

Job Aid:

How to Create a Multi-organization Approver User

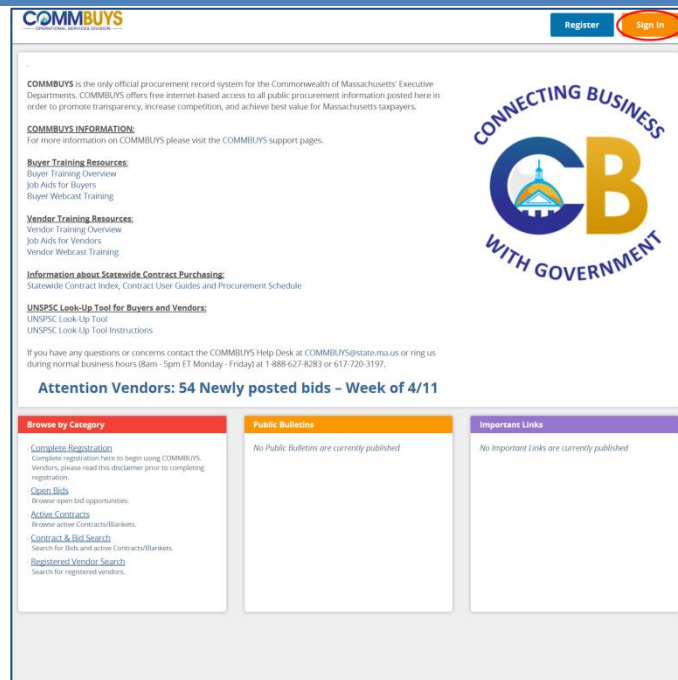
This Job Aid shows how to:

- Create a multi-organization (multiorg) approver user

Overview and Requirements:

Setting up a multiorg approval path requires the participation of Organization Administrators (OAs) from each participating organization. **It is critical to ensure legal foundation for adding other agency users. The organizations involved must have a valid Interagency Service Agreement (ISA) or some type of legal authority.** The OA from one organization gives access to a user to be an approver on another organization's approval path, and creates a multiorg approval path.

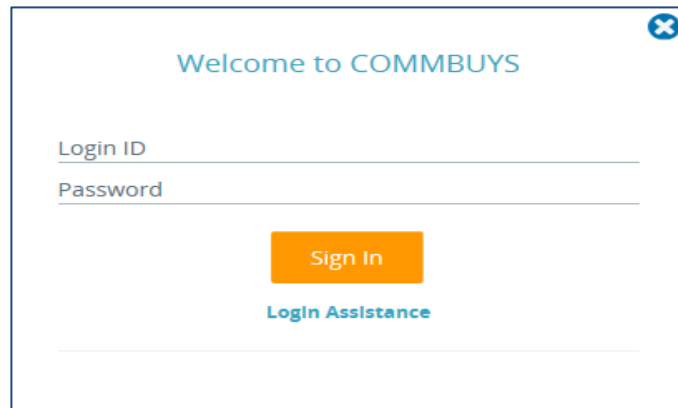
Screenshot



Directions

Step 1: Logging in to COMMBUYS

1. Launch the COMMBUYS website by entering the URL (<https://www.commbuys.com>) in the browser or by clicking the hyperlink [COMMBUYS](#).
2. Click on the orange **Sign In** button in the upper right hand corner.
3. Enter your Login ID and Password and click on the **Sign In** button.

