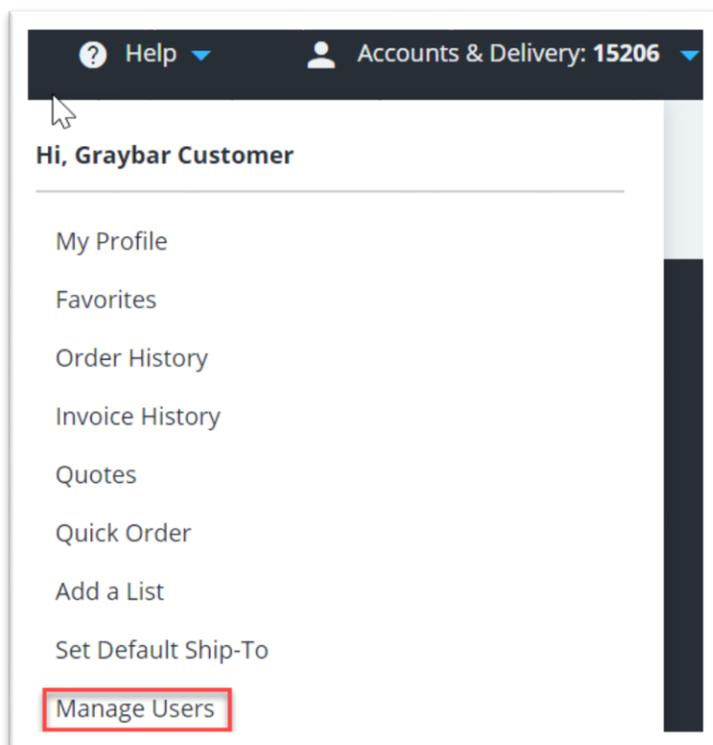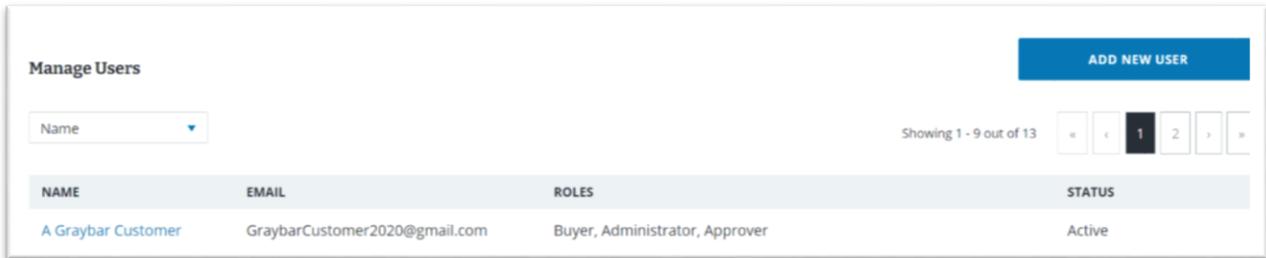# Graybar.com

MANAGING USERS AS AN ADMINISTRATOR

Graybar.com allows customer to self-manage their user accounts. An administrator or other identified employee will have the ability to add, remove and assign desired roles to their company's employees**.**

HOW TO ACCESS THE MANAGE USER SECTION

Those with the role of Administrator will see a "Manage Users" link under the "Account & Delivery" drop-down arrow.

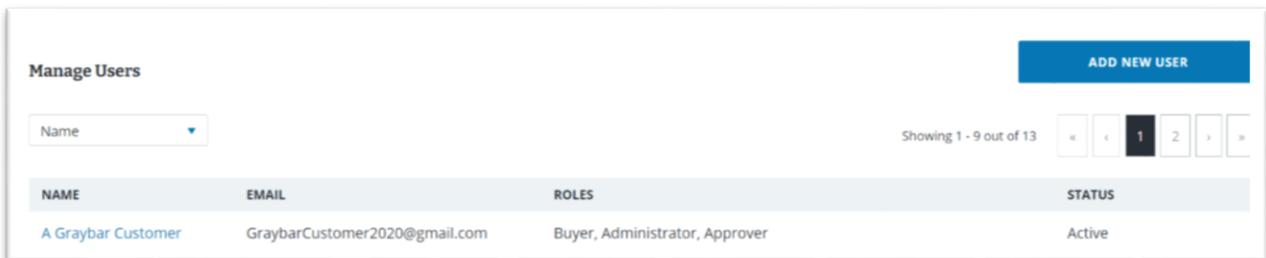Selecting the "Manage Users" link will take you to the "Manage Users" page.

