WBSCM RA User Roles

The following document provides a summary of the WBSCM User Roles, including functions each user role can perform.

Role #1

User Administrator RA

User Administrators can perform the following functions: Order Mana functions:

- · Create new users
 - Cannot create another User Admin.
 - · Only two User Admin. per organization.
- Update contact information and assigned roles for users within their RA organization
- Deactivate accounts that are no longer needed
- Run User Security Report

Role #2

Order Manager

Order Managers can perform the following functions:

- · Run reports:
 - Entitlement/Bonus Summary Report
 - Entitlement/Bonus Detail Report
- Create Domestic Order Entries
- Enter or Upload Shipment Receipts (*Direct Ship RAs only)

Role #3

Organization Administrator RA

Org. Administrators can perform the following functions:

- View users
- Manage organization information
- Run User Security Report

Role #4

View Only RA

View Only RA users can perform the following functions:

- Entitlement/Bonus Summary Report
- Entitlement/Bonus Detail Report
- Domestic Ship-To Contacts Report
- Requisition Status Report
- Redistribution/Redonation Report
- Value of Commodities Received Report





Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711 Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)



WBSCM RA User Roles Worksheet

Identify staff to assign to each WBSCM User Role. Enter these names in the WBSCM Account Access Information JotForm. Have email address, phone, and title ready.

Role #1

User Administrator RA

Role #2

Order Manager

User Administrators can:

- Create new users
- · Assigned roles to users
- · Deactivate accounts no longer needed
- Only one User Admin per organization
- Small Districts: UA can serve in all roles

DESIGNATED STAFF NAME

1. _____

Role #3

Organization Administrator RA

Org. Administrators can:

- View users
- Manage organization information
- Run User Security Report
- · Can designate up to six users to this role

DESIGNATED STAFF NAME

١.	
2.	
3.	
4.	

Order Managers can:

- Create Domestic Order Entries
- Entitlement/Bonus Summary Report
- Entitlement/Bonus Detail Report
- · Can designate up to six users to this role

DESIGNATED STAFF NAME

١.	
2.	
3.	
1	

5

6

Role

View Only RA

View Only RA users can view all reports

· Can designate up to six staff to this role

DESIGNATED STAFF NAME

1.				
2.				

3. _____

4. _____

5. _____

b. _____





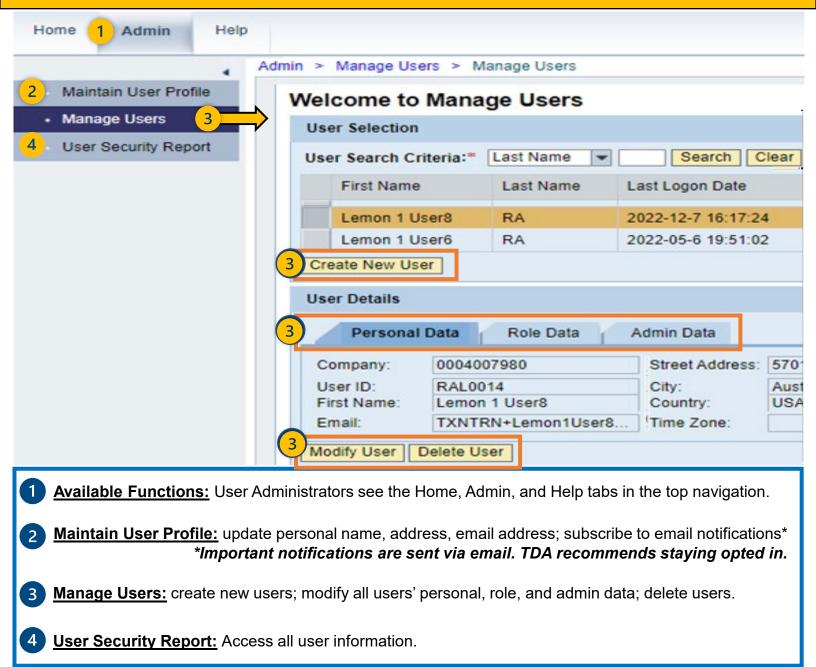
Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711 Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)



WBSCM User Administrator

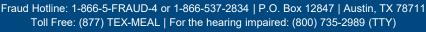
The User Administrator creates and manages users for their organization and has access to the User Security Report. Functions and "views" available to User Administrators are found in the Admin tab.

