

# WBSCM User Administrator

The User Administrator creates and manages users for their organization and has access to the User Security Report. Functions and “views” available to User Administrators are found in the Admin tab.

## WBSCM Portal Views

The screenshot displays the WBSCM User Administrator interface. At the top, there are navigation tabs: Home, Admin (highlighted with a yellow circle and number 1), and Help. Below the tabs is a left-hand navigation menu with four items: Maintain User Profile (numbered 2), Manage Users (highlighted with a yellow circle and number 3, and an arrow pointing to the main content area), and User Security Report (numbered 4). The main content area is titled 'Admin > Manage Users > Manage Users' and 'Welcome to Manage Users'. It features a 'User Selection' section with a search criteria dropdown set to 'Last Name' and a search button. Below this is a table with columns for First Name, Last Name, and Last Logon Date. The table contains two rows: 'Lemon 1 User8' with last name 'RA' and logon date '2022-12-7 16:17:24', and 'Lemon 1 User6' with last name 'RA' and logon date '2022-05-6 19:51:02'. Below the table are three buttons: 'Create New User' (highlighted with a yellow circle and number 3), 'Modify User' (highlighted with a yellow circle and number 3), and 'Delete User' (highlighted with a yellow circle and number 3). The 'User Details' section is visible below, with tabs for 'Personal Data', 'Role Data', and 'Admin Data' (all highlighted with a yellow circle and number 3). The 'Personal Data' tab is active, showing fields for Company (0004007980), User ID (RAL0014), First Name (Lemon 1 User8), Email (TXNTRN+Lemon1User8...), Street Address (570...), City (Aust...), Country (USA), and Time Zone.

- 1 Available Functions:** User Administrators see the Home, Admin, and Help tabs in the top navigation.
- 2 Maintain User Profile:** update personal name, address, email address; subscribe to email notifications\*  
*\*Important notifications are sent via email. TDA recommends staying opted in.*
- 3 Manage Users:** create new users; modify all users' personal, role, and admin data; delete users.
- 4 User Security Report:** Access all user information.



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