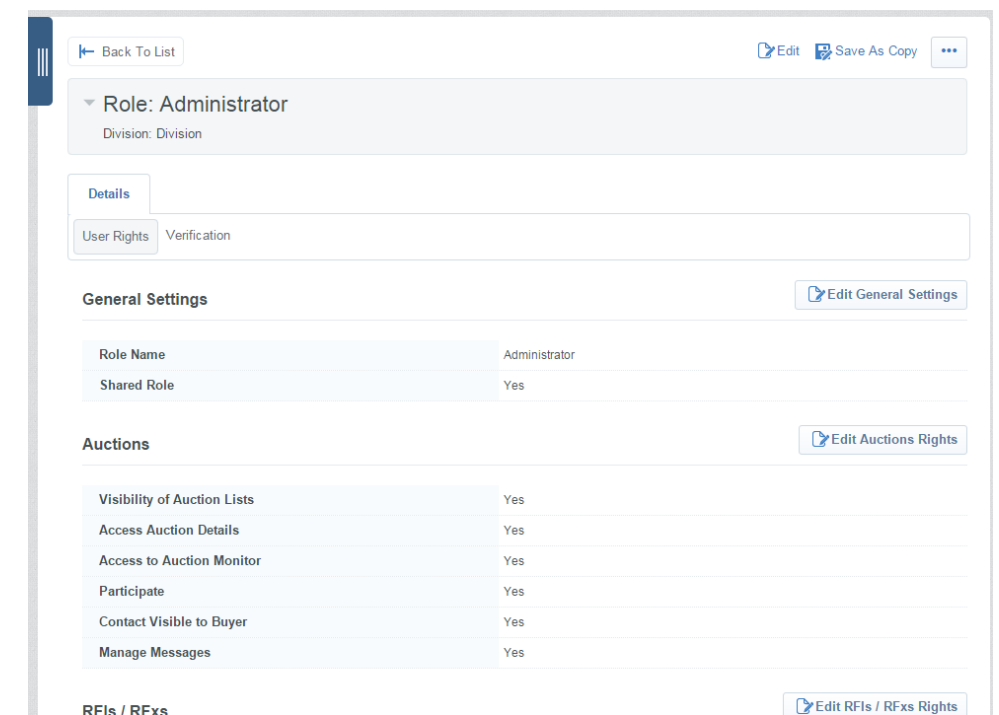
Select one of the User Roles to be directed to the “**User Rights**” page.



	Role Name	Division Name	Created By	Date Created	Shared Role
1	Administrator	Division	Supplier Test	05/01/2016 09:43:08	Yes
2	Responder	Division	Supplier Test	05/01/2016 09:45:17	Yes

Total 2 Page 1 of 1

Within each “**User Role**”, the Supplier Super User can “**Edit**” that specific role’s “**User Rights**”.



Back To List Edit Save As Copy

Role: Administrator  
Division: Division

Details

User Rights Verification

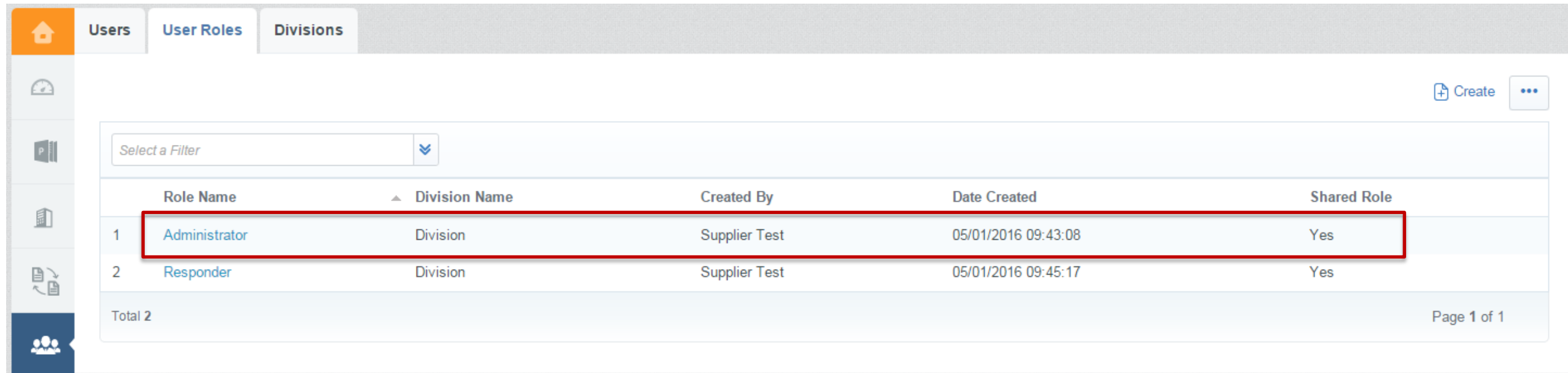
General Settings Edit General Settings

Role Name	Administrator
Shared Role	Yes

Auctions Edit Auctions Rights

Visibility of Auction Lists	Yes
Access Auction Details	Yes
Access to Auction Monitor	Yes
Participate	Yes
Contact Visible to Buyer	Yes
Manage Messages	Yes

