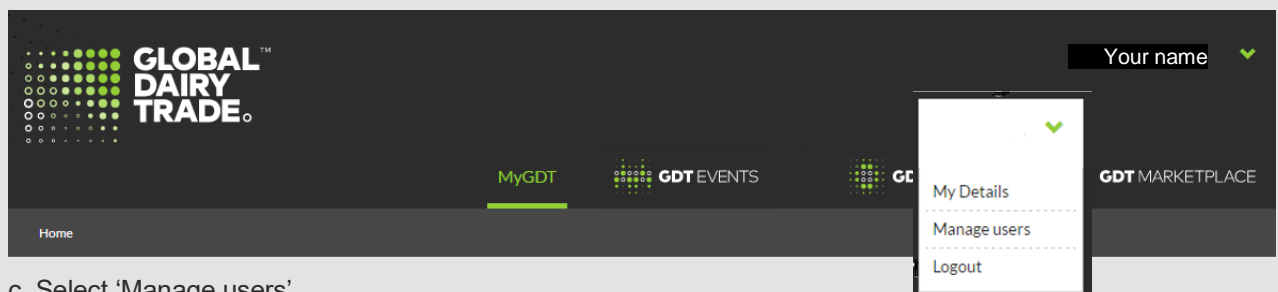


## Administration role

GDT Marketplace allows each company to set up and manage the users and their roles for GDT Marketplace. The administrator function is initially allocated to the participant who registers on GDT Marketplace. You can change and add another administrator. There must always be one active administrator.

### Steps to access the self-service function

- a. Log into MyGDT
- b. Select the drop down arrow next to your name

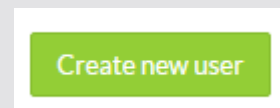


- c. Select 'Manage users'

You will be shown all the users that have been set up for your company

- d. To **Create** a new user – select Create new user

- a. Enter the following details under manage User Details
  - i. Username/ email\*
  - ii. First name\*
  - iii. Last name\*
- b. Select 'Buy' under Manage Marketplace roles (if this user can bid and purchase on behalf of your company)
  - i. List option (only available if your company can list product)
- c. Update Manage Administration roles only if this user will need to create and edit other users access
- d. Select 'Add user and send activation email'
- e. The user will receive an email to activate the account
  - i. The link can only be clicked once and
  - ii. Will expire within 24hr



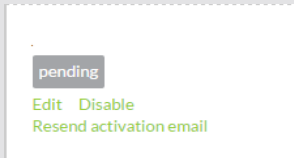
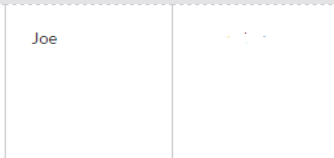
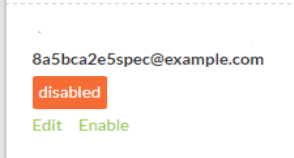

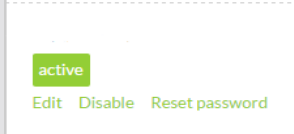

To **Edit** an existing user. Use the 'Search users' to find a user set up in your business

1. Select 'Update roles'
2. Edit the details
  - a. Note: you cannot update an email. If a new email address, then create a new user

### 3. Select 'Update user'

To **Disable** a user when they leave your company or changes roles

1. Use the 'Search users' to find a user set up in your business
2. Select 'Disable'
3. Confirm 'Yes' you want to disable

 <p>pending</p> <p>Edit Disable</p> <p>Resend activation email</p>	Joe	 <p>disabled</p> <p>Edit Enable</p>	Marketplace Update roles
 <p>8a5bca2e5spec@example.com</p> <p>disabled</p> <p>Edit Enable</p>	Justin	 <p>active</p> <p>Edit Disable Reset password</p>	Update roles
 <p>active</p> <p>Edit Disable Reset password</p>	Karen	 <p>locked</p>	Marketplace Update roles

### User status

A user can have one of 4 status

Pending – the user has been send an activation email, the activation has not been completed

Active – the user has activated their account and can log in to MyGDT and access GDT Marketplace

Disable – the users account has been disabled and they cannot log into MyGDT

Locked – the user has failed to provide the correct username/password and the account has been locked