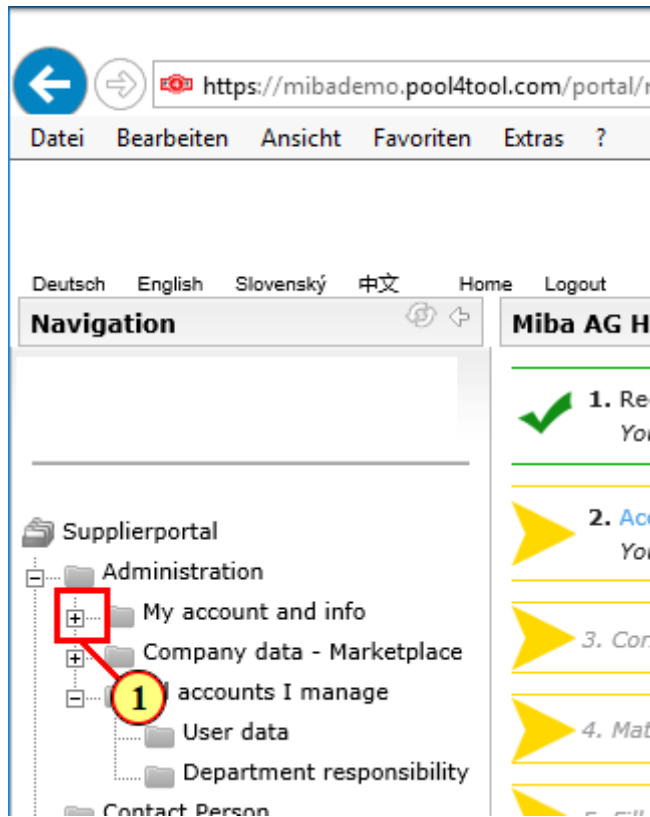

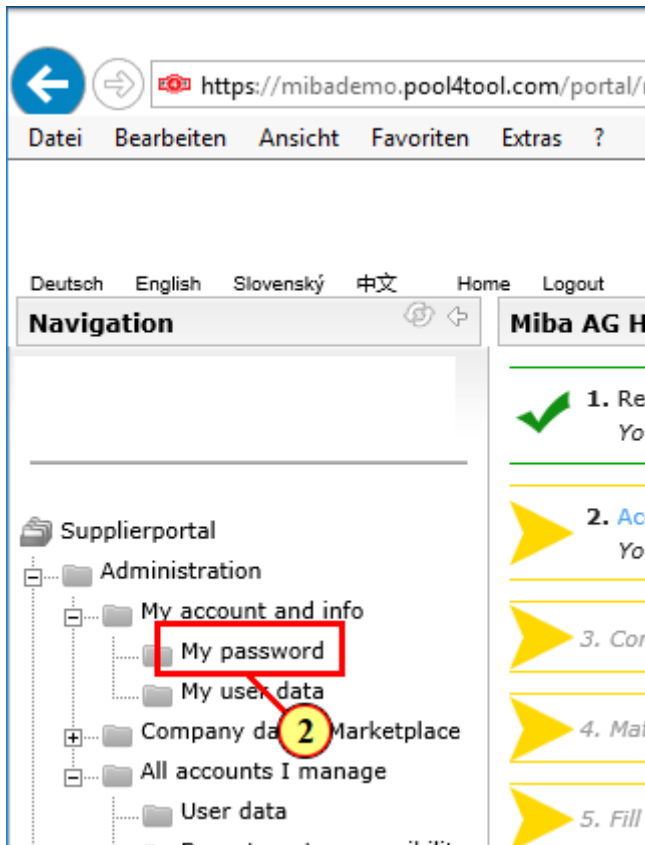


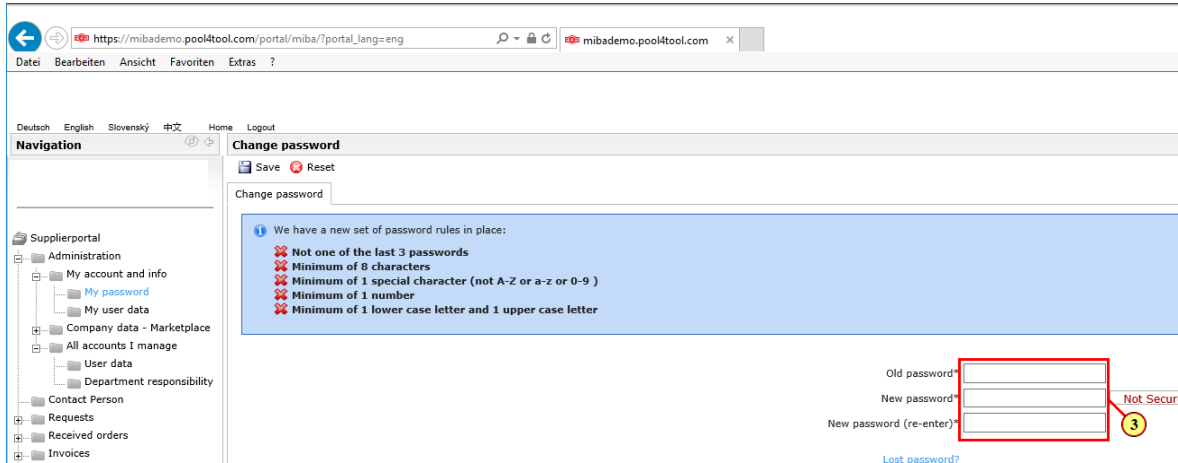
1 How to manage user data



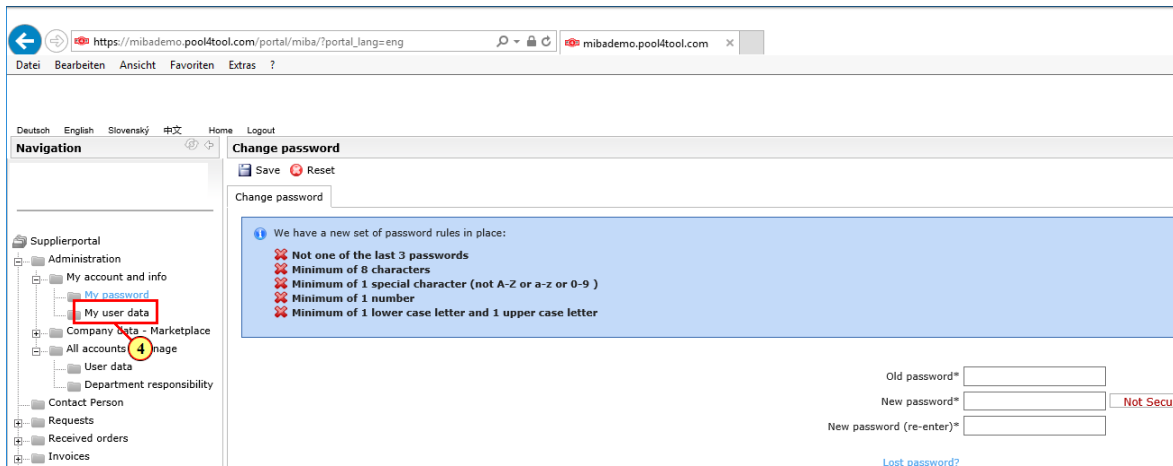
(1) To manage your own user data click  on **My Account and info**.



