

USERS MANAGEMENT

Administrator: Inviting Users into ADAM	2
Inviting Users	2
Maintaining Invitations	3
User: Accepting Invitations	4
Managing Users	6
Activating/Deactivating Users	6
Setting up Individual Users	7

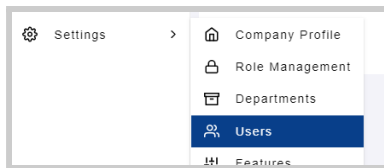
Administrator: Inviting Users into ADAM

Inviting Users

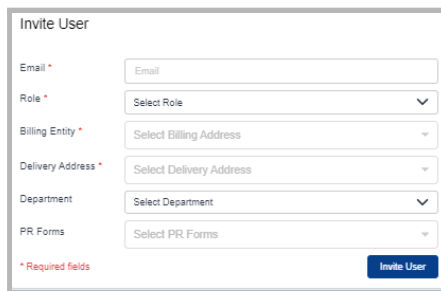
Administrators can follow the following steps to invite new users into ADAM

Step 1: Under Settings, click on 'Users'

This will take you to the User Management page which shows all users that have access to ADAM.



Step 2: Click on the icon

A screenshot of the 'Invite User' form. It contains several fields: Email (text input), Role (dropdown menu), Billing Entity (dropdown menu), Delivery Address (dropdown menu), Department (dropdown menu), and PR Forms (dropdown menu). There is a red asterisk next to the Email field and a red note at the bottom left stating '* Required fields'. An 'Invite User' button is located at the bottom right.

To invite a new user, you must add their email address and assign them a role, billing entity, & delivery address. You may also assign them a department and PR Forms if these are relevant to them.

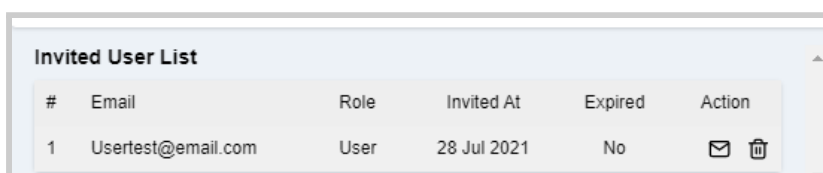
Note:



- Please refer to the "Roles & Permissions User Guide" for further information on how Roles can be set up.
- Departments that are available must be maintained in ADAM via Settings > Features > Departments

Step 3: Click 'Invite User'

This will perform the following actions:-

- Send an invitation email to the User
- Add the User's details in to the 'Invited User List'

A screenshot of the 'Invited User List' table. The table has columns: #, Email, Role, Invited At, Expired, and Action. There is one row of data.

#	Email	Role	Invited At	Expired	Action
1	Usertest@email.com	User	28 Jul 2021	No	 


Maintaining Invitations

User Invitations expire within 7 days. Administrators can either choose to remind the user or delete the invitation via the Invited User List

Option 1: Reminding Users

Administrators can remind the User by clicking on the icon.


This will resend an invitation email to the User, and reset the expiry of the invitation.

Invited User List					
#	Email	Role	Invited At		
1	Usertest@email.com	User	28 Jul 2021	No	 
2	Parkerpeter@marvelstudios.com	User	28 Jul 2021	No	 

Option 2: Removing Invitations

Administrators can also choose to remove any existing Invitation by clicking on the 'Remove Invitation' icon.

This will mean that the user will no longer be able to accept the invitation to ADAM

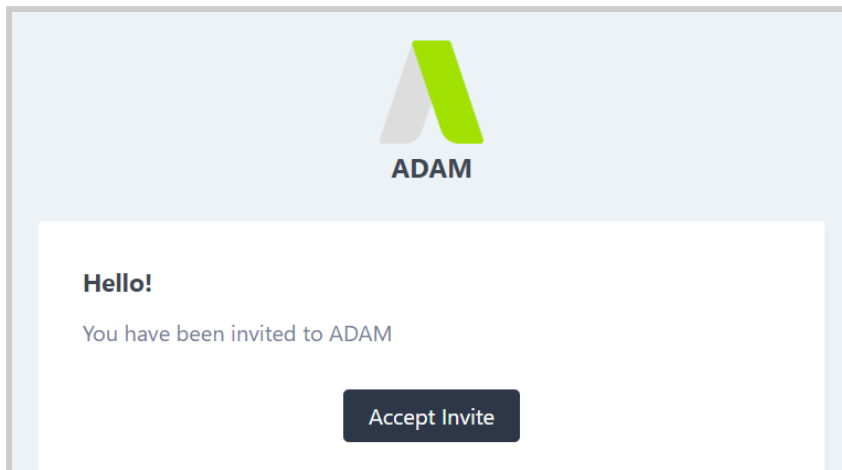
Invited User List					
#	Email	Role	Invited At		
1	Usertest@email.com	User	28 Jul 2021	No	 
2	Parkerpeter@marvelstudios.com	User	28 Jul 2021	No	 

User: Accepting Invitations

Users that receive the invitation can immediately access ADAM after they have accepted the invitation.