RFIs / RFxs Edit RFIs / RFxs Rights



	Role Name	Division Name	Created By	Date Created	Shared Role
1	Administrator	Division	Supplier Test	05/01/2016 09:43:08	Yes
2	Responder	Division	Supplier Test	05/01/2016 09:45:17	Yes

Total 2 Page 1 of 1

▼ Role: Administrator  
Division: Division

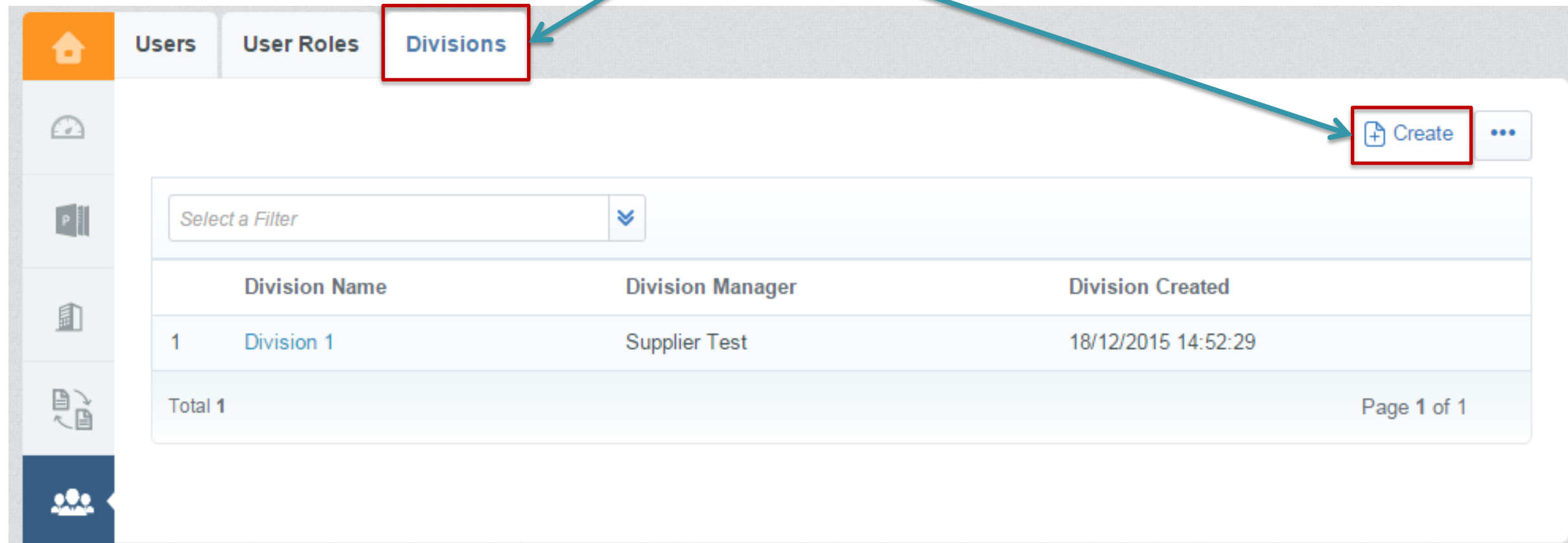
Details

User Rights **Verification**

*No Users assigned this Role have modified Rights*

Within each User Role, the “**Verification**” section shows “**Users**” with rights that differ from their assigned role.

To add a new Division, select the “**Divisions**” page, followed by “**Create**”. Divisions can be used to segregate supplier users into separate business units, divisions, etc., but are not required. The default Division is “**Division**”.



The screenshot displays the BravoSolution interface for the 'Divisions' page. The top navigation bar includes 'Users', 'User Roles', and 'Divisions', with 'Divisions' selected. A 'Create' button is visible in the top right corner. Below the navigation is a filter dropdown and a table with the following data:

	Division Name	Division Manager	Division Created
1	Division 1	Supplier Test	18/12/2015 14:52:29
Total 1			Page 1 of 1