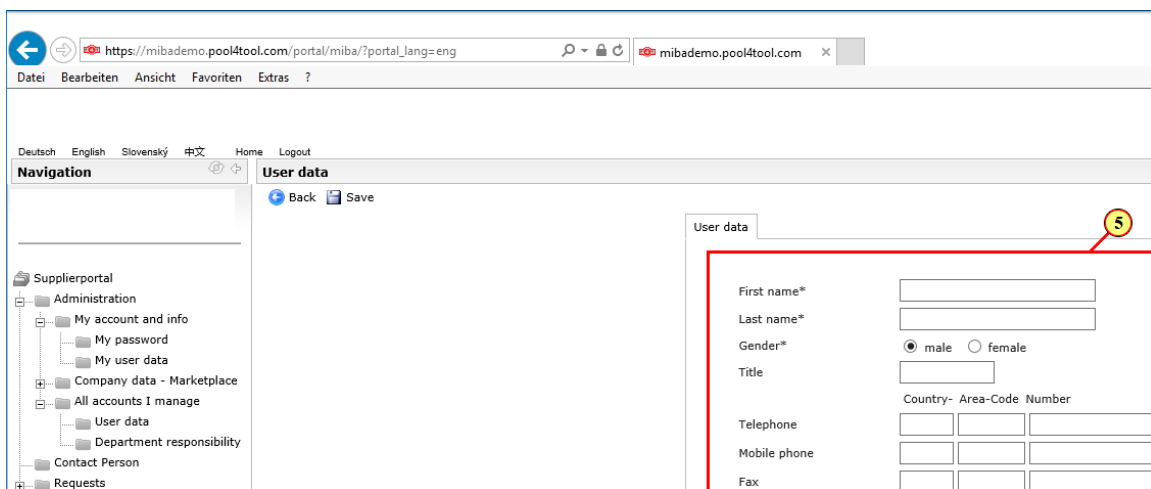
(2) Click **My password** to adapt your password.



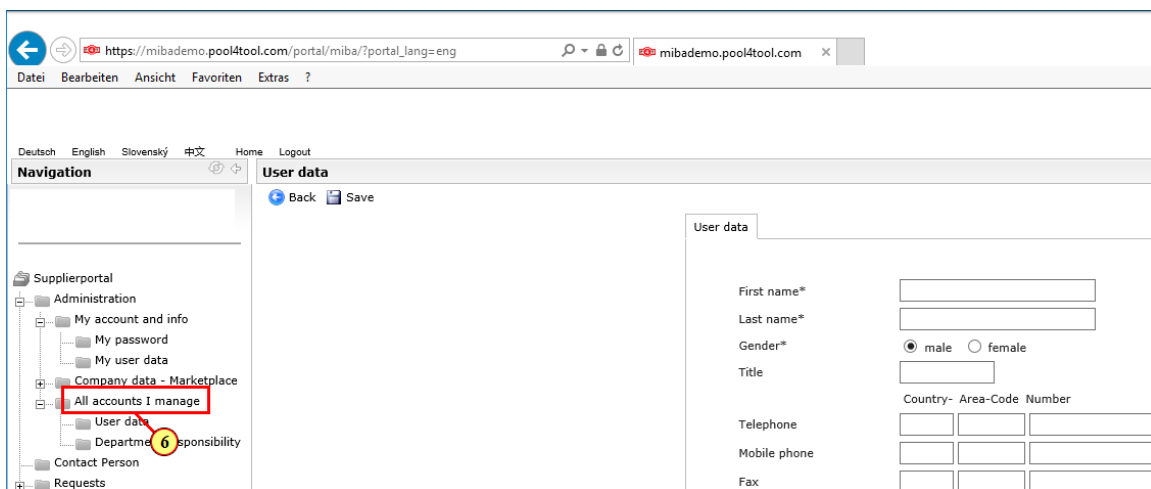
(3) Change your password here and save the changes.



(4) Click **My user data** to change them.

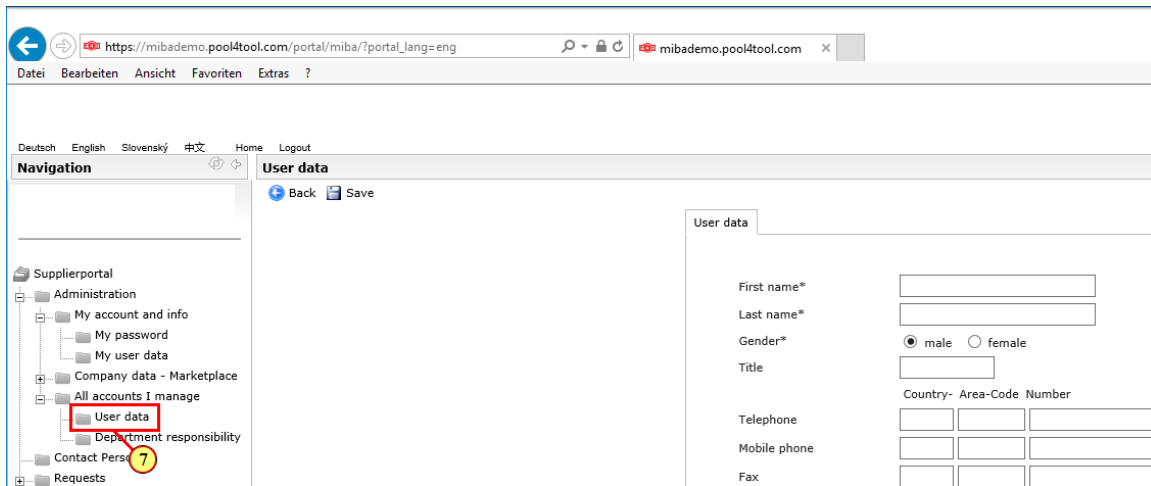


(5) Make all desired changes and save them.



(6) To manage other users' data or to add new users click **All accounts I manage**.

Training Library - How to manage user data



Navigation

Supplierportal

- Administration
 - My account and info
 - My password
 - My user data
 - Company data - Marketplace
 - All accounts I manage
 - User data**
 - Department responsibility
 - Contact Person
 - Requests

User data

Back Save

First name*

Last name*

Gender* male female

Title

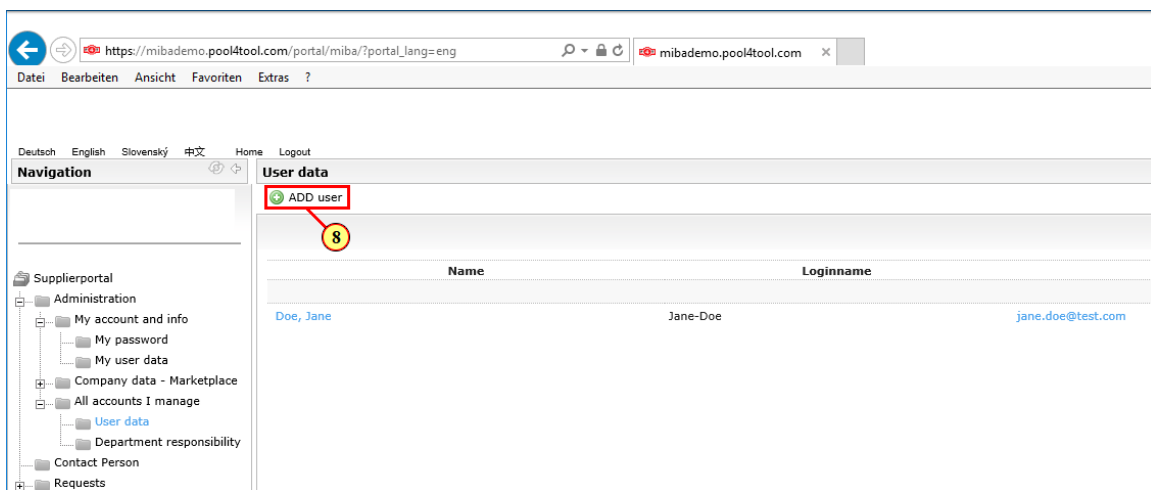
Country- Area-Code Number

Telephone

Mobile phone

Fax

(7) Click **User data** to add users.



