



# WBSCM User Roles

*USDA Foods*

*Texas Department of Agriculture*



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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Food and Nutrition Division  
Food Distribution Program

# WBSCM User Administrator-RA

## Manage and Maintain User Details

- Can create new users
  - Cannot create another User Administrator
  - Only two User Administrator per organization
- Update contact information and assigned roles for users within their RA organization
- Deactivate accounts that are no longer needed

## User Security Report

- Provides details on all users (including locked and deleted)
- Monitors non-active users
- Confirms and validates role assignments and Status or organization users
- Validates users have maintained correct email and contact information

# WBSCM Order Manager-RA

## Order Management:

- Create Domestic Order Entry

## Reports:

- Run Entitlement/Bonus Summary Report
- Run RA Entitlement/Bonus Detail Report

## Shipment Receipts (\*Direct Ship RAs Only):

- Enter Shipment Receipt
- Upload Shipment Receipt

# WBSCM Organization Administrator-RA

## Manage Users

- Can view users

## Organization Maintenance

- Can manage organization information

## User Security Report

- Provides details on all users (including locked and deleted)
- Monitors non-active users
- Confirms and validates role assignments and Status or organization users
- Validates users have maintained correct email and contact information

**Note: Org. Admins do not perform user maintenance unless a User Admin is not assigned or active.**

## WBSCM View Only-RA

Has access to order management and entitlement reports.

- **List of Materials**
- **Material Pricing Report**
- **Entitlement/Bonus Summary Report**
- **Entitlement/Bonus Detail Report**

- **Domestic Ship-To Contacts Report**
- **Requisition Status Report**
- **Redistribution/Redonation Detail Report**
- **Value of Commodities Received - RA Report**

## WBSCM View Only-SDA (for ESCs)

Has TDA-level access to order management, material pricing, and entitlement reports.

- **Domestic Price Support Report**
- **Domestic Ship-To Contacts Report**
- **Entitlement/Bonus Summary Report**
- **List of Materials**
- **Material Outlay Report**
- **Material Pricing Report**
- **Order Status Report**

- **Processing Status Report**
- **RA Entitlement/Bonus Detail Report**
- **Received Shipment Report**
- **Redistribution/Redonation Detail Report**
- **Requisition Status Report**
- **SDA Entitlement/Bonus Detail Report**

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