

Managing Additional Users - Supplier Guide

This document covers how suppliers can create and manage additional users within their PCS-Tender account.

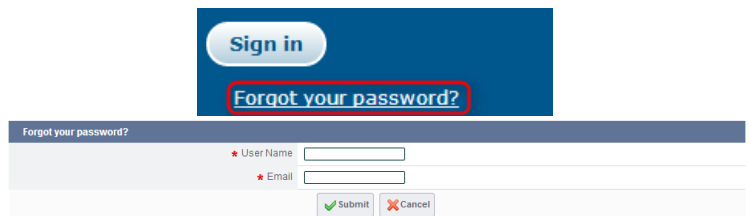
Please note: PCS-Tender is a separate site to PCS and requires separate registration. Single Sign On between the two sites is available. To find out more about Single Sign On please visit:

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/singlesignon>

Step by step guide to managing additional users



On the PCS-Tender homepage enter your username and password in the usual way, or select *Forgot your password?* or *Register* if necessary.



Note: If you have setup Single Sign On between PCS and PCS-Tender this step can be skipped.

Once logged in you will need to navigate to your supplier profile area by clicking on the link entitled *Manage my Profile*.



Click the *User Management* tab to start adding additional users to your organisations profile on PCS-Tender.

The screenshot shows the PCS-Tender user management interface. At the top left is the logo for 'public contracts scotland - tender'. To the right is a 'HELPDESK' box with contact information: Phone: 0800 368 4850, E-mail: help@bravosolution.co.uk. Below the logo is a navigation bar with 'Main Page', 'Exit PCS-Tender', and 'Accessibility and Legend'. A welcome message reads 'Welcome: Supplier Test' and 'Time Zone: GMT + 0:00'. A 'Select Module' button is on the right. The main navigation tabs are 'Profile', 'User Management' (highlighted with a red box), 'Categories', and 'Scorecards'. On the left, a sidebar menu includes 'Locations', 'Users' (with a sub-item 'Users'), 'Roles' (with a sub-item 'Roles'), 'Divisions' (with a sub-item 'Divisions'), and 'Default User' (with a sub-item 'Default User'). The main content area has a 'Filter By: All Users' dropdown and a toolbar with 'Search/Filter', 'Create' (highlighted with a red box), 'Export List to Excel', and 'Help for Suppliers'. The main area displays 'No Users found.' and an '^ Top' link. At the bottom, it says '~ COPYRIGHT 2000 - 2014 BRAVOSOLUTION ~'.

Click the *Create* button to register the details of new users within your organisation’s account.

This screenshot is identical to the one above, showing the PCS-Tender user management interface. The 'User Management' tab is highlighted with a red box. In this view, the 'Create' button in the toolbar is highlighted with a red box. The rest of the interface, including the logo, helpdesk, navigation, sidebar, and main content area, remains the same.

Once you have completed all of the mandatory fields click *Save* to finish setting up the new user account.

New User

User Details

* Last Name

* First Name

User Tag for Codes

* E-mail

* Telephone Number

Mobile Phone Number (please enter "+" "country code" and "your mobile phone number" with no spaces)

* Division Name

Department

Role

* Choose your Username and check it is not already in use.

* Preferred Language

* Time Zone

Note: The new user will be sent an email with their log in details. This will include the username you have chosen for them and a temporary password to access PCS-Tender.

After creating the new user you will be asked to view the user rights of this user. As no 'roles' have been created or allocated at this stage the new user currently has no access to any of the different modules within PCS-Tender.

New User

Andrew Brown was registered as new user. The Users access codes have been sent via email to the following email address: andrew.brown@org.co.uk . The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Tenders. The account currently has no access to Tenders by default.

Having clicked on *View User Rights* you will be able to grant relevant access rights to the new user using the *Edit* button.

HELPPESK
Phone: 0800 368 4850
E-mail: help@bravosolution.co.uk

Welcome: **Supplier Test**
Time Zone: GMT + 0:00

← Back To List | Main Page | Exit PCS-Tender | Accessibility and Legend

▼ User: Andrew Brown
Division: Division

Edit Delete Help for Suppliers

Edit Auction Rights

Auctions	
Visibility of Auction Lists	No
Access Auction Details	No
Access to Auction Monitor	No
Participate	No
Contact Visible to Buyer	No
Manage Messages	No

If it is anticipated that many users will be setup under the organisation’s account and that many of the users will have similar access rights, it is advisable to setup roles. Roles allow SuperUsers to quickly and easily assign the appropriate User Rights to user accounts, according to the function of the user within the organisation. To do this click *Back To List* on the top left hand side of the screen. Roles can be then be accessed and created from the left hand menu.

Main Page | Exit PCS-Tender | Accessibility and Legend

Welcome: **Supplier Test**
Time Zone: GMT + 0:00

Select Module

Profile | **User Management** | Categories | Scorecards

Locations
Users
Roles
Divisions
Default User

Filter By: All Users

Search/Filter Create Export List to Excel Help for Suppliers

Last Name	First Name	Division Name	Email	Phone	Role
1 Brown	Andrew	Division	andrew.brown@org.co.uk	+	

Total: 1 Page 1 of 1 Show: 50 elements

^ Top

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Once roles have been setup within your organisation’s account you will be able to assign these to both new and existing users. Users assigned one of the roles setup within your organisation will inherit the associated user rights of that role.

If you would like any further information or support on setting up additional users please contact help@bravosolution.co.uk.