Navigation

Supplierportal

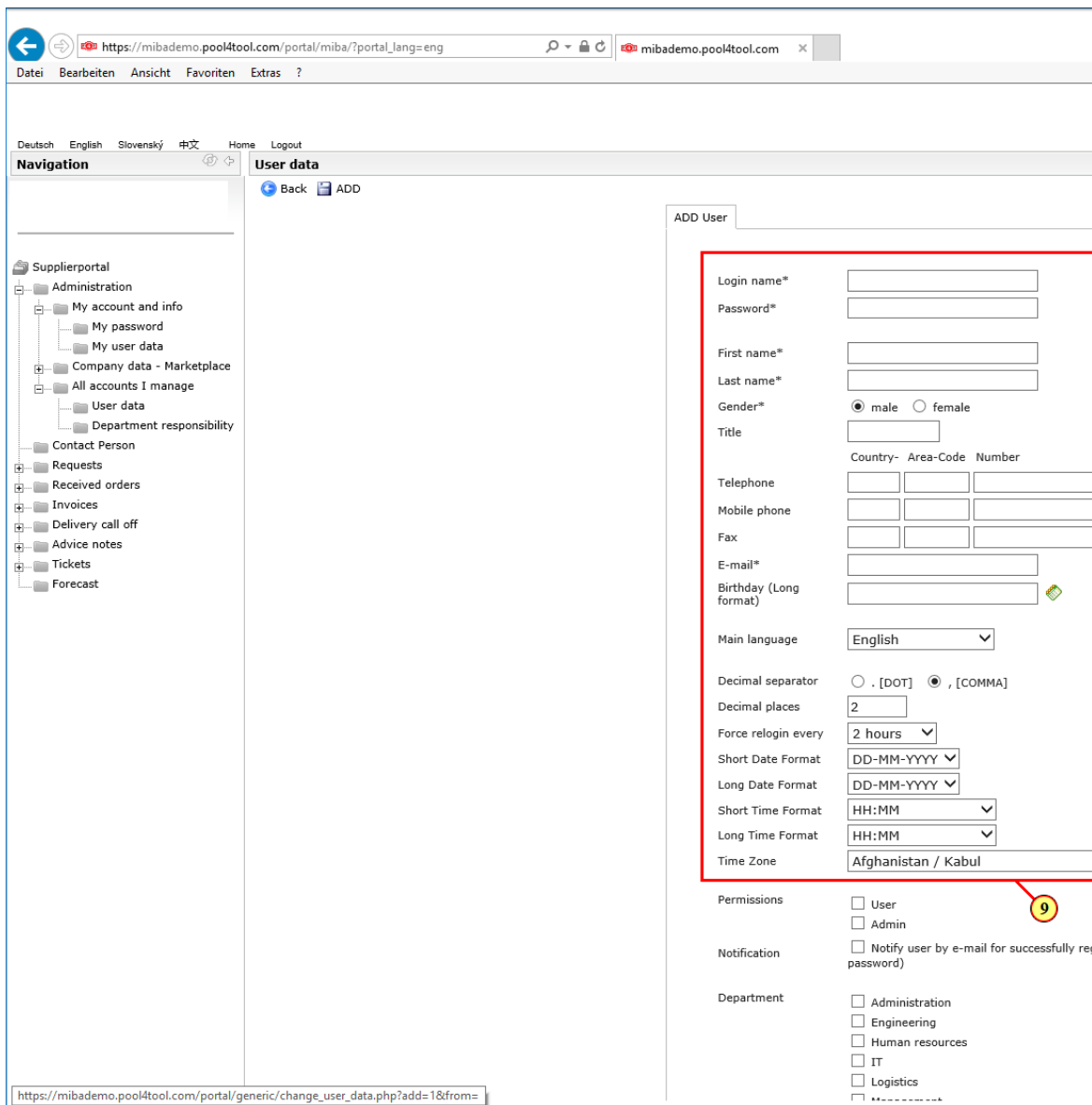
- Administration
 - My account and info
 - My password
 - My user data
 - Company data - Marketplace
 - All accounts I manage
 - User data
 - Department responsibility
 - Contact Person
 - Requests

User data

ADD user

Name	Loginname
Doe, Jane	Jane-Doe jane.doe@test.com

(8) Click **ADD user**.

