

Food Distribution Program Create New Users in WBSCM

*Texas Department of
Agriculture*

USDA Division



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711

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Food and Nutrition Division
Food Distribution Program

Acknowledgement Statement

You understand and acknowledge that:

- The training you are about to take does not cover the entire scope of the program; and that
- You are responsible for knowing and understanding all handbooks, manuals, alerts, notices, and guidance, as well as any other forms of communication that provide further guidance, clarification, or instruction on operating the program.

Course Introduction

Course Outline and Objectives



WBSCM Entitlement Course Outline

01

Introduction

Course Overview
and Objectives

02

Create New User

Navigate portal
pathways to create
new users

03

Assign User Role(s)

Assign user roles
based on appropriate
job function

Course Objectives and Outcomes

By the end of this course, participants will be able to:

- ❑ Understand how User Administrators create a new user and assign security roles in WBSCM.

Create New User

Portal Pathway



WHEN

Use this procedure when new staff join RA Organizations



WHY

Use this procedure to create new users and assign security roles in WBSCM.

Create A New User

The screenshot shows the USDA Web-Based Supply Chain Management interface. At the top left is the USDA logo and the text "United States Department of Agriculture" and "Web-Based Supply Chain Management". Below this is a navigation bar with "Back", "Forward", "History", "Favorites", and "Personalize". A main menu contains "Home", "Operations", "Admin", "News and Alerts", and "Inbox". The "Admin" button is highlighted with an orange border, and an orange arrow points to it from a callout box labeled "Click on Admin". Below the main menu, there is a breadcrumb trail "Home > News and Alerts" and a sidebar with "News and Alerts". The text "NTRN We" is partially visible at the bottom right.

To create a new user, follow the steps on each slide.

Create A New User

Back Forward History Favorites Personalize

Home Operations **Admin** Reports Help

Manage Users Master Data Organization Maintenance

Admin > Manage Users > Manage Users

+ Maintain User Profile

+ Manage Users

+ User Security Report

Welcome to Manage Users

All required fields are marked with a red asterisk (*)

Click on Manage Users

Create A New User

Manage Users

- Maintain User Profile
- Manage Users**
- User Security Report

Admin > Manage Users > Manage Users

Welcome to Manage Users

All required fields are marked with a red asterisk (*)

User Selection

User Search Criteria:* Last Name Search Clear

First Name	Last Name
CACI User2	RA
CACI User11	RA
Lemon 1 User8	RA
Lemon1 User3	RA
Lemon 1 User6	RA
Lemon 1 User10	RA
Lemon 1 User9	RA

Create New User

User Search Panel
Existing users listed here

Create A New User

Full Screen Options ▾

User Selection

User Search Criteria: * Last Name ▾ Search Clear

First Name	Last Name	Last Logon Date
CACI User2	RA	2022-05-2 09:57:55
CACI User11	RA	2022-05-2 10:01:54
Lemon 1 User8	RA	2022-05-6 14:45:11
Lemon1 User3	RA	2022-05-6 13:48:26
Lemon 1 User6	RA	2022-05-6 19:51:02
Lemon 1 User10	RA	2022-05-6 14:48:47
Lemon 1 User9	RA	2022-05-6 14:46:56

Create New User

**Enter New User Name
in the Search Criteria
field to prevent
creating duplicate user
profiles**

Create A New User

User Selection

User Search Criteria:*

Dropdown menu with options: Last Name, First Name, Last Name



Click on dropdown to search by First Name if desired

	First Name	Last Name	Login Date
<input type="checkbox"/>	CACI User2	RA	2022-05-2 09:57:55
<input type="checkbox"/>	CACI User11	RA	2022-05-2 10:01:54
<input type="checkbox"/>	Lemon 1 User8	RA	2022-05-6 14:45:11
<input type="checkbox"/>	Lemon1 User3	RA	2022-05-6 13:48:26
<input type="checkbox"/>	Lemon 1 User6	RA	2022-05-6 19:51:02
<input type="checkbox"/>	Lemon 1 User10	RA	2022-05-6 14:48:47
<input type="checkbox"/>	Lemon 1 User9	RA	2022-05-6 14:46:56