New Division

Save Cancel

**Division Details**

\* Division Name

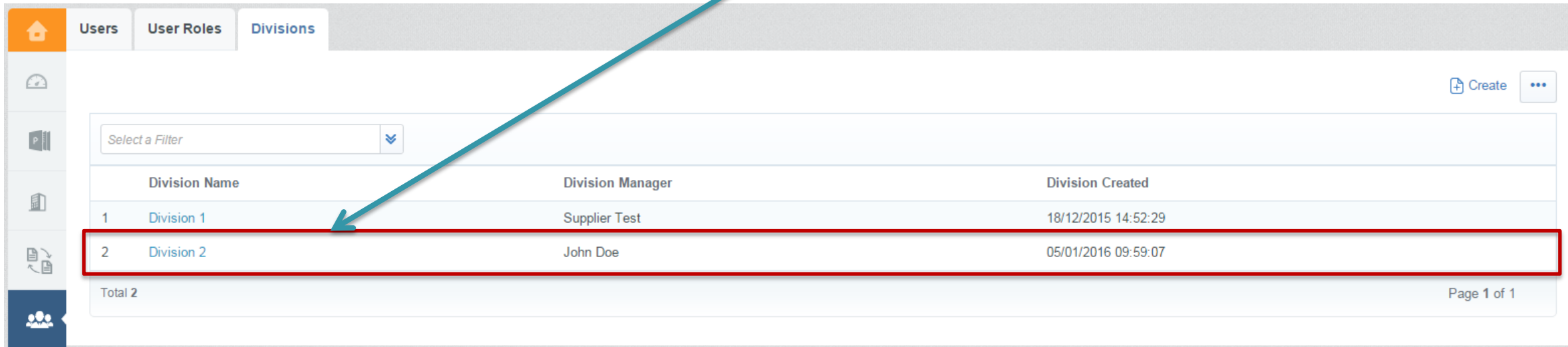
Division Title

Division Tag for Codes

\* Division Manager  
John Doe ▼

Enter the “**Division Details**”. Note, fields with a (\*) are mandatory.

Select one of the Divisions to be directed to “Divisions Details” page.



	Division Name	Division Manager	Division Created
1	Division 1	Supplier Test	18/12/2015 14:52:29
2	Division 2	John Doe	05/01/2016 09:59:07

Total 2 Page 1 of 1

▼ Division: Division 2  
Manager: John Doe

Details

Division Details Users Visibility Departments Verification

Within each Division, the Supplier Super User can view the “**Users**”, “**Visibility**”, “**Departments**” and “**Verification**” for that specific Division.



Users User Roles Divisions

Create ...

Select a Filter

	Division Name	Division Manager	Division Created
1	Division 1	Supplier Test	18/12/2015 14:52:29
2	Division 2	John Doe	05/01/2016 09:59:07

Total 2 Page 1 of 1

▼ Division: Division 2  
Manager: John Doe

Details

Division Details **Users** Visibility Departments Verification

Export List

Select a Filter

	Last Name	First Name	Role Name
1	Doe	John	

Total 1 Page 1 of 1

**Within each Division, the Supplier Super User can view the “Users” for that specific Division.**

Users User Roles Divisions

Create

Select a Filter

Division Name	Division Manager	Division Created
1 Division 1	Supplier Test	18/12/2015 14:52:29
2 Division 2	John Doe	05/01/2016 09:59:07

Total 2 Page 1 of 1

Division: Division 2  
Manager: John Doe

Details

Division Details Users **Visibility** Departments Verification

Edit

Select a Filter

Division Name	Is the current division able to see this Division and related Users?
1 Division 1	No

Total 1 Page 1 of 1

**Within each Division, the Supplier Super User can view and set the “**Visibility**” for that specific Division. Divisions can be set to be visible to other specific divisions.**

Users User Roles **Divisions**

Create ...

Select a Filter

	Division Name	Division Manager	Division Created
1	Division 1	Supplier Test	18/12/2015 14:52:29
2	Division 2	John Doe	05/01/2016 09:59:07

Total 2 Page 1 of 1

▼ Division: Division 2  
Manager: John Doe

Details

Division Details Users Visibility Departments **Verification**

No Users in this Division have modified Rights

Within each Division, the “**Verification**” section shows “**Users**” with rights that exceed the Division Manager.

Users User Roles Divisions

Create

Select a Filter

Division Name	Division Manager	Division Created
1 Division 1	Supplier Test	18/12/2015 14:52:29
2 Division 2	John Doe	05/01/2016 09:59:07

Total 2 Page 1 of 1

Division: Division 2

Manager: John Doe

Details

Division Details Users Visibility **Departments** Verification

+ Add

Department Name
1 Department 1

Within each Division, the Supplier Super User can add “**Departments**” into that specific Division. This will allow the Supplier to further segregate and organize its users. Creating “**Departments**” are not required.

- **For further help, please check out the online help for suppliers**
- **Alternatively you can email the BravoSolution helpdesk at:**  
**[customersupport@bravosolution.com](mailto:customersupport@bravosolution.com)**
- **Or call Help Desk at: [844-217-0017](tel:844-217-0017)**

