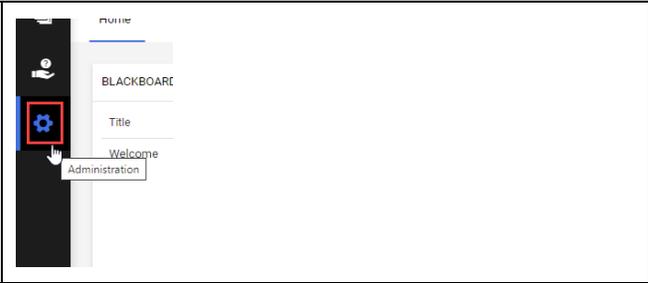**OSHKOSH**

Supplier Admin

Introduction

This job aid provides directions relevant to the admin role for an Oshkosh supplier profile in Jaggaer. There are few differences between an admin and a standard user on the account:

1. If consulting with Jaggaer Support the admin is the preferred point of contact
2. Admins can edit other user's settings on their behalf
3. The admin cannot be deleted from the account by a standard user

Admin permissions

All users on the account will appear on the "User data" page. Users that were previously deleted within the **Contact People** section will also appear on this list and will need to be permanently deleted.

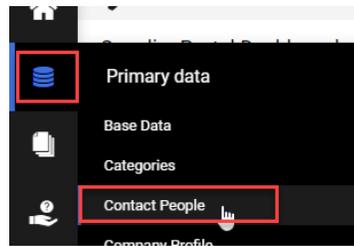|	
1. Click on the Administration icon on the left hand side. 2. A list will appear with all of the users that are on the account.	
3. Below are options admins can utilize on this page: a. Clicking the ✏ icon across from the users name will bring you to their settings page b. Clicking 🗑 will permanently delete the user c. Clicking 🔒 will send the user their login name and instructions to reset their password d. ⊕ ADD user ADD user button– **Do not use this function, instead, add users to the account under your company's Primary data section via the Contact People page.** Users added to the account using this button will not receive an email with their login name or the login link. The admin will need to provide the user the login name and first password they created for them.	

OSHKOSH™
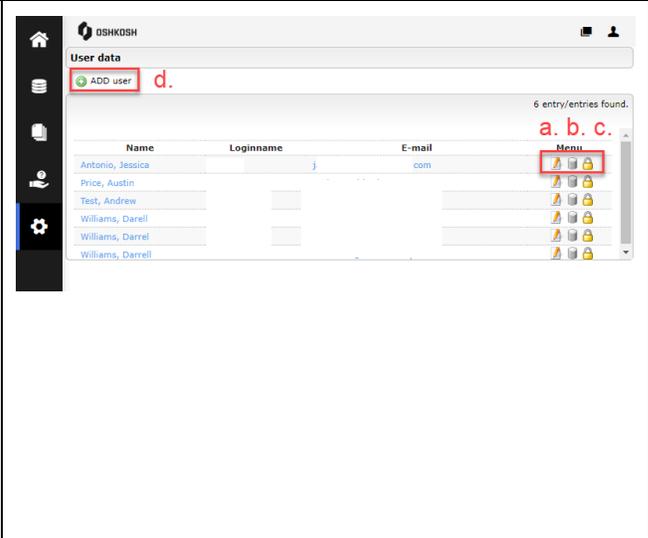
Supplier Admin

Who is the admin?

The first person who receives the registration invite and begins the process is automatically assigned the admin permissons.

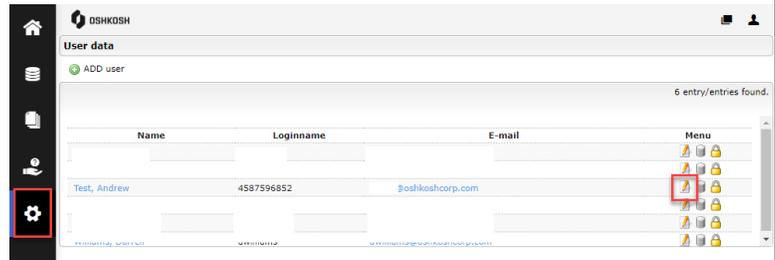|	
1. To view who the admin is on the account, click on **Primary data**, then **Contact People**	
2. Click on the **Linked Contacts** tab. 3. Any user with **Admin** listed under the **Portal Access** column has admin permissions.	

How to grant users admin permissions

The admin is the only user who can grant another user on the account admin permissions. There can be multiple admins on one account. If there are multiple admins on the account, both have the ability to remove admin permissions from other admins. If your admin left your company, contact Jaggaer support.

1. Click on the settings icon on the left-hand task bar. 2. Click the edit icon across from the users name.	
3. Scroll down to Permissions and check the admin box, uncheck the user box. 4. **Scroll back up to the top and click** 💾 Save in the top left corner.	