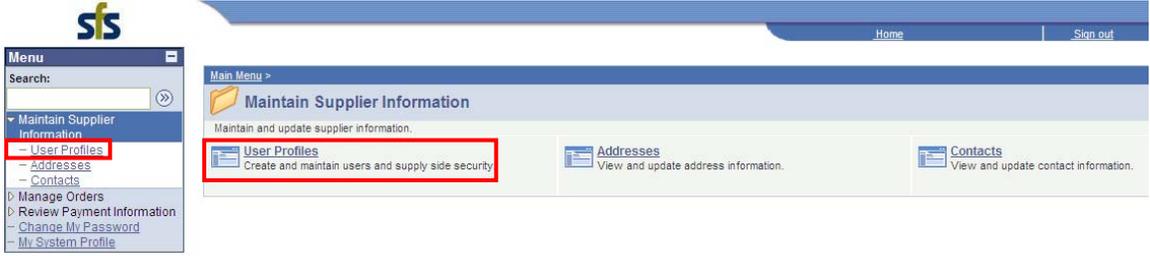
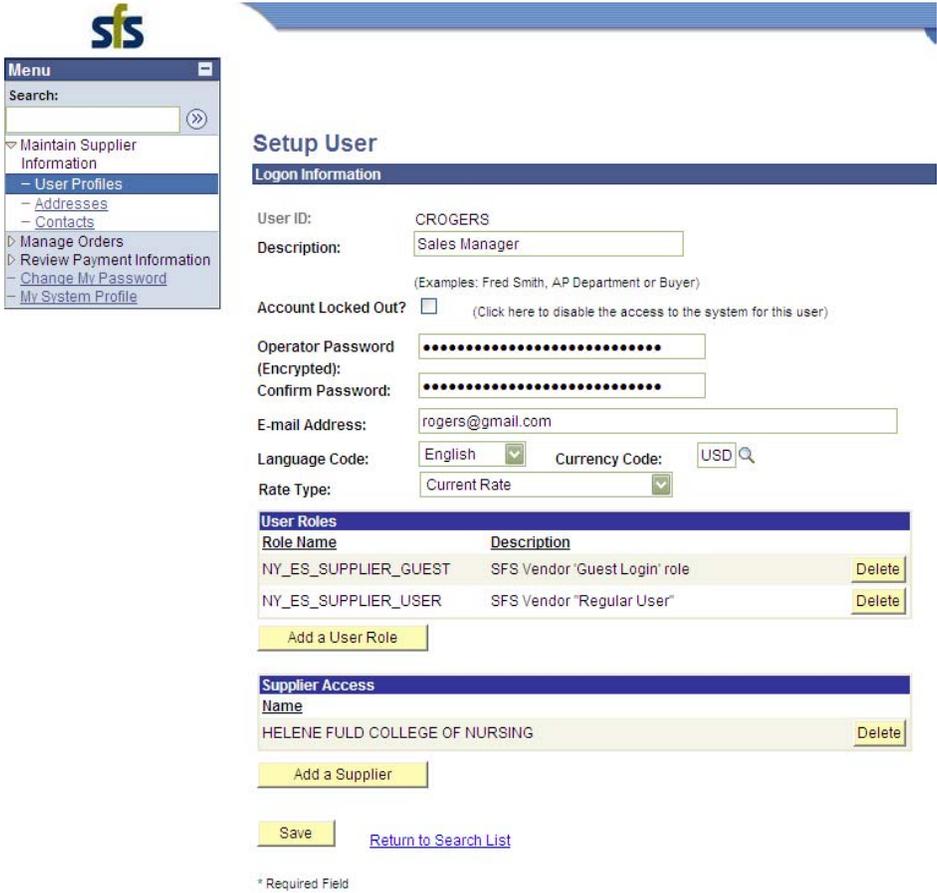


How Do I Disable a Guest User Access to the Online Vendor Self Service Portal?

Step	Action
1.	<p>Click the Maintain Supplier Information link on the left-side menu.</p> 
2.	<p>Click the User Profiles link to add an additional user to access the New York State Vendor Self-Service application.</p> 
3.	<p>To search for a user ID, Click Search to view a list of all users, or Search by User ID.</p> 

Step	Action													
4.	<p>The Setup User screen will display.</p> <p>Check the Account Locked Out? box to disable the user from accessing the system.</p>  <p>Menu</p> <p>Search: <input type="text"/></p> <ul style="list-style-type: none"> Maintain Supplier Information <ul style="list-style-type: none"> - User Profiles - Addresses - Contacts Manage Orders Review Payment Information <ul style="list-style-type: none"> - Change My Password - My System Profile <p>Setup User</p> <p>Logon Information</p> <p>User ID: CROGERS Description: Sales Manager <small>(Examples: Fred Smith, AP Department or Buyer)</small></p> <p>Account Locked Out? <input type="checkbox"/> <small>(Click here to disable the access to the system for this user)</small></p> <p>Operator Password (Encrypted): <input type="password"/> Confirm Password: <input type="password"/></p> <p>E-mail Address: rogers@gmail.com</p> <p>Language Code: English Currency Code: USD Rate Type: Current Rate</p> <p>User Roles</p> <table border="1"> <thead> <tr> <th>Role Name</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>NY_ES_SUPPLIER_GUEST</td> <td>SFS Vendor "Guest Login" role</td> <td>Delete</td> </tr> <tr> <td>NY_ES_SUPPLIER_USER</td> <td>SFS Vendor "Regular User"</td> <td>Delete</td> </tr> </tbody> </table> <p>Add a User Role</p> <p>Supplier Access</p> <table border="1"> <thead> <tr> <th>Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>HELENE FULD COLLEGE OF NURSING</td> <td>Delete</td> </tr> </tbody> </table> <p>Add a Supplier</p> <p>Save Return to Search List</p> <p>* Required Field</p>	Role Name	Description		NY_ES_SUPPLIER_GUEST	SFS Vendor "Guest Login" role	Delete	NY_ES_SUPPLIER_USER	SFS Vendor "Regular User"	Delete	Name		HELENE FULD COLLEGE OF NURSING	Delete
Role Name	Description													
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Step	Action
5.	<p>Click the Save button.</p> <p>Although not redirected to a new page, after clicking the Save button, the page will refresh and save the information entered.</p> <p>The screenshot shows the 'Setup User' interface. On the left is a 'Menu' with options like 'Maintain Supplier Information', 'User Profiles', 'Addresses', 'Contacts', 'Manage Orders', 'Review Payment Information', 'Change My Password', and 'My System Profile'. The main content area is titled 'Setup User' and contains a 'Logon Information' section with the following fields: User ID (CROGERS), Description (Sales Manager), Account Locked Out (checked), Operator Password (encrypted), Confirm Password (encrypted), E-mail Address (rogers@gmail.com), Language Code (English), and Currency Code (USD). Below this are sections for 'User Roles' and 'Supplier Access'. The 'Save' button is highlighted with a red box.</p>