


Ion Wave Technologies, Inc. - Sourcing Supplier Profile - Add and Manage User(s)

IWT recommends adding a user with an email address that delivers to a distribution list. For example, sales@<companyname>.com

Step 1: Hover over Admin and select Company Profile from the dropdown.



My Profile | Help | Log Off
Welcome iwtlogin!

Bid EventsAuction EventsAdmin

Available BidsClosedMy Awards

Welcome to Enterprise
To view or respond to a bid, click on the Bid Number below. To access information about closed events, click the 'Closed Bids' tab.
To view a quick reference guide on how to respond to a bid, [click here](#).

Step 2: Select the Users tab.

Bid EventsAuction EventsAdmin

ABC Suppliers Inc

ProfileAddress BookUsersCommoditiesW-9Special ClassificationsOther Information

User List

Add User

UserName	Full Name	Title	Email Address	Status
iwtlogin	Darren Jones		iwtsales2@gmail.com	ACTIVE

Step 3: Manage User Profile.

Bid EventsAuction EventsAdmin

Edit User

Return Save Reset Password Deactivate User

User Information

Status: ACTIVE

* User Name / Login: iwtlogin

Title:

Prefix:

* First Name: Darren

Middle Name:

* Last Name: Jones

* Email: iwtsales2@gmail.com

Office Phone: () - Ext. ☐ International

Fax Phone: () - Ext. ☐ International

Mobile Phone: () - ☐ International

* Time Zone: Central Time

Receive Email Notifications: ☒

User Roles

Role	Description
<input checked="" type="checkbox"/> Administrator	Administrator
<input checked="" type="checkbox"/> Event View/Respond	View/Respond to Bids or Auctions

Add a User

- Login
- Hover over Admin and select Company Profile from the dropdown
- Select the Users tab
- Click 'Add User'
- Enter the User Information
 - Create and Verify a password that can be reset by the New User if desired
- Select the appropriate User Role(s) (see below for details)
- Click 'Save'

User Role Functions

Administrator:

- Ability to log in and manage user profile
- Ability to manage company profile (including other users)
- Access to view/respond to available events

Event View/Respond:

- Ability to log in and manage user profile
- Access to view/respond to available events

Edit a User

- Hover over Admin and select Company Profile from the dropdown
- Select the Users tab
- Select user to edit
- Edit user information and click 'Save'
- The system will display a message **"Save successful"**

Unlock/Reset User Passwords

- Hover over Admin and select Company Profile from the dropdown
- Select the Users tab
- Select User
- Click 'Reset Password'
- In the popup window, verify the email address and enter an optional note to the user
- Click 'Reset User Password' to initiate an email to the user containing a temporary password

(Password Resets and Account Unlocks can be completed by individual Users utilizing the Forgot Your Username/Password link located on the login screen)

Inactivate a User – Removes system access permanently or temporarily

- Hover over Admin and select Company Profile from the dropdown
- Select the Users tab
- Select User
- Click 'Deactivate User' in the toolbar
- The system will display a message **"User Deactivated"**