Create New User

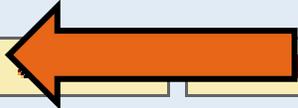
Create A New User

User Selection

User Search Criteria:*

	First Name	Last Name	Last L
<input type="checkbox"/>	CACI User11	RA	2022-05-2 10:01:54
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Enter Name of New User to Prevent Duplication



Create A New User

User Selection

User Search Criteria:* First Name Search

First Name	Last Name	Last Logon Date
CACI User11	RA	2022-05-2 10:01:54

- If user appears in search, do not continue creating new user
- Review and update existing user profile

Create A New User

User Selection

User Search Criteria:*

First Name	Last Name	Last Logon Date
If no profile exists, continue and click Create New User		

Create A New User

User Selection

User Search Criteria:* First Name Search Clear

First Name	Last Name	Last Logon Date

Create New User

User Details

Personal Data Role Data Admin Data

Company: Street Address:

User ID: City:

Title: Zip Code:

First Name:* Country:*

Last Name:* State Or Province:

Email:* Time Zone:

Fax:

Mobile Phone:

Phone:

Save Cancel

User Details Panel will appear after clicking Create New User

Create A New User

User Details

Personal Data | Role Data | Admin Data

Company:	0004007980	Street Address:	
User ID:		City:	Austin
Title:		Zip Code:	78704
First Name:*	Lemon 1 User11	Country:*	USA
Last Name:*	RA	State Or Province:	Texas
Email:*	TXNTRN+Lemon1User1...	Time Zone:	
Fax:			
Mobile Phone:			
Phone:			

Enter New User Information

- Complete required fields.
- Enter City, State, and Zip Code to prevent error message and continue new user creation.
- Enter all known data if possible.

Create A New User

User Details

Personal Data Role Data Admin Data

Company:	<input type="text" value="0004007980"/>	Street Address:	<input type="text"/>
User ID:	<input type="text"/>	City:	<input type="text"/>
Title:	<input type="text" value=""/>	Zip Code:	<input type="text"/>
First Name:*	<input type="text" value="Lemon1 User11"/>	Country:*	<input type="text" value="USA"/>
Last Name:*	<input type="text" value="RA"/>	State Or Province:	<input type="text" value=""/>
Email:*	<input type="text" value="TXNTRN+Lemon1User1..."/>	Time Zone:	<input type="text" value=""/>
Fax:	<input type="text"/>		
Mobile Phone:	<input type="text"/>		
Phone:	<input type="text"/>		

← **Click save.**

Assign Role Data

User Details

Personal Data **Role Data** Admin Data

Company:	<input type="text" value="0004007980"/>	Street Address:	<input type="text"/>
User ID:	<input type="text"/>	City:	<input type="text"/>
Title:	<input type="text" value=""/>	Zip Code:	<input type="text"/>
First Name:*	<input type="text" value="Lemon1 User11"/>	Country:*	<input type="text" value="USA"/>
Last Name:*	<input type="text" value="RA"/>	State Or Province:	<input type="text" value=""/>
Email:*	<input type="text" value="TXNTRN+Lemon1User1..."/>	Time Zone:	<input type="text" value=""/>
Fax:	<input type="text"/>		
Mobile Phone:	<input type="text"/>		
Phone:	<input type="text"/>		

Click on the Role Data tab to assign user role(s).

Assign Role Data

The screenshot shows a 'User Details' window with three tabs: 'Personal Data', 'Role Data', and 'Admin Data'. The 'Role Data' tab is active. It features two columns: 'Available Roles' and 'Current Roles'. The 'Available Roles' column contains a list of roles: 'Order Manager - RA', 'Org Admin - RA', 'User Admin - RA', and 'View-Only - RA'. The 'Current Roles' column contains 'Order Manager - RA'. An 'Add' button is located between the two columns, and a 'Remove' button is located below it. Two orange arrows point from the 'Available Roles' and 'Current Roles' columns to text boxes below the screenshot.

All available roles for new users appear in the Available Roles column.

All roles currently assigned to new user will appear in the Current Roles column.

WBSCM RA User Roles

RA User Roles	
1) Org Admin-RA	Maintains organization data and view users assigned to its organization.
2) User Admin-RA	Can create new users, update contact information, update assigned roles for users within their RA organization, and deactivate user accounts that are no longer needed.
3) Order Manager-RA	Role tasks include, but not limited to, creating requisitions, running entitlement/bonus reports, etc.
4) View Only-RA	Has access to order management, material pricing, and entitlement reports.

