

ROLES & PERMISSIONS

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Setting up Roles & Permissions

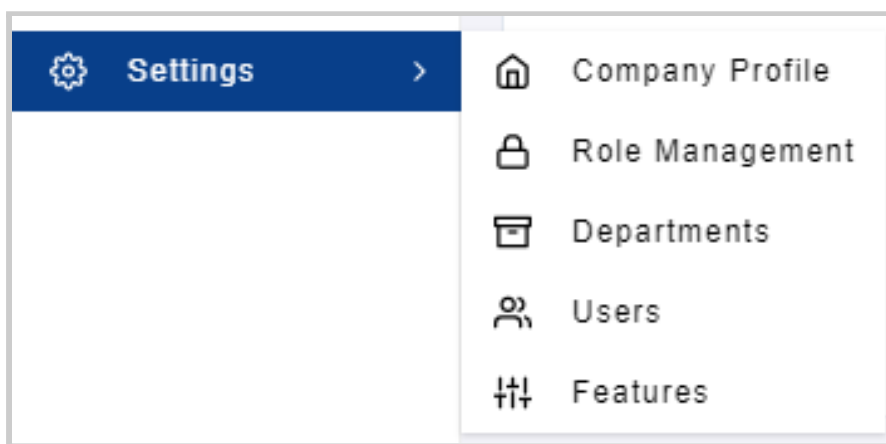
ADAM has 6 default roles that can be assigned to Users. Of this, 5 roles have configurable Permissions

Configuring Role Permissions

You can control what each configurable Role is allowed to do in ADAM

Step 1: At 'Settings, click on 'Role Management'

This will take you to the 'Roles Management' page, and display all Roles that are currently available in ADAM



Step 2: Click on 'View' at the relevant Role

This will take you to a page that displays all the available access to this Role

6 roles			
Each user is assigned into a single role. Each role has assigned privilege.			
Role Name	Description	Total Users	
Buyer		2	View
User		4	View
Manager		3	View
Finance Manager		2	View
Procurement		3	View
Admin		4	View

Step 3: Assigning Permissions at each Role

At this page, you may configure the permissions given to this Role into different areas of ADAM

The screenshot shows the 'User' role configuration page. The sidebar on the left lists various modules: eSourcing, Quotations, Procure, Orders, Requests, Requisitions, Purchase Order, Approval, Payment Service, Analytics, Vendors, Contracts, Catalogue, Finance, Settings, and Miscellaneous. The main area displays the 'Role Users' configuration for the 'User' role. It includes a search bar and an 'Add' button. The permissions are organized into three main sections: eSourcing Module, Quotations Module, and Procure Module. Each section contains a list of items with checkboxes for VIEW, CREATE, EDIT, EXPORT, and DELETE permissions.

Module	Item	VIEW	CREATE	EDIT	EXPORT	DELETE
eSourcing Module	Products List and categories of products available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Services List and categories of services available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quotations Module	My Quotations List of quotations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Procure Module					
Procure Module	Products List of categories and product available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Under each page, there will be a list of permissions that you can activate or deactivate for the role.

Note: Some permissions may not be able to be amended as these permissions are deemed as 'Compulsory' by the system

- **View** : When activated, this will allow the Role user to view the area and its related functions
- **Create** : When activated, this will allow the Role user to create a new record
- **Edit** : When activated, this will allow the Role user to amend a record
- **Export**: When activated, this will allow the Role user to use the export/download function on the page (if available)
- **Delete**: When activated, this will allow the Role user to delete a record on

Creating Custom Roles

(Coming Soon)

Managing User Permissions

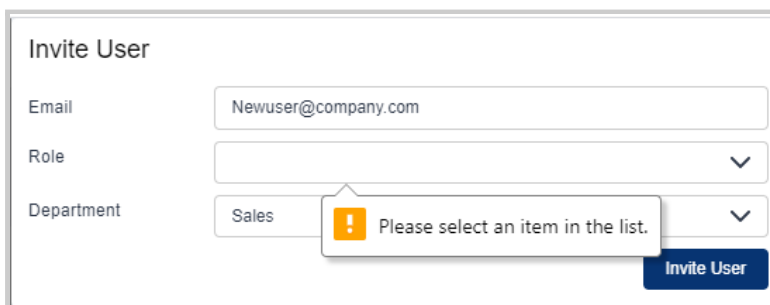
After each Role's permissions have been set, you can control each user's permissions in ADAM by assigning them to the relevant role

Assigning Roles to Users

You can control by assigning a role to the User at one of two places

New Users: Assigning Roles to via User Invitation

When inviting a new User, a role must be assigned to the invitee. This will set the User's initial permissions in ADAM.