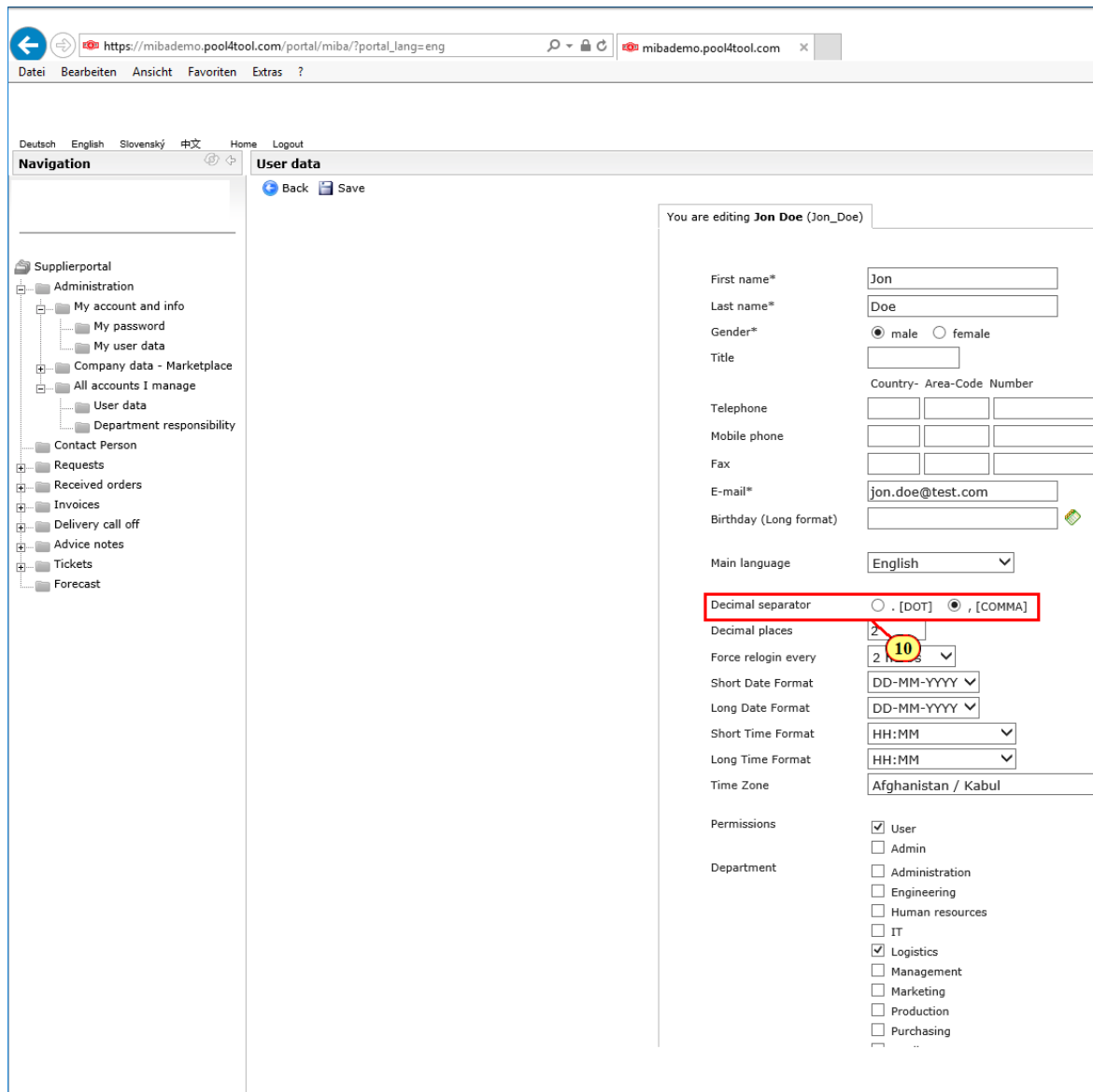


The screenshot shows a web browser window with the URL https://mibademo.pool4tool.com/portal/miba/?portal_lang=eng. The page title is "User data" and it features a navigation menu on the left and a main content area with an "ADD User" form. The form contains the following fields:

- Login name*
- Password*
- First name*
- Last name*
- Gender* (radio buttons for male and female)
- Title
- Telephone (Country- Area-Code Number)
- Mobile phone
- Fax
- E-mail*
- Birthday (Long format)
- Main language (dropdown menu)
- Decimal separator (radio buttons for . [DOT] and , [COMMA])
- Decimal places (input field)
- Force relogin every (dropdown menu)
- Short Date Format (dropdown menu)
- Long Date Format (dropdown menu)
- Short Time Format (dropdown menu)
- Long Time Format (dropdown menu)
- Time Zone (dropdown menu)
- Permissions (checkboxes for User and Admin)
- Notification (checkbox for Notify user by e-mail for successfully reg password)
- Department (checkboxes for Administration, Engineering, Human resources, IT, Logistics, and a dotted line)

A red box highlights the form fields, and a yellow circle with the number 9 points to the 'User' permission checkbox.

(9) Insert the respective user data. Obligatory fields are marked by an asterisk (*).



Deutsches English Slovenský 中文 Home Logout

Navigation

- Supplierportal
 - Administration
 - My account and info
 - My password
 - My user data
 - Company data - Marketplace
 - All accounts I manage
 - User data
 - Department responsibility
 - Contact Person
 - Requests
 - Received orders
 - Invoices
 - Delivery call off
 - Advice notes
 - Tickets
 - Forecast

User data Back Save

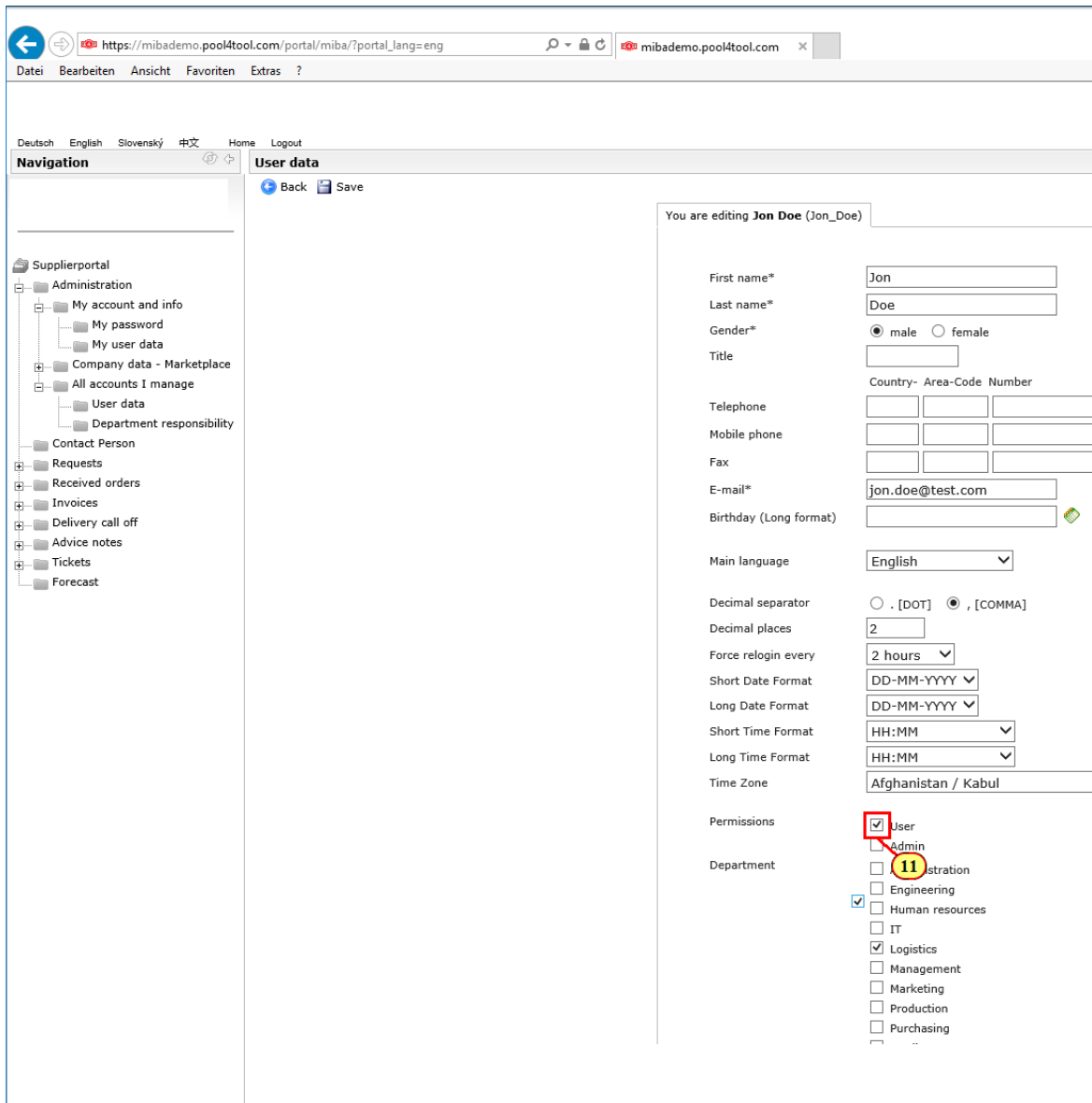
You are editing **Jon Doe** (Jon_Doe)

First name* Jon
 Last name* Doe
 Gender* male female
 Title
 Country- Area-Code Number
 Telephone
 Mobile phone
 Fax
 E-mail* jon.doe@test.com
 Birthday (Long format)
 Main language English

Decimal separator . [DOT] , [COMMA]
 Decimal places 2
 Force relogin every 2 **10**
 Short Date Format DD-MM-YYYY
 Long Date Format DD-MM-YYYY
 Short Time Format HH:MM
 Long Time Format HH:MM
 Time Zone Afghanistan / Kabul

Permissions User
 Admin
 Department Administration
 Engineering
 Human resources
 IT
 Logistics
 Management
 Marketing
 Production
 Purchasing

(10) Choose the decimal separator which should be displayed for the new user.