WBSCM Portal Views







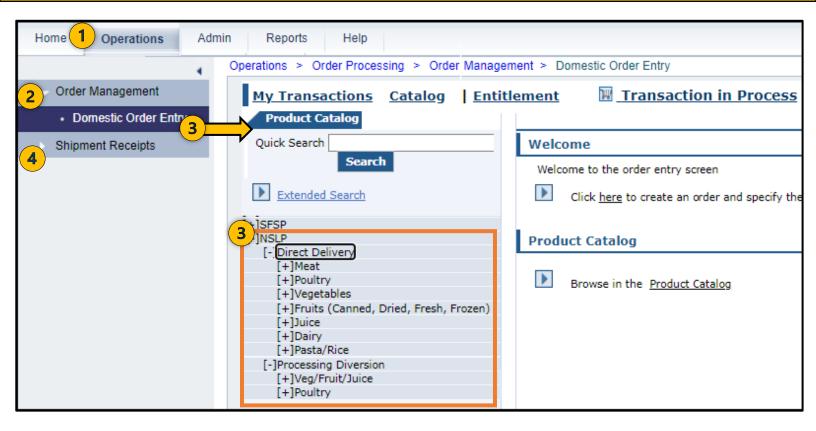




WBSCM Order Manager

The Order Manager creates requisitions for materials. Direct Ship RAs can upload or enter receipts through the Order Management function. Entitlement/Bonus Detail and Entitlement Bonus Summary Reports can be accessed through the Reports tab.

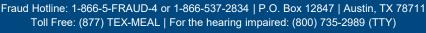
WBSCM Portal Views



- **Available Functions:** Order Managers see the Home, Operations, Admin, Reports, and Help tabs in the top navigation.
- Order Management: Access Domestic Order Entry link through the Order Management folder.
- 3 <u>Domestic Order Entry:</u> Access product catalog to place requisitions.
- 4 Shipment Receipts: Direct Ship Recipient Agencies can upload or enter shipment receipts.





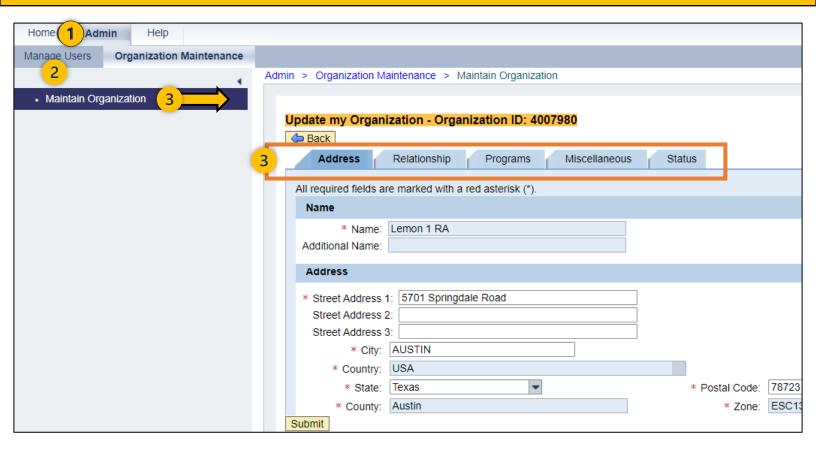




WBSCM Org. Administrator

The Organization Administrator manages organization contact details and data, views users, and has access to the User Security Report. Functions and "views" available to User Administrators are found in the Admin tab.

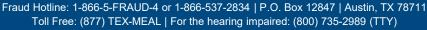
WBSCM Portal Views



- 1 <u>Available Functions:</u> Organization Administrators see the Home, Admin, and Help tabs in the top navigation.
- Maintain Users: View personal name, address, email address and view other user information for the organization.
- Maintain Organization: Found under the Organization Maintenance tab, Org. Admins can update organization information including address, programs, etc.





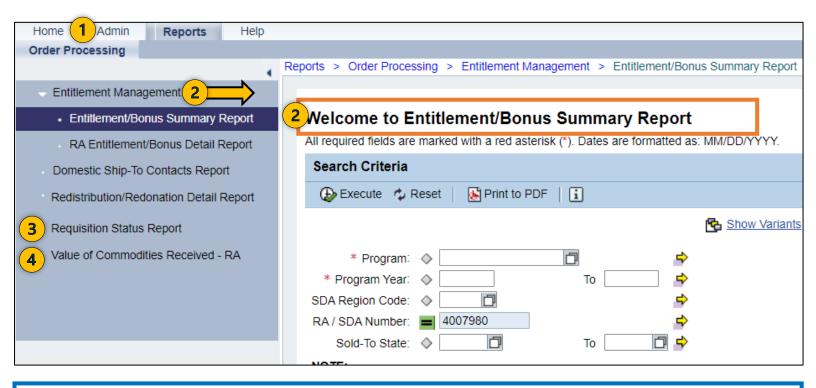




WBSCM View Only-RA

The View Only-RA role has access to a variety of reports.

WBSCM Portal Views



*Most frequently accessed reports included below:

- **Available Functions:** View Only-RA users see the Home, Admin, Reports, and Help tabs in the top navigation.
- Entitlement Management Reports: Displays summary of beginning and remaining entitlement balances, list of requisitions, and the impact of each request on balance.
- Requisition Status Report:
 Displays status and information for material line items throughout order life cycle.
- Value of Commodities Received-RA Report:

 Displays details on value of commodities received.