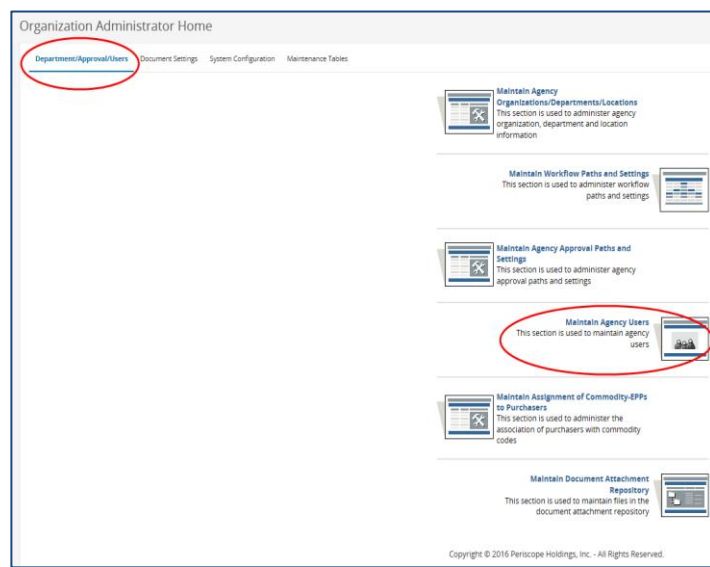




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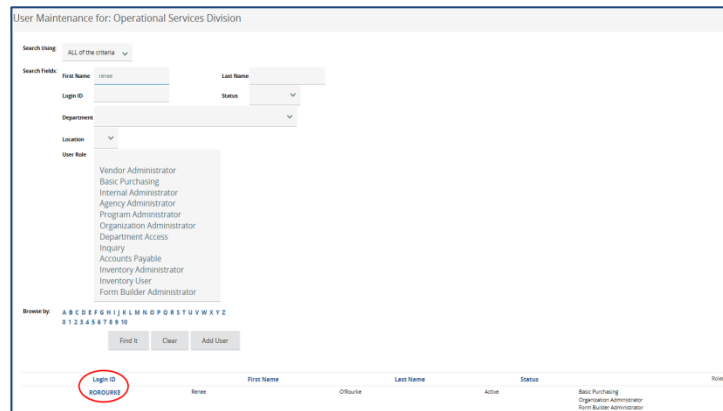
Screenshot



Directions

Step 2: Clicking the Maintain Agency Users Icon

From your Organization Administrator homepage, click on the **Maintain Agency Users** icon to add new users or edit current user profiles.

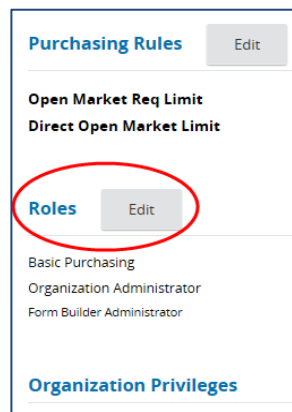


Step 3: Selecting the Login ID

The list of organization users displays.

COMMBUYS opens a search box allowing you to search for an existing user with several different criteria types.

Below the search box is a list displaying existing users. Click the **Login ID** of the user you wish to designate as a multiorg approver.



Step 4: Editing the Roles

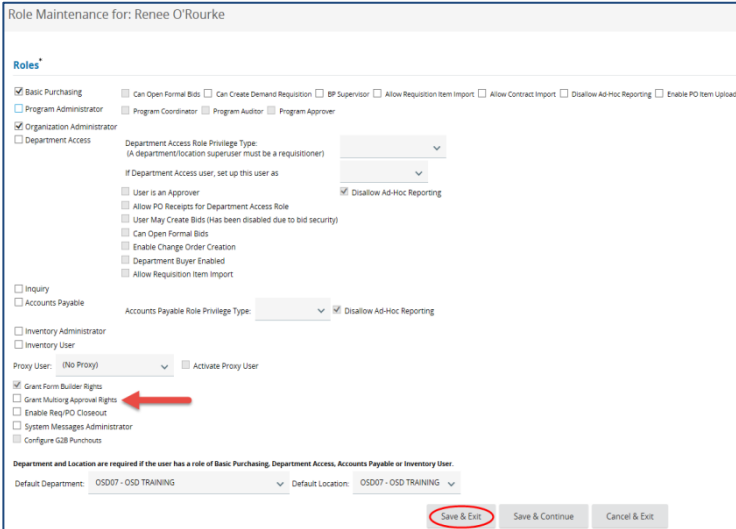
A user maintenance page opens.

Click the **Edit** button that is adjacent to the **Roles** heading.

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Screenshot



Role Maintenance for: Renee O'Rourke

Roles*

Basic Purchasing Can Open Formal Bids Can Create Demand Requisition EP Supervisor Allow Requisition Item Import Allow Contract Import Disallow Ad-Hoc Reporting Enable PO Item Upload

Program Administrator Program Coordinator Program Auditor Program Approver

Organization Administrator

Department Access Department Access Role Privilege Type: (A department/location supervisor must be a requisitioner)

Department Access user, set up this user as

User is an Approver Disallow Ad-Hoc Reporting

Allow PO Receipts for Department Access Role

User May Create Bids (Has been disabled due to bid security)

Can Open Formal Bids

Enable Change Order Creation

Department Buyer Enabled

Allow Requisition Item Import

Inquiry

Accounts Payable Accounts Payable Role Privilege Type: Disallow Ad-Hoc Reporting

Inventory Administrator

Inventory User

Proxy User: (No Proxy) Activate Proxy User

Grant Form Builder Rights

Grant Multiorg Approval Rights

Enable Req/PO Closeout

System Messages Administrator

Configure G28 Purchases

Department and Location are required if the user has a role of Basic Purchasing, Department Access, Accounts Payable or Inventory User.

Default Department: OSD07 - OSD TRAINING Default Location: OSD07 - OSD TRAINING

Directions

Step 5: Granting Multiorg Approval Rights

The user role maintenance page opens.

1. Check the box for: **Grant Multiorg Approval Rights**.
2. Click **Save & Exit** when finished.

Note: The user to whom you granted multiorg approval rights can now be searched for, and can be selected by an OA at a different organization.

Caution! In order to designate one of your organization's users as an approver on another organization's approval path, you must have a valid Interagency Service Agreement (ISA).

Use the Job Aid entitled *How to Approve a Multi-organization Approver User* to add a user from another organization to your approval path.