Manage Users   ADD NEW USER

Name ▼   Showing 1 - 9 out of 13   « ‹ **1** 2 › »

NAME	EMAIL	ROLES	STATUS
A Graybar Customer	GraybarCustomer2020@gmail.com	Buyer, Administrator, Approver	Active

## HOW TO MANAGE AN EXISTING USER

To manage an existing user

- Click the appropriate user link under "Name".

Manage Users   ADD NEW USER

Name ▼   Showing 1 - 9 out of 13   « ‹ **1** 2 › »

NAME	EMAIL	ROLES	STATUS
A Graybar Customer	GraybarCustomer2020@gmail.com	Buyer, Administrator, Approver	Active

This will take you to the "User Details" page, where you can perform the following functions:

- Edit User Profile – Modify First Name, Last Name or Email Address
- Assign a Role – Administrator, Approver, Buyer or Limited View
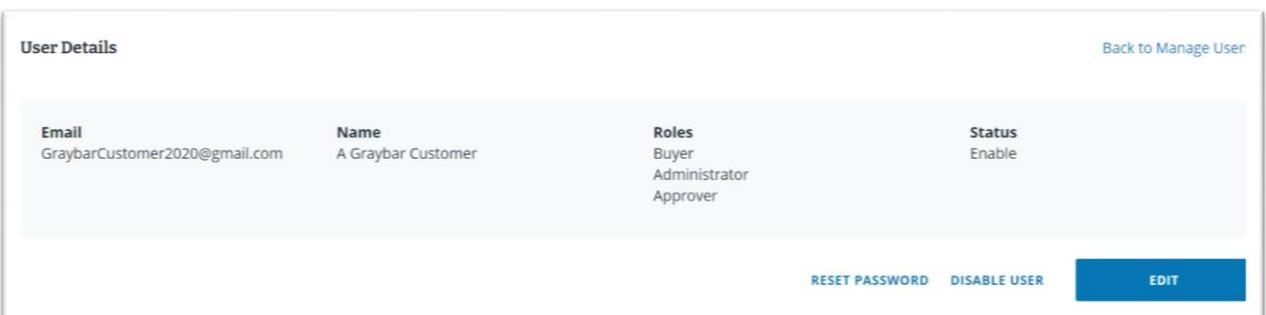
User Details   Back to Manage User

Email	Name	Roles	Status
GraybarCustomer2020@gmail.com	A Graybar Customer	Buyer Administrator Approver	Enable