Deutsches English Slovenský 中文 Home Logout

Navigation

- Supplierportal
 - Administration
 - My account and info
 - My password
 - My user data
 - Company data - Marketplace
 - All accounts I manage
 - User data
 - Department responsibility
 - Contact Person
 - Requests
 - Received orders
 - Invoices
 - Delivery call off
 - Advice notes
 - Tickets
 - Forecast

User data

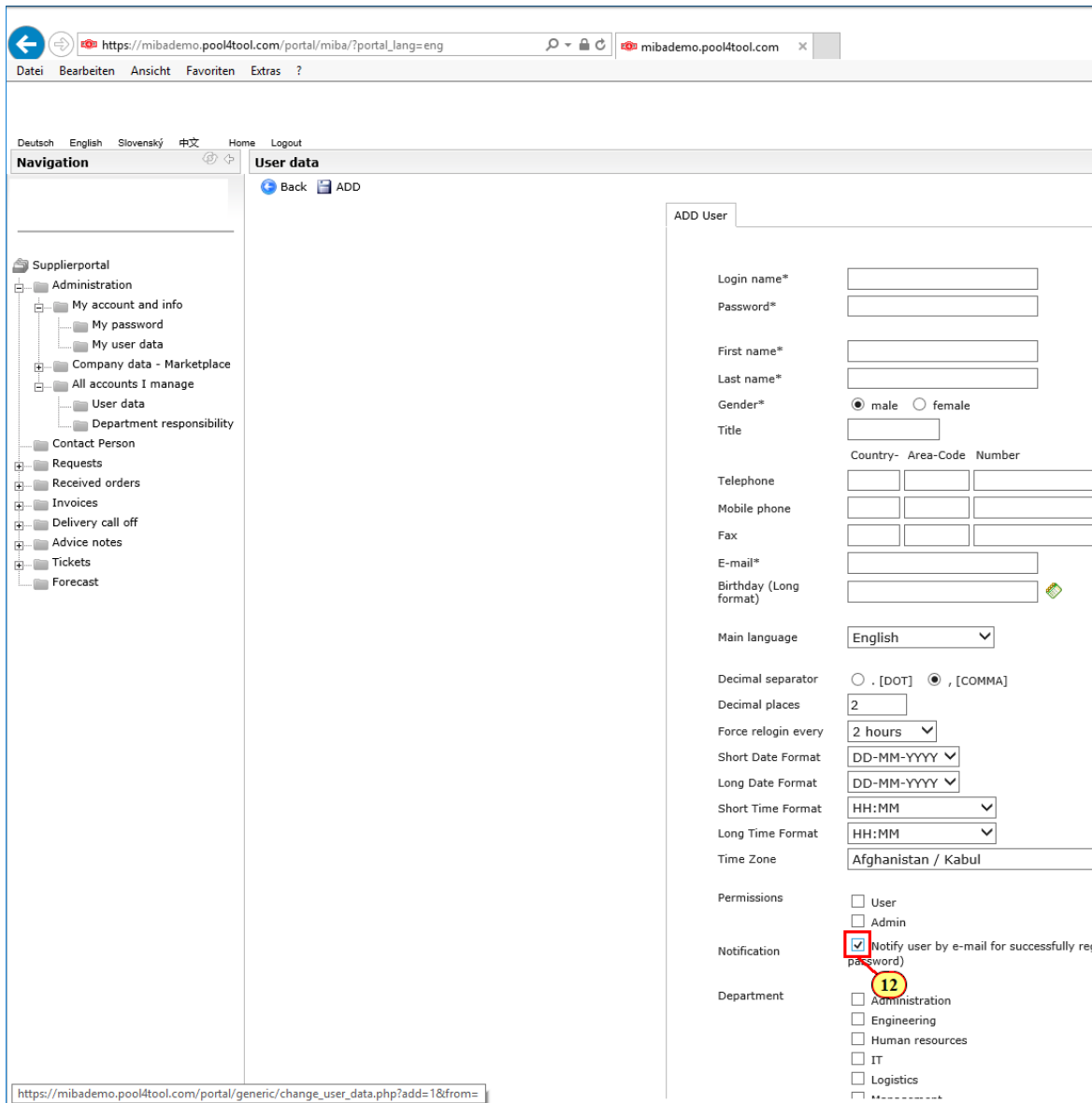
Back Save

You are editing **Jon Doe** (Jon_Doe)

First name* Jon
 Last name* Doe
 Gender* male female
 Title
 Country- Area-Code Number
 Telephone
 Mobile phone
 Fax
 E-mail* jon.doe@test.com
 Birthday (Long format)
 Main language English
 Decimal separator . [DOT] , [COMMA]
 Decimal places 2
 Force relogin every 2 hours
 Short Date Format DD-MM-YYYY
 Long Date Format DD-MM-YYYY
 Short Time Format HH:MM
 Long Time Format HH:MM
 Time Zone Afghanistan / Kabul

Permissions User Admin
 Department Administration **11** Engineering Human resources IT Logistics Management Marketing Production Purchasing

(11) Select the according permissions.