Step 1: Accept Email Invitation

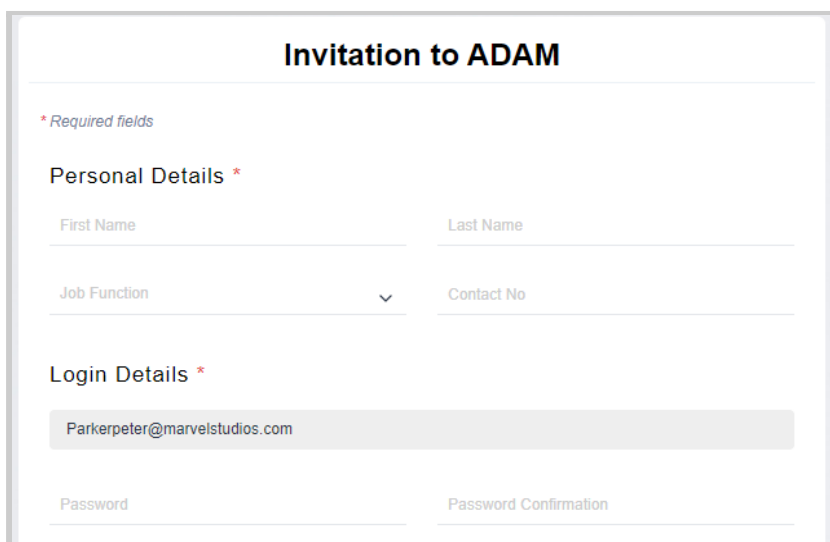
Click on the link in the invitation email.



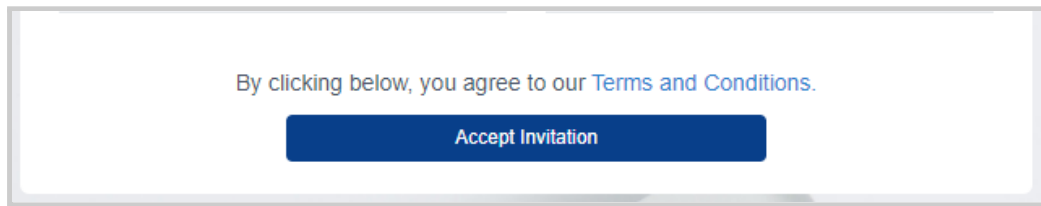
Step 2: Complete Invitation Form

Input your personal details and input your password that will be used for your access into ADAM

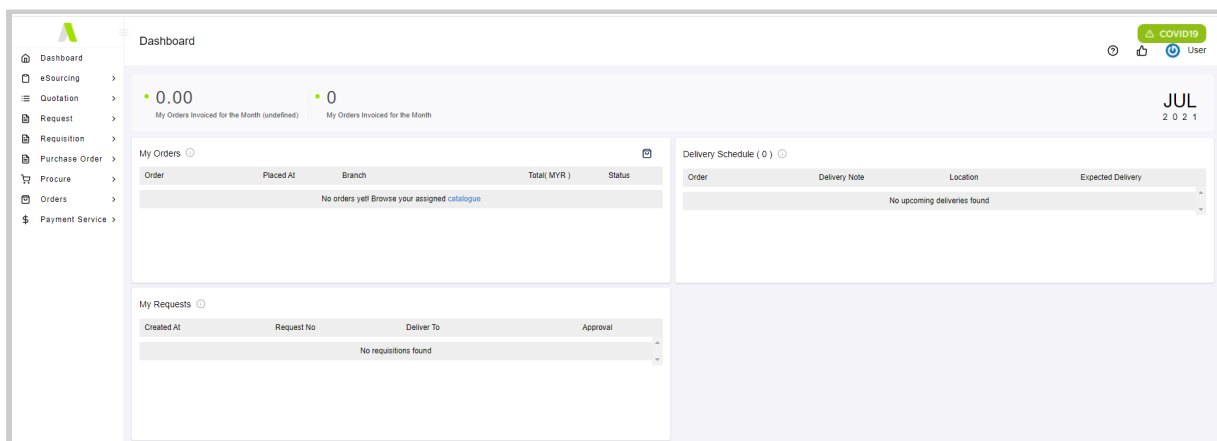
when you've completed the form & read the Terms and Conditions

The screenshot shows a form titled 'Invitation to ADAM'. At the top left, there is a note '* Required fields'. The form is divided into two main sections: 'Personal Details *' and 'Login Details *'. Under 'Personal Details', there are four input fields: 'First Name', 'Last Name', 'Job Function' (which is a dropdown menu), and 'Contact No'. Under 'Login Details', there is a text input field for an email address, which is pre-filled with 'Parkerpeter@marvelstudios.com', and two input fields for 'Password' and 'Password Confirmation'.

