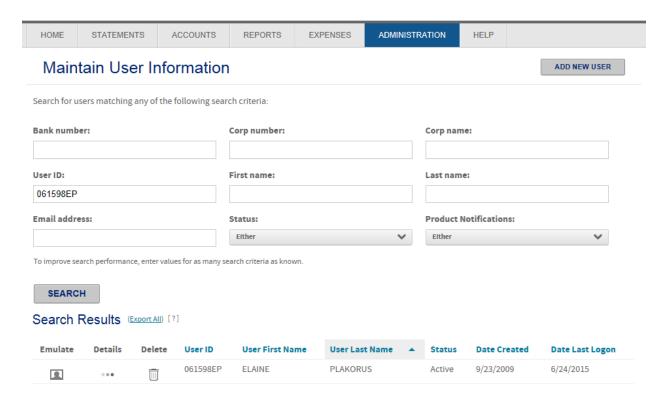
## **Manage Users**

The Manage Users section of the administration module will be updated with the new back-end code and updated user design. As with the other areas of the application, the basic functionality will not change. However, there will be a few flow changes within User Maintenance.

## **Maintain User Information**

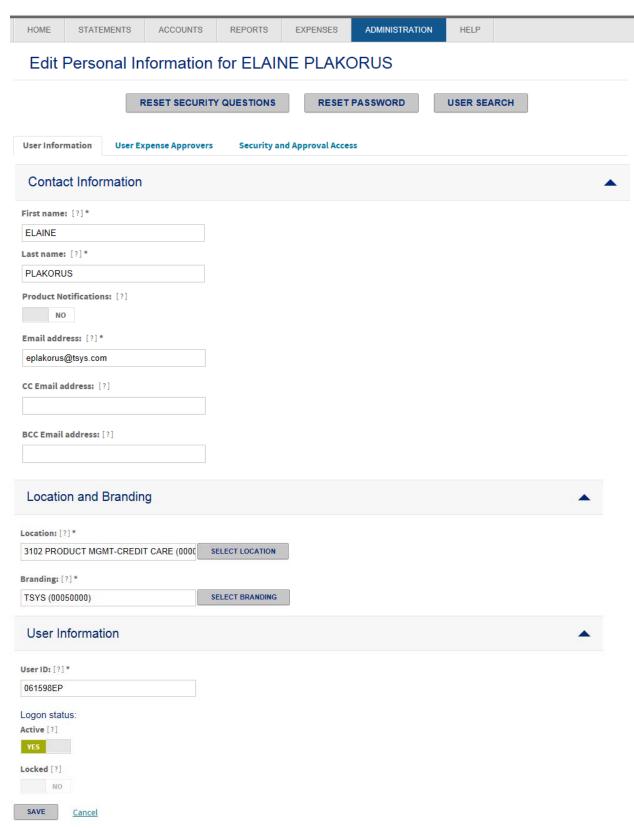
Users will continue to click on Administration > Maintain User Information to get to the User Maintenance screen. The search fields displayed will be the same and will depend on the user's permissions. Users will continue to enter in their search criteria to locate the user to be maintained or they can click on Add New User to create a new user record.

The options to view the profile of an existing user or to emulate a user are being moved from the far right of the screen to the first two columns on the left next to the User ID. Users who do not have the permission to emulate a user will only see the Details icon.

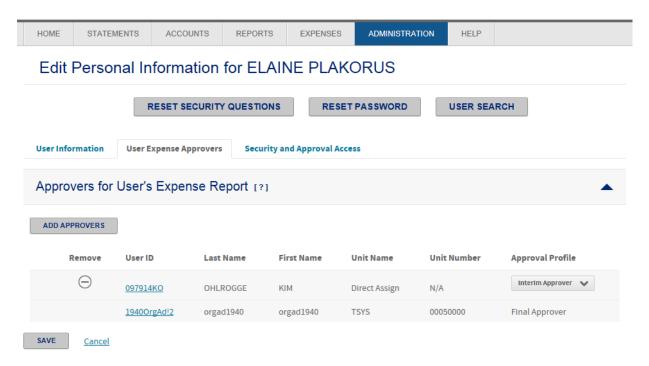


Once the details icon is selected, the profile information for the user will display. The layout of this screen is being modified to display User Information, Approvers and Security Access on three different tabs. The User Information tab will display basic profile information including email addresses, home and branding locations, User ID and Logon Status information.