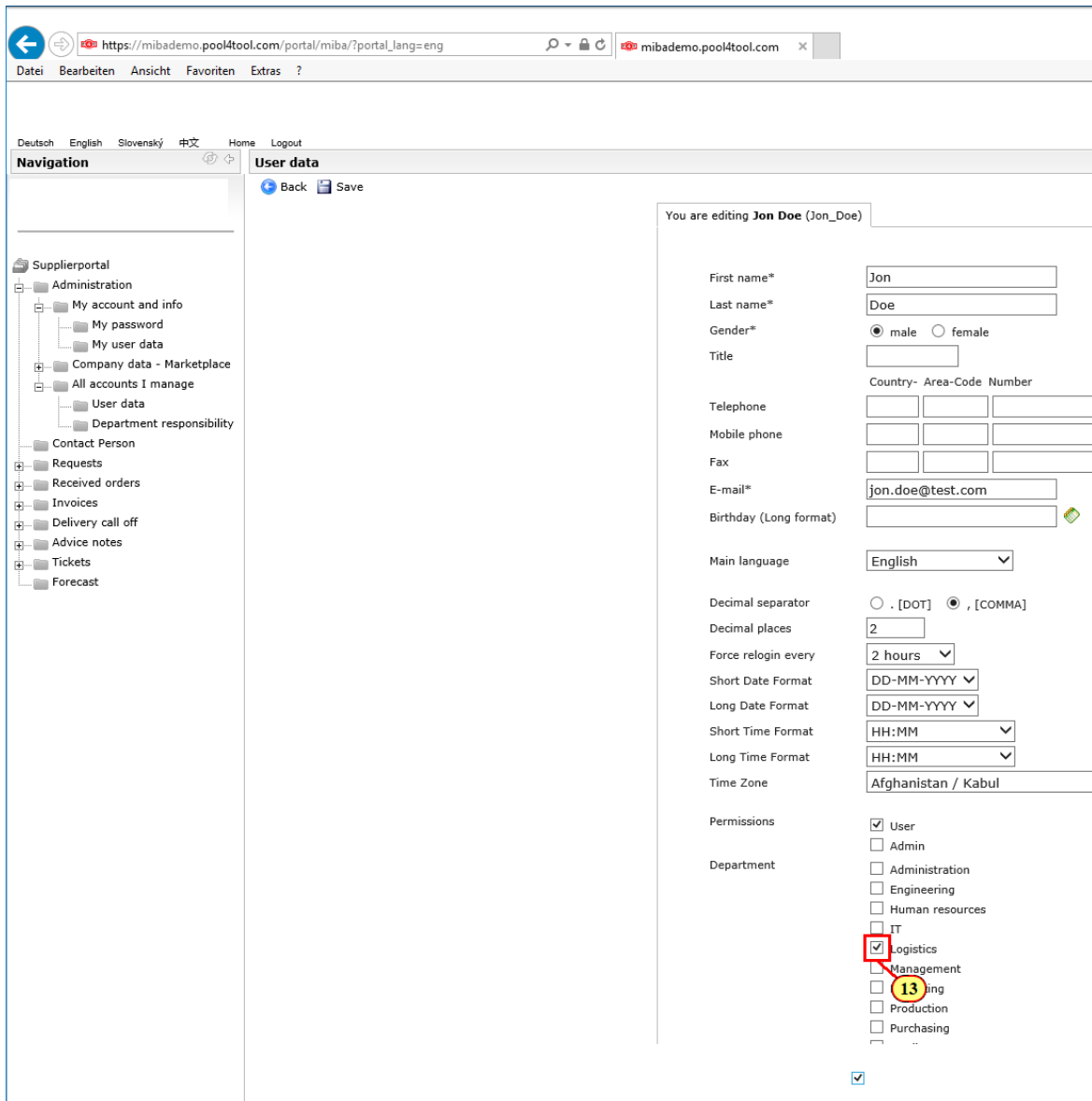


The screenshot shows the 'User data' management page in the Miba portal. The left sidebar contains a navigation tree with categories like 'Supplierportal', 'Administration', 'My account and info', 'Company data - Marketplace', 'All accounts I manage', 'Contact Person', 'Requests', 'Received orders', 'Invoices', 'Delivery call off', 'Advice notes', 'Tickets', and 'Forecast'. The main content area is titled 'User data' and includes a 'Back' button and an 'ADD' button. The 'ADD User' form contains the following fields and options:

- Login name* (text input)
- Password* (text input)
- First name* (text input)
- Last name* (text input)
- Gender* (radio buttons for male and female)
- Title (text input)
- Country- Area-Code Number (text input)
- Telephone (text input)
- Mobile phone (text input)
- Fax (text input)
- E-mail* (text input)
- Birthday (Long format) (text input)
- Main language (dropdown menu, currently set to English)
- Decimal separator (radio buttons for . [DOT] and , [COMMA])
- Decimal places (text input, set to 2)
- Force relogin every (dropdown menu, set to 2 hours)
- Short Date Format (dropdown menu, set to DD-MM-YYYY)
- Long Date Format (dropdown menu, set to DD-MM-YYYY)
- Short Time Format (dropdown menu, set to HH:MM)
- Long Time Format (dropdown menu, set to HH:MM)
- Time Zone (text input, set to Afghanistan / Kabul)
- Permissions (checkboxes for User and Admin)
- Notification (checkbox for 'Notify user by e-mail for successfully registered password', which is checked and highlighted with a red box and a yellow circle containing the number 12)
- Department (checkboxes for Administration, Engineering, Human resources, IT, Logistics, and a blank option)

The URL at the bottom of the browser window is: https://mibademo.pool4tool.com/portal/generic/change_user_data.php?add=1&from=

(12) Select the Notification box.



Deutsches English Slovenský 中文 Home Logout

Navigation **User data**

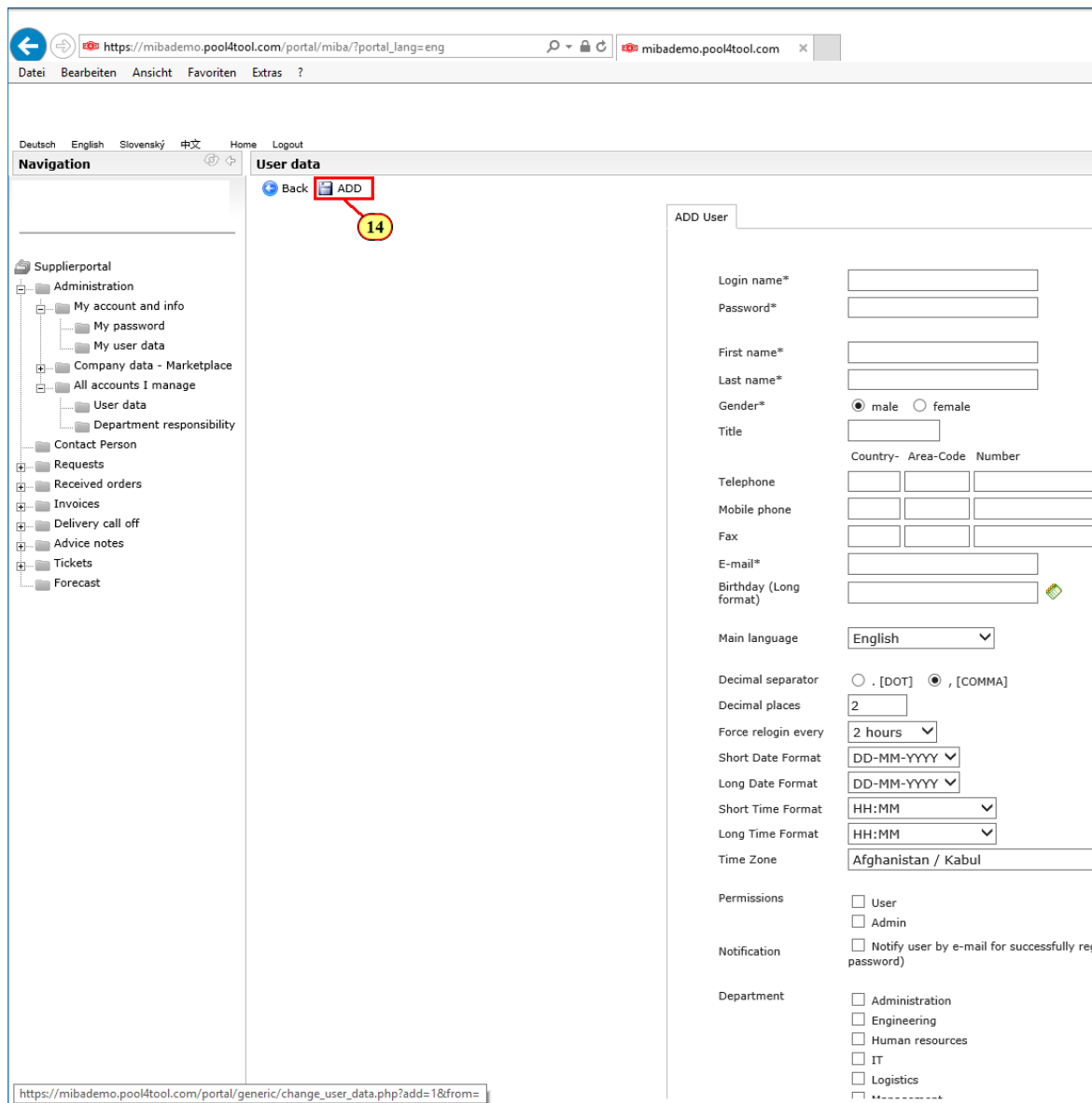
Back Save

You are editing **Jon Doe** (Jon_Doe)

First name* Jon
 Last name* Doe
 Gender* male female
 Title
 Country- Area-Code Number
 Telephone
 Mobile phone
 Fax
 E-mail* jon.doe@test.com
 Birthday (Long format)
 Main language English
 Decimal separator . [DOT] , [COMMA]
 Decimal places 2
 Force relogin every 2 hours
 Short Date Format DD-MM-YYYY
 Long Date Format DD-MM-YYYY
 Short Time Format HH:MM
 Long Time Format HH:MM
 Time Zone Afghanistan / Kabul

Permissions User
 Admin
 Department Administration
 Engineering
 Human resources
 IT
 13 Logistics
 Management
 Production
 Purchasing

(13) Select the according department.



