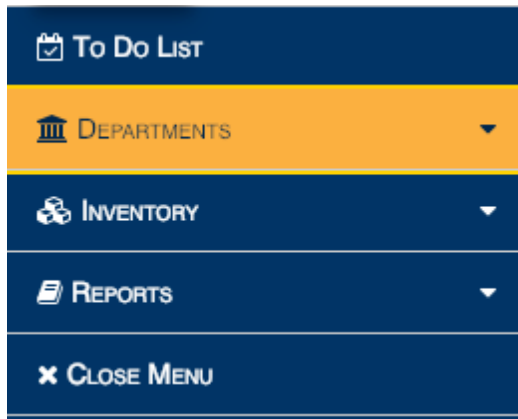
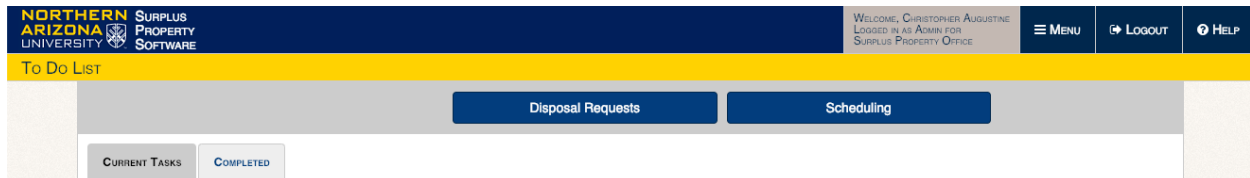


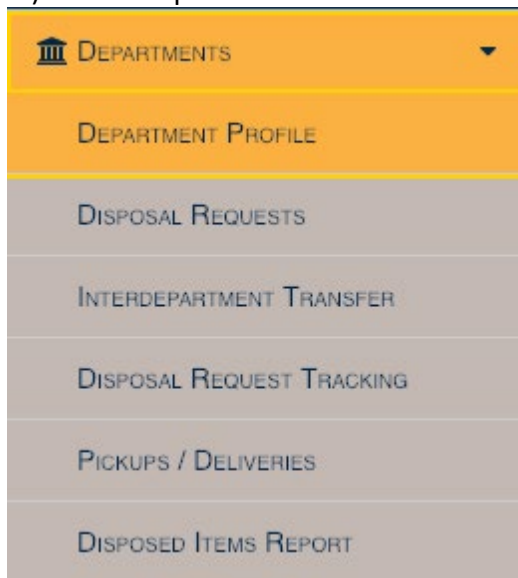
Adding a user

Purpose: As an Admin of your department you can give others access to submit with approval or submit and give approval to Disposal Requests



- 1.) Sign into Web Data 2.0 at <https://www7.nau.edu/propSurplus2/>
- 2.) Press “Menu”



- 4.) Press “Department Profiles”





- 5.) Press “Users”



WELCOME, CHRISTOPHER AUGUSTINE
LOGGED IN AS ADMINISTRATOR FOR
ADMISSIONS, UNDERGRADUATE
MENU
LOGOUT
HELP



DEPARTMENTS: DEPARTMENT PROFILE

DEPARTMENT
USERS

Notes:  Approved: 

Dept/Unit	Department Name	Short Name	Parent Department
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6.) Press “New Users”



WELCOME, CHRISTOPHER AUGUSTINE
LOGGED IN AS ADMINISTRATOR FOR
ADMISSIONS, UNDERGRADUATE
MENU
LOGOUT
HELP

DEPARTMENTS: DEPARTMENT PROFILE

DEPARTMENT
USERS

ADMISSIONS, UNDERGRADUATE

Individual Name	Title	Security Level	Phone	E	
ACC ACC	Admin	Administrator	(928) 523-4163		 
Christopher Augustine	Admin	Administrator			 
John Doe	Admin	User			 


Total Records: 3

New User Alt+N

7.) Fill out the required Fields (for security level questions see step 8)

DEPARTMENT USER

Assign Existing User

Notes: 

First Name
Last Name
Job Title

Email
Security Level

Phones **Add New**
Authorized for


8.) When choosing security level each level gives specific permissions **(Please refer to best practices below)**

- Administer (Can approve anything – set this up in step 10)
- Manager (Optional if they can approve – see step 10)
- Users (Cannot approve – **do not** press **red X** as seen in step 10)

9.) Press “Save”

DEPARTMENT USER

Assign Existing User

Notes: 

First Name	Last Name	Job Title
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="Manager"/>
Email	Security Level	
<input type="text" value="John.Doe12345@nau.edu"/>	<input type="text" value="Manager"/>	

Phones **Authorized for**

10.) If the account needs the ability to sign off on disposal requests (Managers and Admin ONLY) press the Pencil next to their name

The screenshot shows the 'DEPARTMENT PROFILE' page for 'ADMISSIONS, UNDERGRADUATE'. It features a table with the following data:

Individual Name	Title	Security Level	Phone	E	
ACC ACC	Admin	Administrator	(928) 523-4163		[Email] [Edit] [Delete]
Christopher Augustine	Admin	Administrator			[Email] [Edit] [Delete]
John Doe	Admin	User			[Email] [Edit] [Delete]

At the bottom of the table, there is a 'Total Records: 3' indicator and a 'New User' button with an 'Alt+N' shortcut.

- Press the Red X under “Authorized for” for **ADMIN** or **MANAGERS** you wish to have the ability to approve requests

The 'DEPARTMENT USER' form contains the following fields and sections:

- Assign Existing User:** A dropdown menu.
- Notes:** A text area with a document icon.
- First Name:** TEST
- Last Name:** TEST
- Job Title:** Admin
- SPO Role:** Admin
- Email:** test@test.com
- Password:** [Lock icon]
- Security Level:** Administrator
- Phones:** A table with one entry: (928) 555-1111 Phone, with a green checkmark, edit, and delete icons.
- Authorized for:** A table with one entry: Surplus Property Office #4090060, with a red X icon.
- Buttons:** Save and Cancel.

NOTE: The Red X will turn into a Green Checkmark, then press SAVE