

Ultriva 8.0 and Above

Change a Supplier Coordinator

Reference Guide

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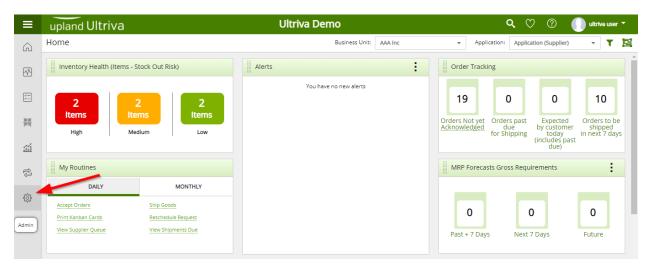
(Click to	follow	link)
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Change a Supplier Coordinator

Important – It is important that users be assigned to all items so that the main Supplier User or Additional Contacts are notified via email and/or browser alerts when actions occur for the items.

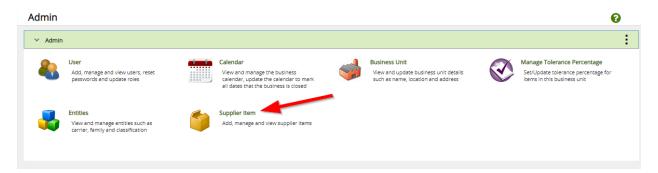
Quick Tip – Using the "Change Coordinator" function will save a lot of time when needing to initially set up items or change a "User" that has been assigned to multiple "Items"

To navigate to "Change Coordinator", click on "Admin".



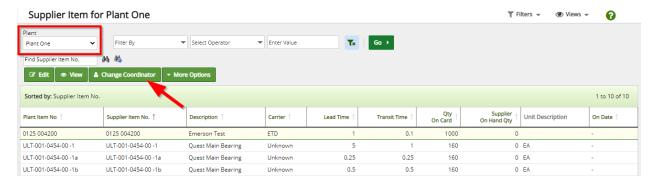
Click on "Supplier Item"

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Important – Supplying to more than one location you will need to run this for each location the user is responsible for. The selections will be in the Plant field below.

Click on the "Change Coordinator" button.



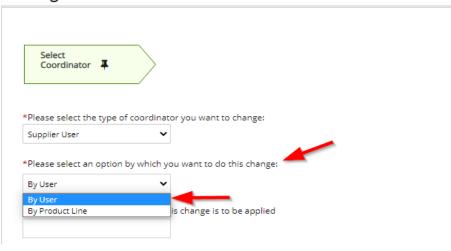
Click on the drop down arrow in the "Please select the type of coordinator you want to change" field. A drop down box will appear. Click on a selection. (Supplier User or Additional Contacts)

Change Coordinator Wizard: Select Coordinator



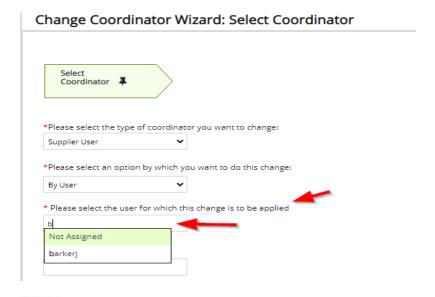
Click on the drop down arrow in the "Please select an option by which you want to do this change" field. A drop down box will appear. Click on a selection. (By User or By Product Line)

Change Coordinator Wizard: Select Coordinator



Quick Tip – Here is where you will select the "Existing User" for this item. If there is no user currently assigned as a coordinator a selection still has to be made. Select "Not Assigned".

Click in the "Please select the user for which this change is to be applied" field. Press on the spacebar or start to type the userid and a drop down list of the users names appear. Select the "User".



Quick Tip – Here is where you will select the "New" user.

Click in the "Please select New User" field. Press on the spacebar or start to type the userid and a drop down list of the users names appear. Select the "User".

*Please select the type of coordinator you want to change:

Supplier User

*Please select an option by which you want to do this change:

By User

* Please select the user for which this change is to be applied

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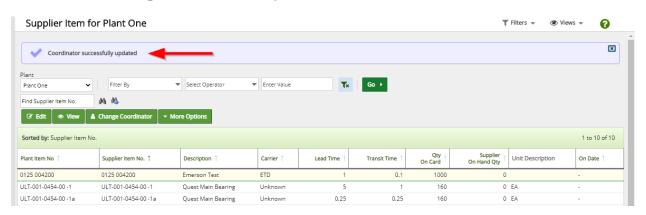


Quick Tip – Select "All Items or fewer items which can be selected on the next screen.

Select an option for "**Do you want to apply this change to?**" Click on the "Finish" button. In the example we selected "All Items". If "Fewer Items" were selected, click on the "Next" button.



The "Coordinator Updated Successfully" for "All Items"



If "Fewer Items" were selected, select the items, and click on the "Finish" button.



The "Coordinator Updated Successfully"