Deutsch English Slovenský 中文 Home Logout

Navigation

- Supplierportal
 - Administration
 - My account and info
 - My password
 - My user data
 - Company data - Marketplace
 - All accounts I manage
 - User data
 - Department responsibility
 - Contact Person
 - Requests
 - Received orders
 - Invoices
 - Delivery call off
 - Advice notes
 - Tickets
 - Forecast

User data

Back ADD

ADD User

Login name*

Password*

First name*

Last name*

Gender* male female

Title

Country- Area-Code Number

Telephone

Mobile phone

Fax

E-mail*

Birthday (Long format)

Main language

Decimal separator . [DOT] , [COMMA]

Decimal places

Force relogin every

Short Date Format

Long Date Format

Short Time Format

Long Time Format

Time Zone

Permissions User Admin

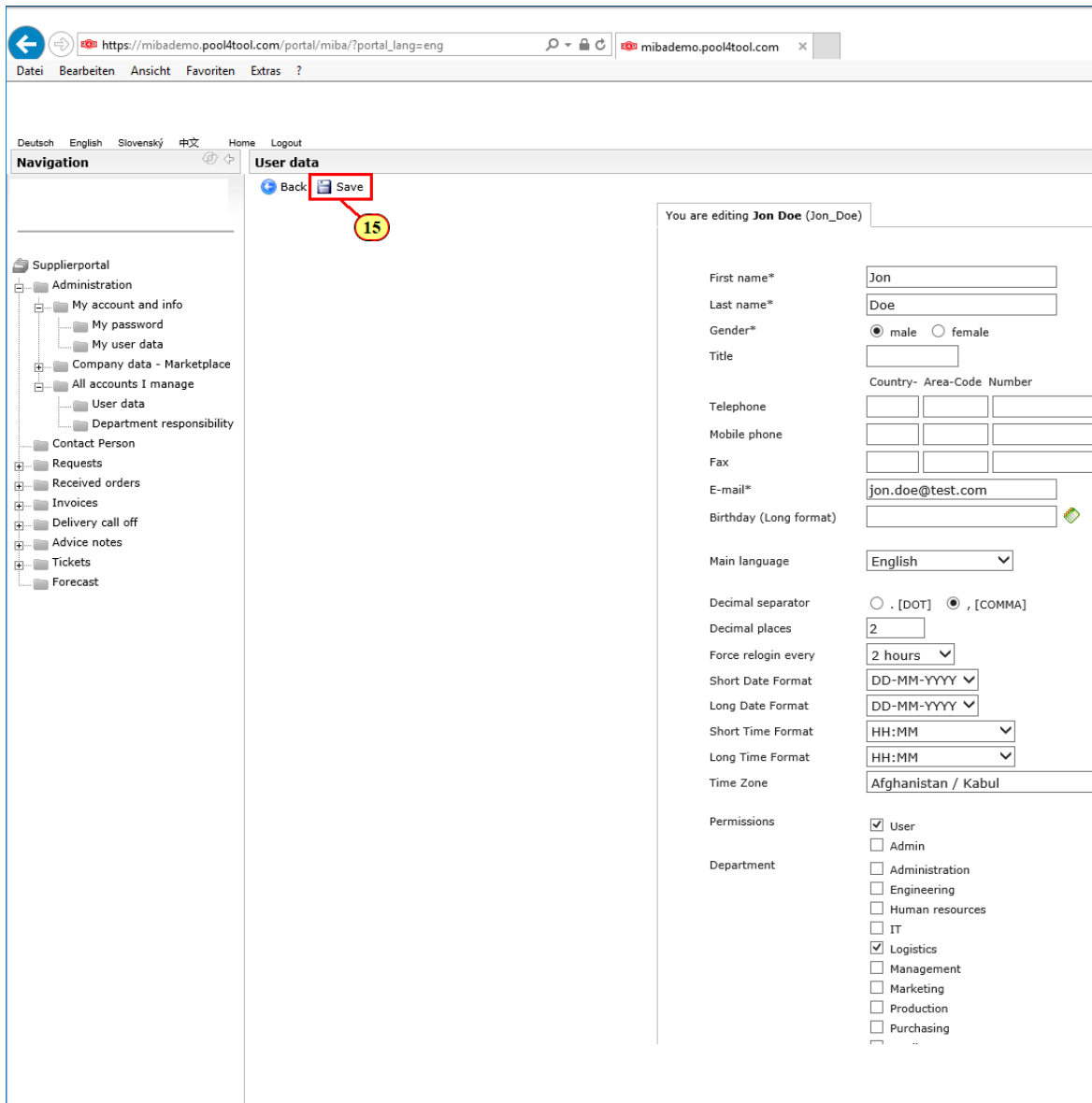
Notification Notify user by e-mail for successfully reg password)

Department Administration Engineering Human resources IT Logistics

https://mibademo.pool4tool.com/portal/generic/change_user_data.php?add=1&from=

(14) Click  to add the user.

Training Library - How to manage user data



The screenshot shows the 'User data' editing interface for 'Jon Doe'. The 'Save' button is highlighted with a red box and a yellow circle containing the number 15. The form includes fields for personal information, preferences, and permissions.

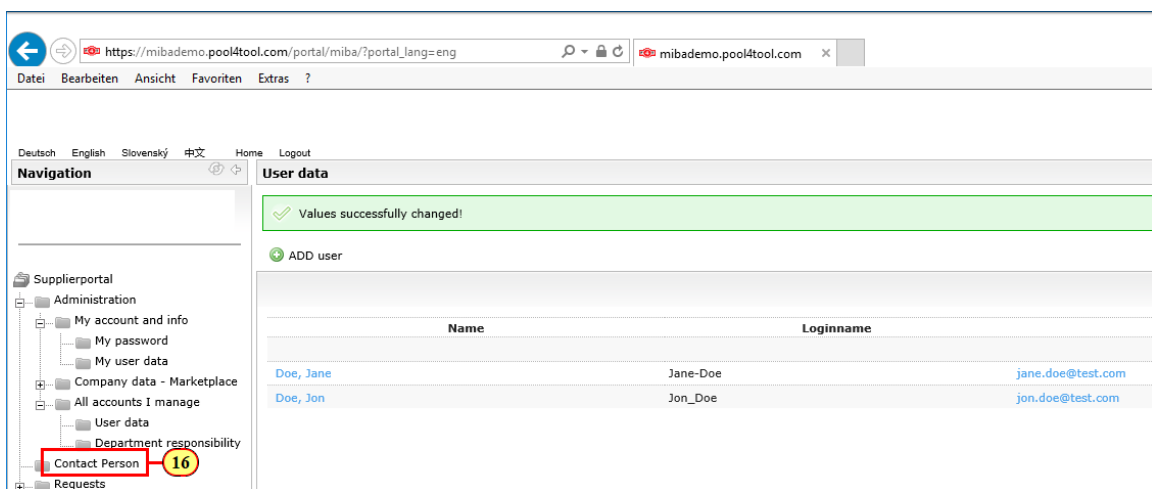
User data

You are editing **Jon Doe** (Jon_Doe)

First name* Jon
 Last name* Doe
 Gender* male female
 Title
 Country- Area-Code Number
 Telephone
 Mobile phone
 Fax
 E-mail* jon.doe@test.com
 Birthday (Long format)
 Main language English
 Decimal separator . [DOT] , [COMMA]
 Decimal places 2
 Force relogin every 2 hours
 Short Date Format DD-MM-YYYY
 Long Date Format DD-MM-YYYY
 Short Time Format HH:MM
 Long Time Format HH:MM
 Time Zone Afghanistan / Kabul

Permissions User
 Admin
 Department Administration
 Engineering
 Human resources
 IT
 Logistics
 Management
 Marketing
 Production
 Purchasing

(15) Click Save.



