



Assigning Segments to UNSPSC[®] User Accounts

Purpose

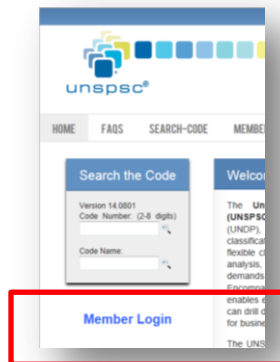
This document will provide instructions on how to assign segments to users on the UNSPSC website. Users need to be assigned to segments to:

- Be able to vote in a segment
- Be able to view requests for a segment
- Be able to participate in segment work teams

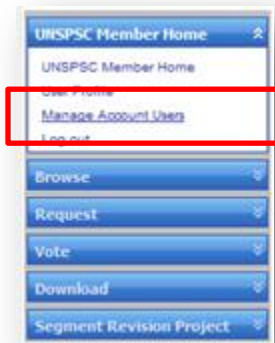
Process

These steps will need to be completed by the Administrator or Admin User for a UNSPSC member account. If you are unsure as to who your account administrator please contact us at info@unspsc.org.

1. Open the UNSPSC website- www.unspsc.org
2. Log in to the member area by clicking on Member Login (which is on the left side of most web pages on the site)



3. Once logged in, click on Manage Account Users. This is under the UNSPSC Member Home menu on the left side of the screen. The resulting screen will display the user accounts for which you may provide edits (specifically for this process, adding segments to users).





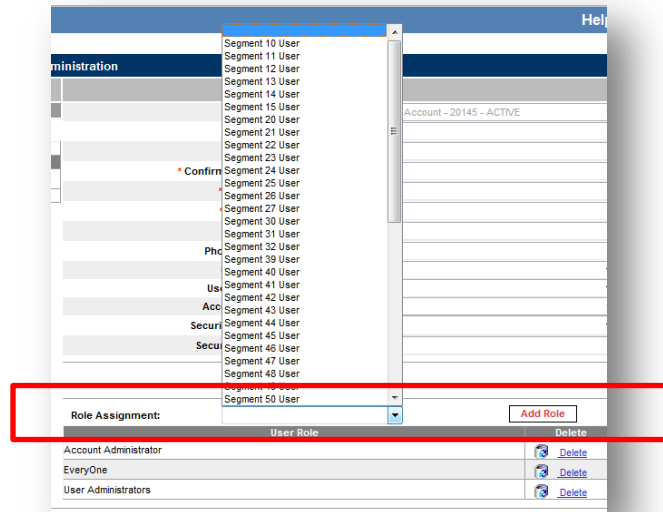
4. Click on the User ID to edit. The user's information will be displayed in the User Detail pane on the right side of the screen.

The screenshot shows the CatMaster IV User Administration interface. On the left is a navigation menu with options: UNSPSC Member Home, Browse, Request, Vote, Download, and Segment Revision Project. The main area is titled 'User Administration' and is split into two panes: 'Users' and 'User Detail'. The 'Users' pane contains a table with columns: User ID, First Name, Last Name, User Can Vote, User Status, and Delete. A single user is listed with ID 'sbrown2@gs1us.org', First Name 'UNSPSC', Last Name 'Testing', User Can Vote 'True', and User Status 'A'. The 'User Detail' pane shows fields for Account, User ID, Password, Confirm Password, First Name, Last Name, Email, Phone Number, User Status, User Can Vote, Account Admin, Security Question, and Security Answer. The 'Role Assignment' section at the bottom right is highlighted with a red box, showing a dropdown menu with 'User Role' selected and a list of roles: Account Administrator, Everyone, and Segment 14 User.

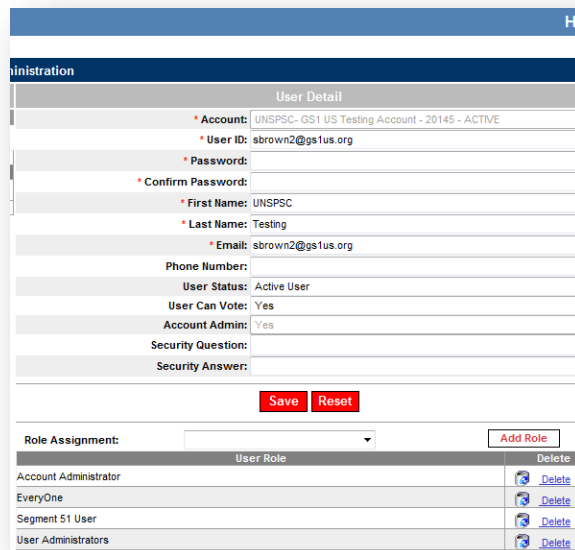
NOTE- The password fields will be blank, and the USER ID field should be the user's email address



5. Just under the User Detail pane is the Role Assignment box. Using the scrollbar in the Role assignment box, select the Segment option which is appropriate for the user (i.e. “Segment 51 User”)



6. Click **Add Role** to add the role to the user listed in the User Detail pane. The new role should appear in the Role Assignment List at the bottom right of the screen. All users should have a role of “Everyone” as a minimum role. Some users will have other roles.



7. Once all segments are entered, click on **Save**

NOTE: To remove a role, click on Delete to the right of the role

If you have any difficulty with this process, or any questions about UNSPSC, please contact us at info@unspsc.org