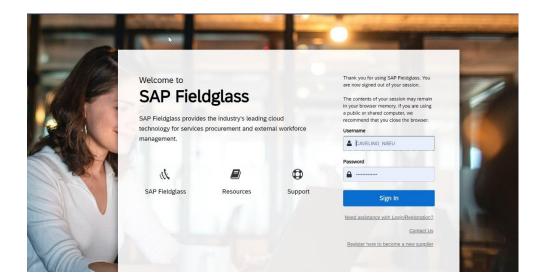


Adding a User to your Fieldglass Account

You can have more than one user on your Fieldglass account, follow the steps below to add users.

Log into Fieldglass https://www.fieldglass.eu/



| Click the Admin icon. | | | \square |
|---|---|------------------------|---------------------------|
| SAP Fieldglass | 0 | Search by ID or text | ્ લુ 🔮 🗘 ૯ 🖂 |
| 📸 Home 🔀 View 🛱 Create 🎬 Analytics 🖄 PMO | Dashboard | | View Administration N enu |
| Welcome Claire Avelino | | | |
| My Work Items | e Tour: Want to learn more about navigating through this application? Click | here for more details. | × |
| You're all caught up! You have no work items that require your | | | |
| attention. 0 SAP Fie | dglass Release Communication - Click here to see what's new | | × |



Click the User link in the User Section

| dmin Configuration | | | |
|--------------------|--------------------------------|-------------------------------------|--|
| er | Workflow | Integration | |
| ssword Policy | Activity Checklist | Connector/Subscription Statistics | |
| er Role | Activity Item | Download Data | |
| er 19 | Offboarding Activity Checklist | Download Draft/Rejected Time Sheets | |
| () ver | Offboarding Activity Item | Download Rate Schedule based Time | |
| | Thresholds - Escalation | Sheets | |
| rer | Thresholds - Monitor | Integration Audit Trait | |
| mpany Structure | Configuration | Subscription Activity | |
| count | Custom Field Pick List | Upload Data | |
| siness Unit | Custom Field | System Tools | |
| mpany Details | Invoice Tax Information | System Audit Trail | |
| our Type | List Views | View all Notifications | |
| refront | Rate Change Matrix | View all Work Items | |
| issaging | Reason | | |
| usaging | Remit-to Address | | |
| item Variables | XSL Template | | |
| | Report | | |
| | Predefined Reports | | |
| | Report Audit Trail | | |

Click New

| SAP Fieldglass | | | 0 | Search by ID or text |] ଏ 💩 🖠 | ß | 0 | CA |
|--------------------------|-----------|-----------------|------|-----------------------|-----------------|----------|---------|----|
| 👫 Home 🛛 🔂 View 🔂 Create | Analytics | R PMO Dashboard | | | | | | |
| Admin Configuration | | | | | | | | |
| User List | | | | New View Guide Do | wnload Template | Upload F | ile 🖍 | ٢ |
| ▼ User | | | | | | _ | | |
| | | | | | 477 Items Found | Apply | Filters | |
| Password Policy | Status | Name | Role | Primary Business Unit | Las | t Login | | |

Enter information into all the required fields for each section on this page. When you get to Role Selection, it is recommend that you create everyone as an Administrator.

| Add New User | | | |
|--|-------------|---|-----|
| | | | × 🔅 |
| Account Setup | | | |
| Prefix ★ ○ Mr. ○ Mrs. ○ Ms. ○ Dr. ④ | None | | |
| First Name * | Last Name * |] | |
| Username * | | 1 | |
| Display Name * | | 1 | |
| Email * | | | |
| Cr Email Addresses (ontinnal) | | | |