The screenshot shows the 'User data' management page after a successful update. A green message box indicates 'Values successfully changed!'. Below it is an 'ADD user' button and a table of users. The 'Contact Person' link in the navigation menu is highlighted with a red box and a yellow circle containing the number 16.

User data

✓ Values successfully changed!

➕ ADD user

Name	Loginname	
Doe, Jane	Jane-Doe	jane.doe@test.com
Doe, Jon	Jon_Doe	jon.doe@test.com

(16) Click **Contact Person** to assign tasks.

Logout

Contact people


Save New user Assign current user Reload

Name	Loginname	Email	Menu
Doe, Jon	Jon_Doe	jon.doe@test.com	
Doe, Jane	portal.2210244		
Mrkvička, Jožko	jozko.mrkvicka	jozko.mrkvicka@test.com	
Muster, Max	Max_Muster	max.muster@mail.com	
Si, Li	li.si	li.si@test.com	

5 Entries

13 Entries

Role	Responsibilities	Menu
Certificate management		
Order	Jon Doe	
Invoice Selfbilling		
Contracts		
Delivery call off		
Invoice		
Order confirmation		
Quality document		
QM		
RFQ	Jane Doe	17
VMI		
Kanban		
ratings		

(17) Click  to change or assign responsibilities.

https://www.pool4tool.com/portal/miba/ pool4tool.com

Navigation

- Supplierportal
 - Administration
 - My account and info
 - Company data - Marketplace
 - All accounts I manage
 - User data
 - Contact Person
 - Company profile
 - Requests
 - Received orders
 - Invoices
 - Delivery call off
 - Advice notes
 - Tickets
 - Action list

Contact people

Save New user Assign current user Reload

Name	Loginname
Doe, Jon	Jon_Doe
Doe, Jane	portal.2210244
Mrkvička, Jožko	jozko.mrkvicka
Muster, Max	Max_Muster
Si, Li	li.si

Assignments (RFQ)

Save Close Reload

Responsibilities

Person

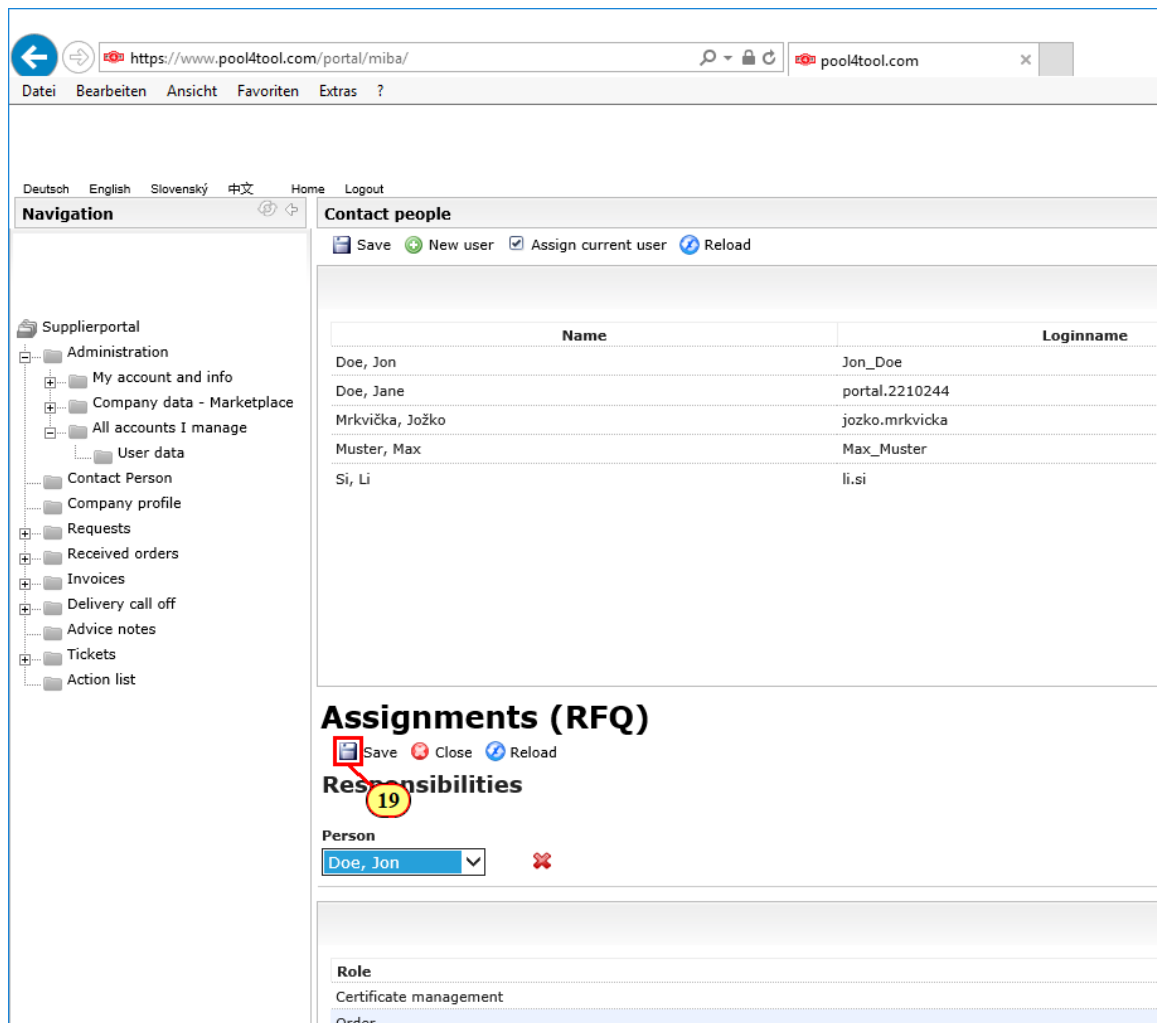
18

Role

Certificate management

Order

(18) Select the new responsible.



Navigation: Administration, My account and info, Company data - Marketplace, All accounts I manage, User data, Contact Person, Company profile, Requests, Received orders, Invoices, Delivery call off, Advice notes, Tickets, Action list

Contact people

Save New user Assign current user Reload

Name	Loginname
Doe, Jon	Jon_Doe
Doe, Jane	portal.2210244
Mrkvička, Jožko	jozko.mrkvicka
Muster, Max	Max_Muster
Si, Li	li.si

Assignments (RFQ)

Save Close Reload

Responsibilities

Person: Doe, Jon

Role: Certificate management

Order

(19) Click  **Save.**

Should you have any additional questions that are not answered in this tutorial please watch the further tutorials or contact the Pool4Tool Support.

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