How to transfer Administrator Role

Transfer Administrator Role
(via Administrator account)

Manage Users under Account Settings

It is recommended that the administrator should transfer the admin role to the next responsible person in advance to avoid any potential disruption in activities with customers.

Account Settings

Save | Close

Customer Relationships | Users | Notifications | Account Hierarchy | Application Subscriptions | Account Registration | API management | Account Type Change Log

Manage Roles | Manage Users | Manage User Authentication | Revoked Users | More...

Users (2)

☐ Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Filter

Users (You can only search on one attribute at a time)

Username ▾ | Enter username | ⊞

Apply | Reset

Choose from the list of users to be designated for the next administrator, click **Action** and select **Make administrator**

	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
☐	MN_m7@ariba.com	minh.nha.ho@sap.com	Minh Nha	Ho	No	PROFILE_MGMT_ROLE, +5		All(1)	Yes	
☑	minaho@test.com	minhnhaho@gmail.com	Mina	Ho	No	Co-admin		All(1)	Yes	Actions ▾

↳ Add to Contact List | Remove from Contact List

Edit
Delete
Make Administrator

To add users, the Administrator must first create a role.

After assigning another user to be the Administrator, the existing Administrator needs to assign at least one role to him/herself before logging out of the Administrator role.

Assign a Role

Click

Assign | Cancel

Select a new role for your account.

Assign a role

	Name	Description
☑	General-TEST	

Assign a New Administrator

❗ WARNING: You are about to transfer your administrator role to Mina Ho. After you assign the administrator role to another user, you will be logged out of your account.

OK | Cancel

A warning message will be displayed after clicking **Assign.** Once you click OK, you will be logged out of the Admin role.

* The new administrator will receive an email notification upon transferring of account admin to him/her.

Recommended Roles/Permissions

Sample
_Standard Acc Sup

Sample
nterprise Account !

THANK YOU