Assign Role Data

The screenshot shows a 'User Details' window with three tabs: 'Personal Data', 'Role Data', and 'Admin Data'. The 'Role Data' tab is active. It contains two lists: 'Available Roles' on the left and 'Current Roles' on the right. The 'Available Roles' list includes 'Order Manager - RA', 'Org Admin - RA', 'User Admin - RA', and 'View-Only - RA'. The 'Current Roles' list includes 'Order Manager - RA'. An orange arrow points to the 'Order Manager - RA' role in the 'Available Roles' list. Below the lists are 'Add' and 'Remove' buttons. At the bottom left are 'Save' and 'Cancel' buttons.

Click on role to assign user

Assign Role Data

User Details

Personal Data | **Role Data** | Admin Data

Available Roles:

<input type="checkbox"/>	Order Manager - RA
<input type="checkbox"/>	Org Admin - RA
<input type="checkbox"/>	User Admin - RA
<input type="checkbox"/>	View-Only - RA
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Add ▶

Current Roles:

<input type="checkbox"/>	

◀ Remove

Save Cancel

Click "Add" after selecting desired role

Assign Role Data

The screenshot shows a 'User Details' window with three tabs: 'Personal Data', 'Role Data', and 'Admin Data'. The 'Role Data' tab is active. It contains two main panels: 'Available Roles' on the left and 'Current Roles' on the right. The 'Available Roles' panel has a list with 'Order Manager - RA' selected and an 'Add' button. The 'Current Roles' panel has 'Order Manager - RA' listed and a 'Remove' button. An orange arrow points from the 'Current Roles' panel to a callout box.

Selected role will appear in Current Roles panel.

Assign Role Data

The screenshot shows a 'User Details' window with three tabs: 'Personal Data', 'Role Data', and 'Admin Data'. The 'Role Data' tab is selected. It contains two lists: 'Available Roles' on the left and 'Current Roles' on the right. In the 'Available Roles' list, 'Order Manager - RA' is highlighted. An 'Add' button is positioned to the right of this list. In the 'Current Roles' list, 'Order Manager - RA' is also highlighted. A 'Remove' button is located between the two lists. At the bottom left of the window, there are 'Save' and 'Cancel' buttons.

Repeat the process to assign additional roles to user if needed

Assign Role Data

User Details

Personal Data | **Role Data** | Admin Data

Available Roles:

Order Manager - RA	Add ▶
Org Admin - RA	
User Admin - RA	
View-Only - RA	

Current Roles:

Order Manager - RA

Remove ◀

Save

Click Save After Adding All Desired User Role(s)

Create A New User

User Selection

User Search Criteria:* Last Name Search Clear

First Name	Last Name	Login Date
Lemon 1 User11	RA	
Lemon 1 User8	RA	
Lemon 1 User9	RA	2022-05-6 14:46:56
Lemon 1 User5	RA	2022-05-6 14:34:08

Create New User

User Details

Personal Data Role Data Admin Data

Company: Street Address:

User ID: City:

Title: Zip Code:

First Name: Country:

- New user will appear in the User Selection Panel
- User Details are cleared and ready for creation of additional users.

Create A New User

User Selection

User Search Criteria:* Last Name Search Clear

First Name	Last Name	Last Logon Date
Lemon 1 User11	RA	
Lemon 1 User8	RA	2022-05-6 14:45:11
Lemon 1 User5	RA	2022-05-6 14:34:08

Create New User

User Details

Personal Data Role Data Admin Data

Company: 0004007980 Street Address:

User ID: RAL0048 City: Austin

Title: Zip Code: 78704

First Name: Lemon 1 User11 Country: USA

Last Name: RA State Or Province: Texas

Email: TXNTRN+Lemon1User1... Time Zone:

User Selection

User Search Criteria:* Last Name Search Clear

First Name	Last Name	Last Logon Date
Lemon 1 User11	RA	
Lemon 1 User8	RA	2022-05-6 14:45:11
Lemon 1 User5	RA	2022-05-6 14:34:08

Create New User

User Details

Personal Data Role Data Admin Data

Current Roles:

Order Manager - RA

Select user and click on **“Personal Data”** and **“Role Data”** tabs to confirm user information.

Create A New User

**Create New User
Complete!**



**Repeat process to
create new users as
needed.**

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2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

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