

# MANAGE USERS GUIDE

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Customize permission levels for every user.

## PERMISSION LEVELS

### Admin Checkbox

- Checking "Admin" automatically checks all of the user permissions as well as allows the admin to manage other users' permissions.

### Purchasing Permissions

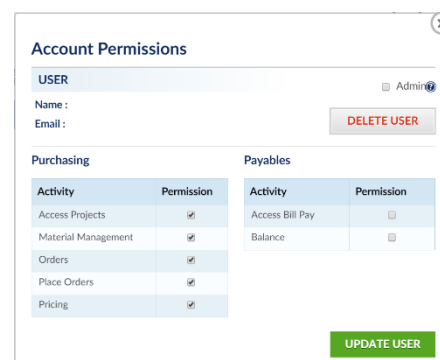
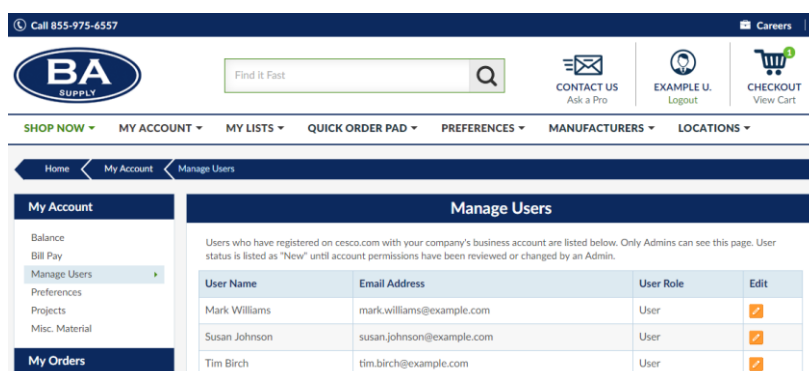
Access Projects	Use Project Management.
Place Orders	Add items to the cart and check out.
Misc. Material Management	Review job reports set up by your Account Manager comparing a bill of materials estimate to your purchase orders.
View Orders	View and reorder from past orders, as well as convert quotes to orders.
View Pricing	View company's profiled business account price.

### Payables Permissions

Access Bill Pay	Access the secure online billing center.
View Balance	View company's account balance.

## USER ROLES

New	New users have purchasing permissions upon account registration. Once their account is reviewed by their company's admin, their status changes to user.
User	Users have assorted permission levels depending on their needs. Their permissions are set up by their company's admin(s).
Admin	The first person to register with a company is the admin. Admin get an email every time a user from their company registers on BASupply.com. If there is more than one admin, they will both get an email notification. In Manage Users, the admin(s) can see a list of every user tied to their company and click on the "Edit" icon to customize user permissions, add another admin, or delete a user.



\*\*\*If your company needs to be set up with the Manage Users feature or you need to change your company's admin, please contact [OnlineSupport@BASupply.com](mailto:OnlineSupport@BASupply.com).\*\*\*