When the user information is complete, click Add

| Fieldglass | 0 | Search by ID or text | Q @ | 8 2 0 | 2 |
|---|---|----------------------|-----|------------|---|
| d New User | | | | | |
| | | | | | |
| Back to List | | | | | |
| | | | | 6. | 1 |
| | | | | × | |
| | | | | | |
| Account Setup | | | | | |
| Prefix * | | | | | |
| Mr. Mrs. Ms. Dr. None | | | | | |
| | | | | | |
| First Name * Last Name * | | | | | |
| | | | | | |
| Username * | | | | | |
| | | | | | |
| | | | | | |
| Display Name * | | | | | |
| | | | | | |
| | | | | | |
| Email * | | | | | |
| | | | | | |
| Cc Email Addresses (optional) | | | | | |
| Values separated by commas or semicolons. | | | / | | |
| | | | | | |
| | | | | Add Canzel | |

The new user has been saved in the SAP Fieldglass application.

The new user will receive two invitation emails (one containing a link to the registration page, the other a temporary password) to start using SAP Fieldglass.

Adding a Proxy User to your Fieldglass Account

A proxy is a person who can act upon another user's work items in the SAP Fieldglass system (for example, accepting a Fieldglass SOW or requesting billing).

Typically, users will add proxies for themselves to cover vacations for example. However, administrators can add a proxy to a user's profile so the proxy can perform the user's SAP Fieldglass duties if the user is unavailable to do so. Follow the steps below.



Log into Fieldglass: https://www.fieldglass.eu/

| Welcome to | | | Thank you for using SAP Fieldglass. You are now signed out of your session. |
|------------------------|-------------------------|---------|---|
| SAP Fieldglass provide | dglass | cloud | The contents of your session may remain in your browser memory. If you are using a public or shared computer, we recommend that you close the browser. |
| | s procurement and exter | | Username |
| management. | | | |
| | | | Password |
| 25 | | ٩ | a |
| SAP Fieldglass | Resources | Support | Sign In |
| | | | Need assistance with Login/Registration |
| | | | Contact U |
| | | | Register here to become a new supplie |

Click the Admin icon.

| SAP Fieldglass | O | Search by ID or text |
|---|--|---|
| 🎢 Home 🛛 🔂 View 📮 Create 🗳 Analytic | 2 PMO Dashboard | View Administrative Menu- |
| Welcome Claire Avelino | | Image: A state Image: A state |
| My Work Items | . Welcome Tour: Want to learn more about navigating through this application? Click here for | r more details. |
| ✓ You're all caught up! | | |
| You have no work items that require your attention. | SAP Fieldglass Release Communication - Click here to see what's new | × |

Click the User link in the User section.

| Admin Configuration | | | |
|---------------------|--------------------------------|-------------------------------------|--|
| ind: | | | |
| lser | Workflow | Integration | |
| assword Policy | Activity Checklist | Connector/Subscription Statistics | |
| Iser Role | Activity Item | Download Data | |
| lser | Offboarding Activity Checklist | Download Draft/Rejected Time Sheets | |
| | Offboarding Activity Item | Download Rate Schedule based Time | |
| Buyer | Thresholds - Escalation | Sheets | |
| upr | Thresholds - Monitor | Integration Audit Trail | |
| ompany Structure | | Subscription Activity | |
| ccount | Configuration | Upload Data | |
| lusiness Unit | Custom Field Pick List | System Tools | |
| Company Details | Custom Field | System Audit Trail | |
| abour Type | Invoice Tax Information | View all Notifications | |
| torefront | List Views | View all Work Items | |
| | Rate Change Matrix | VIEW BR WORK ICENS | |
| lessaging | Reason | | |
| Aessaging | Remit-to Address | | |
| ystem Variables | XSL Template | | |
| | Report | | |
| | Predefined Reports | | |
| | Report Audit Trail | | |
| | Report Default Fields | | |

In the Name column, click the name of the user for whom you want to select a proxy.