RESET PASSWORD   DISABLE USER   EDIT

works to your advantage

Edit User

A Graybar   Customer

GraybarCustomer2020@gmail.com

Roles

[Role Details](#) ⌄
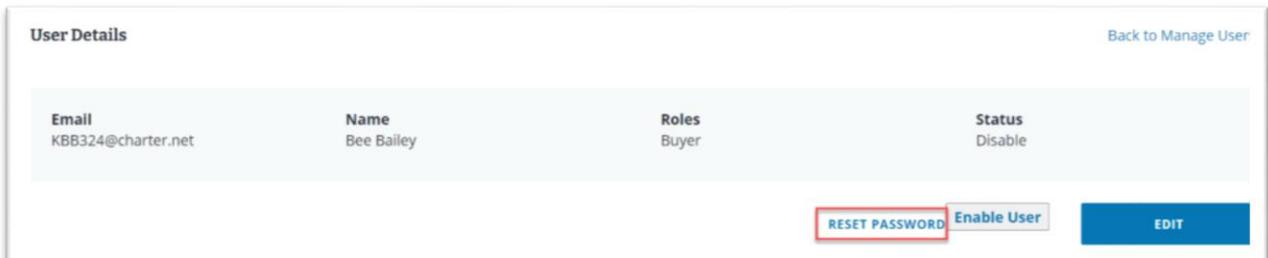
☑ Administrator

☑ Approver

☑ Buyer

☐ Limited View

CANCEL   **SAVE**

PASSWORD RESET

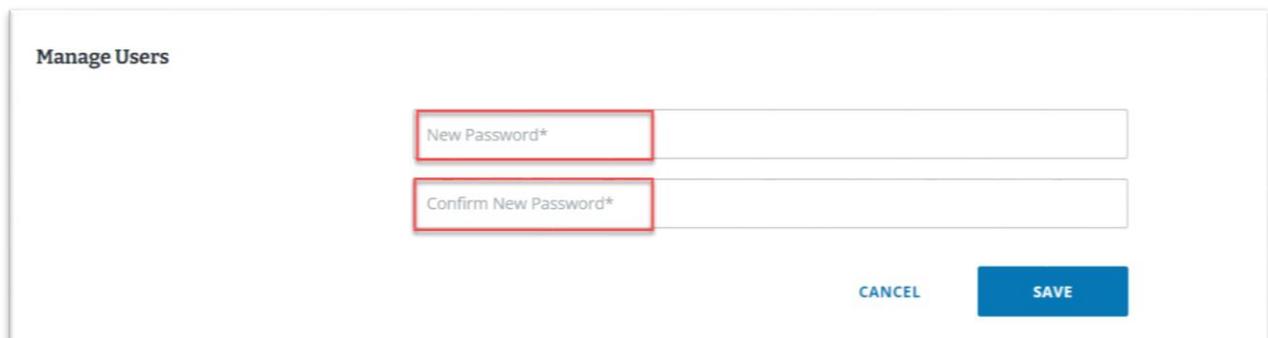On the User Details page, you can reset a user's password by selecting the "Reset Password" button.

User Details   Back to Manage User

Email	Name	Roles	Status
KBB324@charter.net	Bee Bailey	Buyer	Disable

RESET PASSWORD Enable User EDIT

Enter a New Password and Confirm New Password. Select **Save**.

Manage Users

New Password*

Confirm New Password*
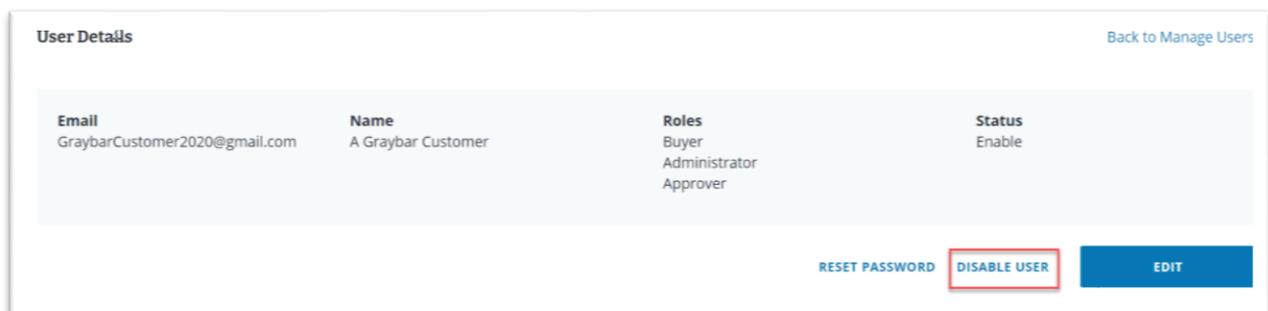
CANCEL   SAVE

DISABLING A USER

Users cannot be removed, but they can be disabled. This is accomplished by clicking on the "Disable User" button on the User Details page.

User Details   Back to Manage Users

Email	Name	Roles	Status
GraybarCustomer2020@gmail.com	A Graybar Customer	Buyer Administrator Approver	Enable

RESET PASSWORD   DISABLE USER   EDIT

ENABLING A USER

To enable the user, select the "Enable User" on the User Details page.

User Details				Back to Manage User
Email GraybarCustomer2020@gmail.com	**Name** A Graybar Customer	**Roles** Buyer Administrator Approver	**Status** Disable	
		RESET PASSWORD	Enable User	EDIT

HOW TO MANAGE A NEW USER

To add a new user, select "Add New User".

Manage Users

| | | | ADD NEW USER |

Name ▼   Showing 1 - 9 out of 13   « ‹ **1** 2 › »

NAME	EMAIL	ROLES	STATUS
A Graybar Customer	GraybarCustomer2020@gmail.com	Buyer, Administrator, Approver	Active

Enter Name, email address and select role for user. Select "Save".

New User

First Name*   Last Name*

Email Address*

Roles
Role Details ⌄

☐ Administrator

☐ Approver

☑ Buyer

☐ Limited View

CANCEL   **SAVE**