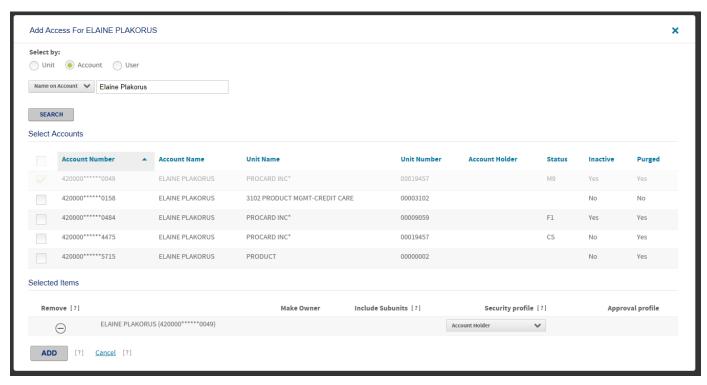
Options to Reset Security Questions, Reset Passwords and return to the User Search screen will display as buttons on the top of the screen.



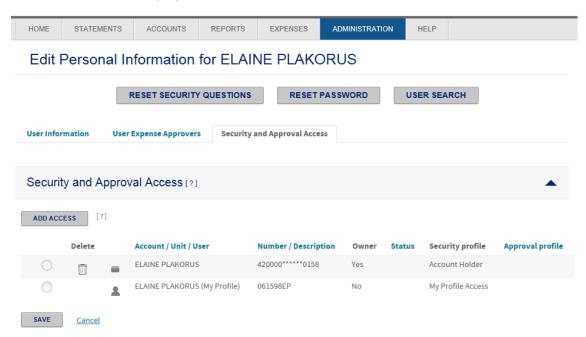
Users will be able to manage Approvers by selecting the User Expense Approvers tab. Click on Add Approvers to add a new approver.



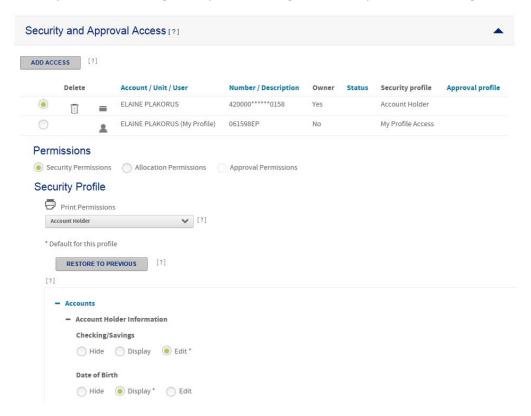
Click on the Security and Approval Access tab to manage a user's security access and permissions. When the user clicks on Add Access, a popup will display to allow the user to add access to a unit, account or user. Users will continue to enter in their search criteria and then assign a security profile and an approval profile, if applicable. Once all information has been defined, click on Add to complete the process.



Click on Save at the bottom of the screen to save all changes. A new column has been added to the list for account access to display of the user is the owner of that account.



Click on the radio button next to an access point (unit, account or user) to expand the permissions the user has for that access point. Radio buttons will display for the Security Permissions, Allocation Permissions and Approval Permissions. The Approval Permissions will only be available for units or users and only if the site is using the Expense Routing functionality, which is existing functionality.



Click on the Allocation Permission radio button to view the user's permissions to all allocation fields. This will only be applicable if the company has an allocation scheme enabled.