| min Configuration | | | | | |
|-------------------|------------|---------------------------------|----------------|----------------|-----------------------------|
| and overlage deet | | | | | |
| ser List | | | | | New S |
| User | | | | | 7 Items Found Apply Filters |
| Password Policy | Status | Name | Role | Account | Last Login |
| User Role | | ▼ Enter Criteria | Enter Criteria | Enter Criteria | LON LOS |
| User | Open | Administrator, Fieldglass | Administrator | SWV1 | |
| | Open | CLAIRE | Administrator | SWV1 | |
| Buyer | Open | CLAIRE SMITH | General User | SWV1 | |
| Company Structure | Open | CLAIREHARD CLAIRE SMITH | Administrator | SWV1 | |
| Messaging | Open | CSMYTHE | Administrator | SWV1 | |
| | Open | Vendor 1, SOW | Administrator | SWV1 | 08/09/2021 02:55 |
| Workflow | Open | VUESR | Administrator | SWV1 | 05/01/2022 01:00 |
| Configuration | Clear Sort | Clear Filters | | | |
| Report | | | | Page | 1 Rows 10 - 1-7 of 7 - + + |
| | Data as of | 01:03 PM C Refresh 🛓 Download L | ist Data | | |
| Integration | | | | | |
| System Tools | | | | | |

To view the user's proxy information, click the Proxies link on the left side of the page.

| Fieldglass Into Mode | | | Search by ID or text | ି ଏ 🐵 🖉 🎜 | 9 🛛 🗸 |
|--|-----------------------|----------------------------|----------------------|-----------------------|----------|
| 🖌 Home 🛛 🖧 View 斗 Create | Analytics | | | | |
| min Configuration / User List / User / Details | | | | | |
| LAIRE SMITH | | | Edit Resend In | vitation Close User C | Copy New |
| User | Details | | | | |
| | Account Setup | | | | |
| Details | Status | Active | | | |
| | Create Date | 11/10/2021 | | | |
| | Deactivation Date | | | | |
| Reports and Charts | Prefix | | | | |
| 0 | First Name | CLAIRE | | | |
| | Last Name | SMITH | | | |
| Labour Type | Display Name | CLAIRE SMITH | | | |
| 9 | Username | CSMITH_100 | | | |
| | Email | claire.avelino@insight.com | | | |
| | Cc Email Addresses | | | | |
| Proxies (h) | Profile Picture | No Picture Available | | | |
| | Employee ID | | | | |
| | Title | | | | |
| | Role | General User | | | |
| | Primary Business Unit | SOW Vendor 1 (SWV1) | | | |
| | Primary Supervisor | Vendor 1, SOW | | | |
| | Account | SWV1 | | | |



The Proxies page displays any proxies that are currently assigned to the user. To add a proxy, click Add Proxy.

| in Contiguration / User List / User / Proxies | | | | Add Proxy |
|---|---|------------|------------|-----------|
| | | | | |
| User | Proxies The following Users are Proxy for User Account CLAIRE SI | ИТН | | |
| | Name | Role | Work Items | Start End |
| Details | CLAIRE SMITH is a Proxy for the following Users | | | |
| | Name | Role | Work Items | Start End |
| Reports and Charts 🛆 | Note: Currently CLAIRE SMITH is not a Proxy for any Use | r Account. | | |
| Labour Type | | | | |
| 9 | | | | |
| Proxies | | | | |

Enter the requested information about the user's new proxy. Select the user you want to add as proxy from the drop-down menu. Select a Start Date, if you don't select an End Date, that user will be able to act as proxy indefinitely. When all selections have been made, click Add.

| Home 🔁 View 📮 Create | Analytics | | | | X | | | |
|--|---|---|----------|-----|--------|------------|-------|-----------|
| n Configuration / User List / User / Proxies | | Add Proxy | | | ——× | | | |
| AIRE SMITH | | Work Items All Time Shee Proxy | it. | | | | | Add Proxy |
| User | Proxies The following User | 1 | | ~ | | | | |
| | Name | Role | | | | Work Items | Start | End |
| Reports and Charts | CLAIRE SMITH is a Name Note: Currently Cl | Start Date | End Date | | | Work Items | Start | End |
| 0 | | | | Add | Cancel | | | |
| Labour Type 9 Proxies | | | | | | | | |