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Ultriva 8.0 and Above  
Change an Item Coordinator  
Reference Guide

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## Change an Item Coordinator



*Quick Tip – Using the “Change Coordinator” function will save a lot of time when needing to change a “User” that has been assigned to multiple “Items”.*

To navigate to “Change Coordinator”, select the “Plant or Workcenter”

Click on “Admin”.

Click on “Item”

Click on “More Options” and a drop down list appears. Click on “Change Coordinator”

The screenshot shows the 'Items List' page in Ultriva. The 'More Options' menu is open, and 'Change Coordinator' is selected. Below the menu, a table of items is displayed with columns for RYG, Category, Item, Description, Standard Qty, Default Supplier, Product Line, Commodity Code, No. of Cards, and Status.

RYG	Category	Item	Description	Standard Qty	Default Supplier	Product Line	Commodity Code	No. of Cards	Status
Virtual		00800552	TRIPOD	10	ManUFact	Unknown	4521 - AFP Distributors	22	Active
Forecast		00801908Z02	KOSZYK AC2000	1500	ACME, Ltd.	Unknown	4521 - AFP Distributors	1	Active
Forecast		00801940	KOSZYK AC2600	2000	ACME, Ltd.	Unknown	4521 - AFP Distributors	1	Active
Forecast		00804065Z01	KORPUS PRZEGUBU AC2000	180	ACME, Ltd.	Unknown	4521 - AFP Distributors	8	Active
Forecast		00804385	TRIPOD	61	ManUFact	Unknown	4521 - AFP Distributors	1	Active

Click on the drop down arrow in the “Please select the type of coordinator you want to change” field. A drop down list will appear. Click on a selection. (Item or Purchase Coordinator)

The 'Change Coordinator Wizard' dialog box is shown. The first step is to select the type of coordinator to change. The dropdown menu is open, and 'Item' is selected.

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

The 'Change Coordinator Wizard' dialog box is shown. The second step is to select an option by which to do the change. The dropdown menu is open, and 'By User' is selected.



**Quick Tip** – Here is where the “Existing User” will be chosen for this item. If a user is not 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”.

The screenshot shows the 'Change Coordinator Wizard: Select Coordinator' interface. At the top, there are navigation links for 'Admin', 'Supplier', and 'Home', along with 'Business Unit: Plant One' and 'Application: Application (Plant)'. The main content area has a 'Select Coordinator' section with a dropdown menu set to 'Item'. Below this, there are three instructions: 1) 'Please select an option by which you want to do this change:' with a dropdown set to 'By User'. 2) 'Please select the user for which this change is to be applied:' with a dropdown menu open showing 'Not Assigned', 'ultrivademoo', and 'ultrivuser'. A red arrow points to 'ultrivademoo'. 3) 'Do you want to apply this change to?:' with radio buttons for 'All Items managed by user' (selected) and 'Selected Items managed by user'. 'Cancel' and 'Finish >' buttons are in the top right.



*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”.

The screenshot shows the 'Change Coordinator Wizard: Select Coordinator' interface. The 'Please select the user for which this change is to be applied:' dropdown is now closed and contains 'ultrivademoo'. Below it, the 'Please select New User:' dropdown is open, showing a list of users: 'Not Assigned', 'LauraM', 'laurenM', 'lmcreely', and 'lorij'. A red arrow points to 'lmcreely'. The 'Do you want to apply this change to?:' section remains the same as in the previous screenshot.

Select an option for “Do you want to apply this change to?” Click on the “Finish” button.

Business Unit: Plant One Application: Application (Plant)

Change Coordinator Wizard: Select Coordinator

Select Coordinator

\*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  
ultrivademox

\*Please select New User:  
lmcneelyx

\*Do you want to apply this change to?:  
 All Items managed by user  Selected Items managed by user

Cancel Finish

The “Coordinator Updated Successfully”

upland Ultriva Ultriva Demo

Business Unit: Plant One Application: Application (Plant)

Items List

Product Line: All Show: All Items RYG: All

Supplier: Item no. starts with: Category: All

Filter By: Select Operator: Enter Value: Go

Find Item

+ Add Edit Disable View Details Cards More Options

Coordinator successfully updated

Sorted by: Item Viewing 1 to 10 of 999 Page 1 of 100

RYG	Category	Item	Description	Standard Qty	Default Supplier	Product Line	Commodity Code	No. of Cards	Status
Virtual	00800552	TRIPOD		10	ManUFact	Unknown	4521 - AFP Distributors	22	Active
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