Step 3: Click 'Accept Invitation'



This will redirect you straight into ADAM



For future logins, you may login via <https://adam.supplycart.my/login>

Managing Users

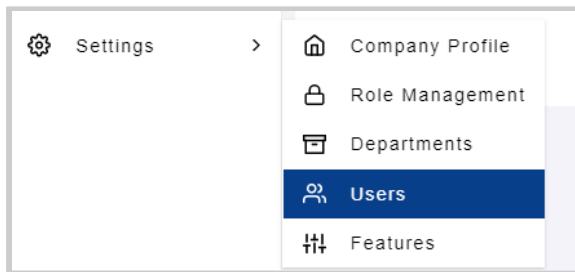
Once a User has accepted an Invitation, the Administrator can perform the following actions on Users:

- Activate/Deactivate each User
- Set up the User's Accounts

Activating/Deactivating Users

Step 1: Under Settings, click on 'Users'

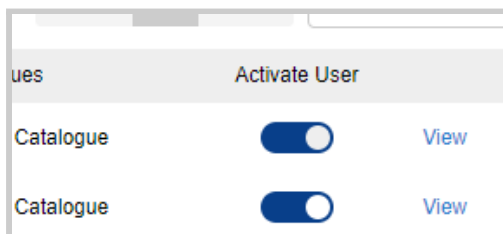
This will take you to the User Management page which shows all users that have access to ADAM.



Step 2: Toggle the 'Activate User' toggle

This will activate or deactivate the individual user's access into ADAM

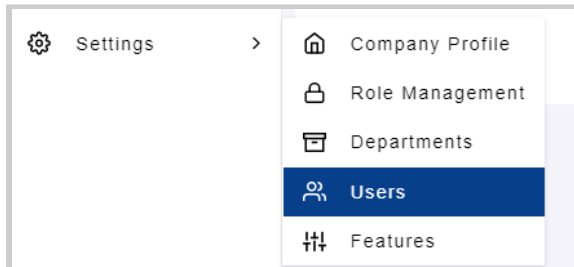
Note: Deactivated Users will not be allowed any access into ADAM



Setting up Individual Users

Step 1: Under Settings, click on 'Users'

This will take you to the User Management page which shows all users that have access to ADAM.



Step 2: Select the User to set up

This will take you to the individual User's details

Settings : Users

6 Total Users 2 Role: Admin 0 Role: Procurement 1 Role: Manager 1 Role: Finance Manager 2 Role: User 0 Role: Buyer

List of Users

Search user based on name or email

1 - 6 of 6 First 1 Last Per Page 50

#	Full Name	User Email	User ID	Role	Department	Billing Address	Delivery Address	Catalogues	Activate User
1	Black Widow	blackwidow@marvelstudios.com Verified		Admin	Heroes	Company Sdn Bhd	HQ	Supplycart MY Catalogue	<input checked="" type="checkbox"/> View
2	Hawk Eye	hawkeye@marvelstudios.com Verified		User	Heroes	-	-	Supplycart MY Catalogue	<input checked="" type="checkbox"/> View
3	Hulk Smash	hulk@marvelstudios.com Verified		User	Villains (ew)	-	-	Supplycart MY Catalogue	<input checked="" type="checkbox"/> View
4	Ironman Tony	ironman@marvelstudios.com Verified		Finance Manager	Heroes	-	-	-	<input checked="" type="checkbox"/> View
5	Captain America	captainamerica@marvelstudios.com Verified		Manager	Sidekicks	-	-	-	<input type="checkbox"/> View
6	Test Email	CTMCTest@gmail.com Verified		Admin	-	-	-	Supplycart MY Catalogue	<input checked="" type="checkbox"/> View

Step 3: Set up the User according to their permissions

At this page, you may assign the following to the User:

User Details:

At this section you can configure following information for the user

- User ID : Input a unique User ID for the user
Note: This field is primarily used for companies that are looking for an SSO (Single Sign-On) integration for ADAM
- Job Function: The User's Job Function
- Department: The User's Department
 - The list of available departments can be maintained via ADAM > Settings > Feature > Departments

User Access:

- Delivery Address:
- Billing Entity: Locations and entities that the user is responsible for procuring for
 - The available addresses can be maintained at the Settings > Company Profile page
- Catalogues: The list of products that can be accessed by the User at the Procure, Request, & Requisition modules
 - The catalogues can be set up as per the 'PR Catalogue User Guide' and the 'Procure User Guide'
- Form Type Options: These are the different types of Forms that can be used by the User when creating a Request or Requisition
 - The available options can be set up as per the 'Requisition User Guide'

Captain America
Created At : 26 Jul 2021
Last Updated At : 27 Jul 2021

[Back to Users](#)

Details

First Name Captain	Last Name America	Phone Number 0123456789	Job Function Other
User ID Optional	Email captainamerica@marvelstudios.com	Department Sidekicks	Role Manager

[Delete User](#) [Update](#)

Address Options

DELIVERY ADDRESS No delivery address assigned Assign	BILLING ADDRESS No billing address assigned Assign
--	--

Catalogues

PROCURE No catalogue assigned Add	PURCHASE REQUISITION No catalogue assigned Add
---	--

Form Type Options

REQUEST FORM No request form assigned Assign	PR FORM No PR Form assigned Assign
--	--