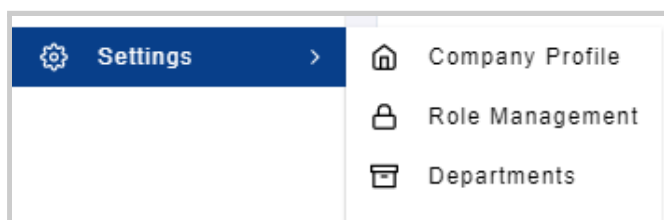
For more details on User Invitation, please refer to the **User Management Manual**

Existing Users: Maintaining Roles via the Role Management Page

If an User's role needs to be amended, this can be done via the Role Management page

Step 1: At 'Settings, click on 'Role Management'

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Step 2: Click on 'View' at the relevant Role

This will take you to a page that displays all the available access to this Role

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User		4 View
Manager		3 View
Finance Manager		2 View

Step 3: Add Users

At the individual Role's permission page, add the user via the "Search Name to Add User" search bar.

Roles : User		COVID19 Admin 2				
User		Back				
Role Permission Settings	Role Users	<input type="text" value="Search name to add user"/> Add				
Modules eSourcing Quotations Procure Orders Requests Purchase Order Approval	eSourcing Module Products List and categories of products available Services List and categories of services available Quotations Module	VIEW <input checked="" type="checkbox"/>	CREATE <input checked="" type="checkbox"/>	EDIT <input type="checkbox"/>	EXPORT <input type="checkbox"/>	DELETE <input type="checkbox"/>

Click 'Add' to assign the role to the User

		Back				
		<input type="text" value="Search name to add user"/> Add				
VIEW	CREATE	<div> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> </div>				
VIEW	CREATE	<div> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> </div>				
VIEW	CREATE	<div> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> </div>				

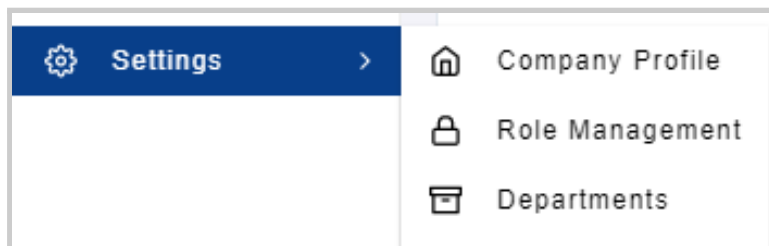
Note: Each User can only be assigned one role. Any new assignment of role will result in overriding the user's previous role's access.

Managing Users in Roles

You can view all Users that have a specific role assigned to them

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Step 2: Click on 'View' at the relevant Role

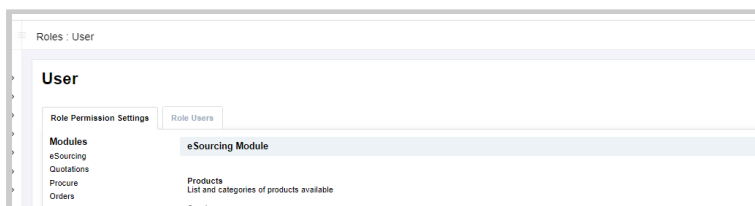
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Finance Manager		2	View
Procurement		3	View
Admin		4	View

Step 3: Click on 'Role Users'

This will redirect you to a page where you can view all Users that have the Role assigned



At this page you may:

- View all Users assigned to this role
- View the status of each User (inactive or active)

User

User Name	Email	User Status	
User 2 MF	adam17@supplycart.my	Inactive	
NewUser PRPO	adam18@supplycart.my	Inactive	
User 1 PRPO	adam-user1@supplycart.my	Inactive	
User 2 PRPO	adam-user2@supplycart.my	Inactive	