Contents

1. Create and Manage Organisation in Jaggaer

Step	Screenshot
1. In the Home page, go to Menu -> People -> Organizations to open Organisation page.	
Add Organisation ① Choose the organisation under which you would like to add a new organisation. ② Click Add Organization. ③ Enter the desired name in the Organization Name field. ④ Click Save.	

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

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

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 Jaggaer Roles and Permissions guide for detailed information on each system role.

Create New Users

1. In the Home page, go