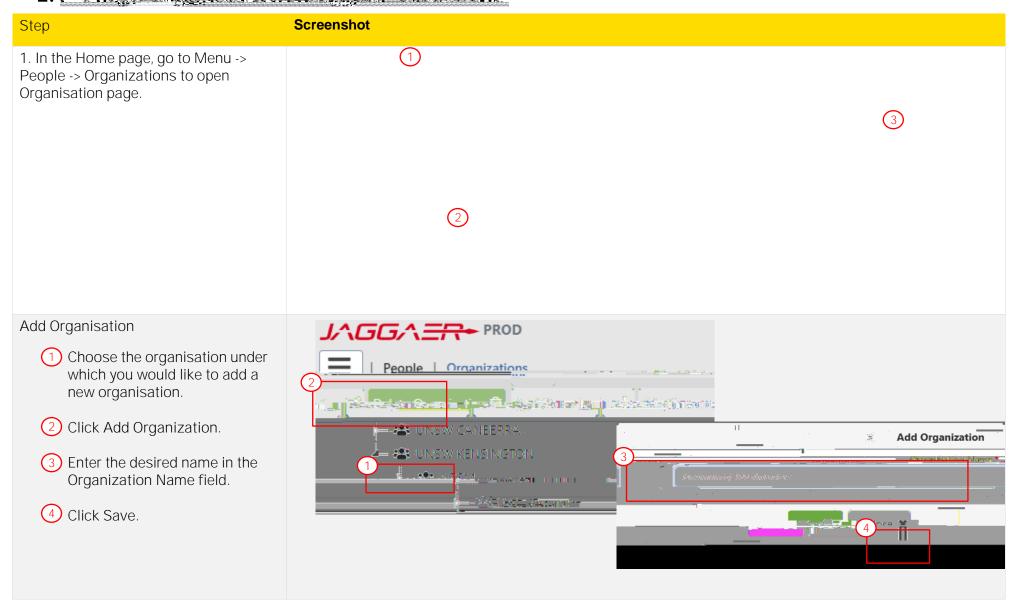


no User Profile in Jaggaer a

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1. Create and Manage Organisation in Jaggaer





Edit Organisation

- 1. Select the organisation that you would like to edit
- 2. Click Edit Organization
- 3. Rename the Organization Name or make it Inactive -> click Save

Note:

You cannot delete any organisations.

Manage cost centre groups of an existing user profile

Add a cost centre group to user profile:

(a) To add an existing cost centre group:

Type cost centre group name and select the correct one Click Add.

(b) To create a new cost centre group:

Click Create New Group. A new window will appear.
Enter the new Cost Center Group name and new Cost Center Center

Manage



Create a new cost centre group

Click Create New Cost Center Group. A popup window will appear.

Enter the new Cost Center Group name and new Cost Center Click Save.

Add a new cost centre to an existing cost centre group

Click Setting icon under Action column



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3. Add New Users in Jaggaer

Prerequisite: Details required to create a user profile in Jaggaer:

First name, last name

zID, email

Supervisor: To decide which sub-location they belong to.

Location: Receiving location for users' orders (e.g. BABS>E26>LG>LG021)

Organization Name: Must be assigned to the lowest level of the organisation chart (e.g. Faculty of Medicine>CCIA>CCIA-ETMO)

Cost Centre Group: Group that includes the Cost Centre that orders are charged from.

Role: Please refer to <u>Jaggaer Roles and Permissions</u> guide for detailed information on each system role.

Create New Users

1. In the Home page, go