

📒 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.

Role (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.

Shipping Address Vroozi HQ	USD	Company Code CC-01 - Company Code - 01
Vroozi HQ	Cost Center	WBS Element
15000 VENTURA BLVD SHERMAN OAKS, CA 91403-2443	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.