

📒 Master Data

Users

Create A User

Create a new user(s) in Vroozi. Users for Vroozi Invoice, Purchase, Sourcing and Purchase Express modules can all be created from this tool.

| PROCESS: | |
|-----------------|--|
|-----------------|--|

To create, view or edit a user, access the 'Users' from the 'Master Data' category in your navigation panel.

Select the 'Create a New User' button.

- 1. Complete Basic Information.
- **2.** Select User Role. For each Vroozi Module, click the downward arrow to view the specific roles within that category.

| KOIE (select at least one) | | |
|----------------------------|---------------------------|------------------|
| Vroozi Admin | Reporting | |
| ✓ Vroozi Purchase | Vroozi Purchase Express | ✓ Vroozi Invoice |
| Vroozi Source | Vroozi Supplier Discovery | Vroozi Expense |

- Please see the *User Access Directory* for specific details on core role functions and permissions.
- Many user roles can be combined. Those which cannot be combined with a specific role will be grayed out once an incompatible role is selected.
- **3.** Complete the remaining fields, indicating the Accounting classifications for the user. Classifications listed are based on the accounting string and addresses configured in your Master Data; 'Addresses', 'Organization' & 'Accounting' set up...
 - As you begin typing in each field, the previously creating accounting segments will populate.

| Vroozi HQ | USD | CC-01 - Company Code - 01 |
|--|-----------------------|---------------------------|
| Vroozi HQ | Cost Center | WBS Element |
| 15000 VENTURA BLVD | C001 - Marketing | Click to select value |
| US | Internal Orders | Profit Center |
| nichole.whitaker+approver@vroozi.c +1 (818) 555-5555 | Click to select value | Click to select value |
| Plant | Location | Class |
| PC-001 - testing | Click to select value | Click to select value |

4. Once all fields are complete, click the blue 'Save User' button.

Within seconds of creation, the new user will receive email notification of their new Vroozi account.