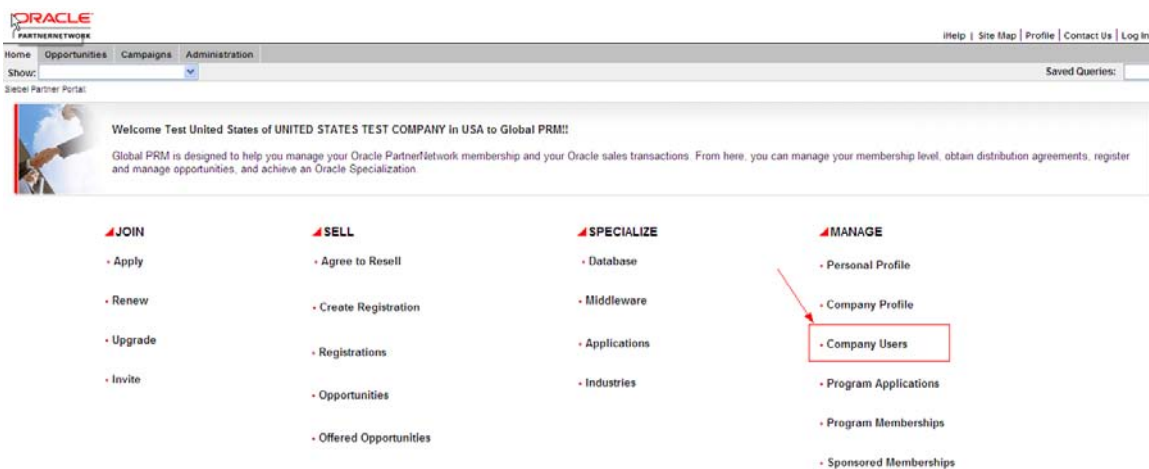


## How to Manager PRM Users for Your Company

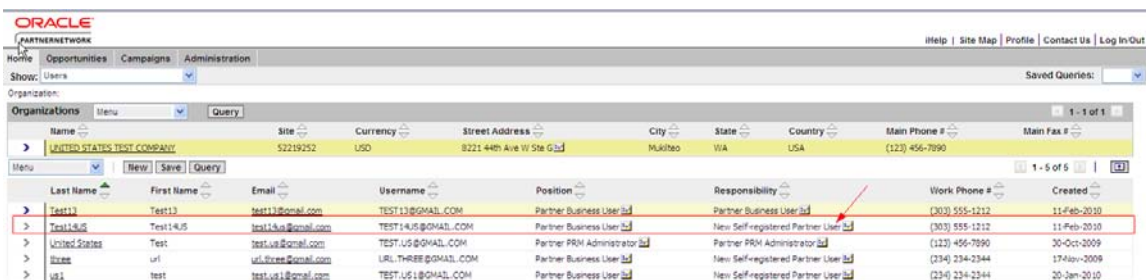
As the Partner PRM Admin, you have the ability to manage and control your company's users and their access to the OPN Portal and Global PRM system. Roles and Responsibilities can be assigned for Self Registered Partner Users only (users that have created a Personal Oracle Web Account and badged themselves to the company).

Follow the instructions below for the Partner PRM Admin to assign Positions and Responsibilities for Self Registered Partner Users:

### Step 1: Access Company Users link from PRM



**Step 2:** Approve the new Self Registered Users by assigning a position and responsibility to the user. You will find that the Partner Admin can identify the new Self Registered users by looking under the Responsibility column where it will list 'New Self-registered Partner User'

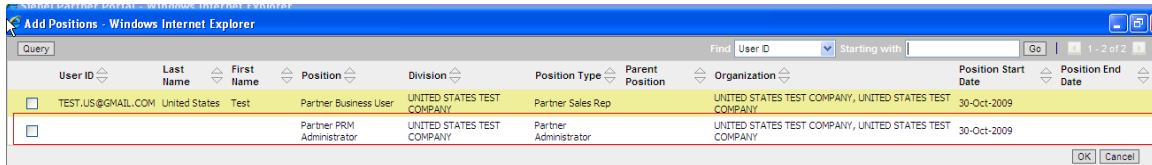


**Step 3:** Update user's position only if the user is going to be assigned a Partner Admin, otherwise leave user as the default Partner Business User. To change position to Partner Admin, click the check box under the Position column for the user.

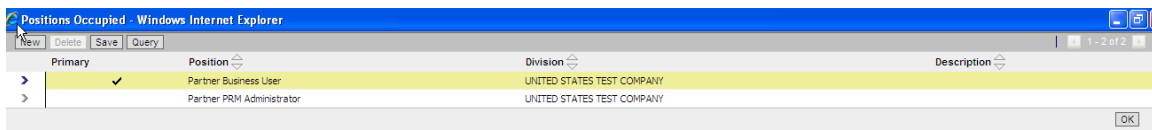
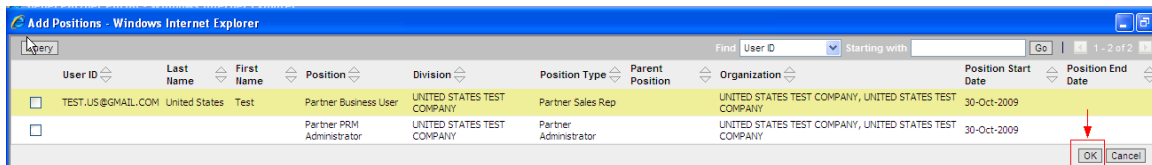


**Step 4:** Change Position to Partner PRM Administrator (only if applicable):

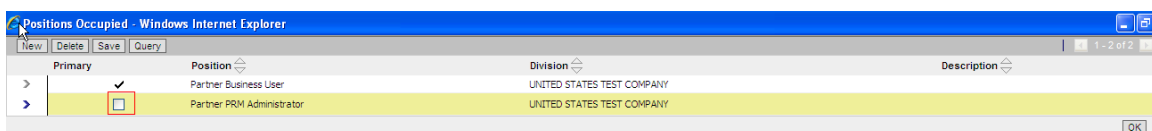
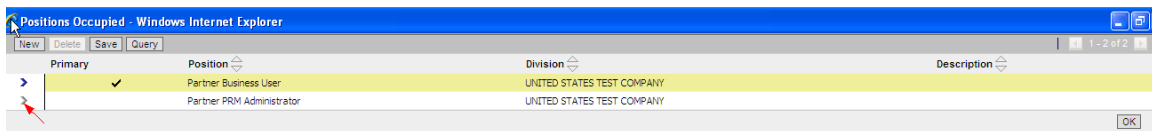
Click the 'New' button adding a new row for Partner PRM Administrator. Click the row that lists Partner PRM Administrator



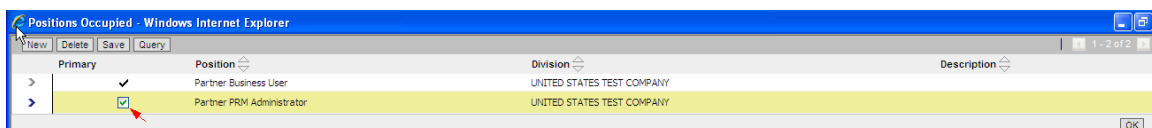
Click OK (lower right) bringing up a new window that that still lists the position as Partner Business User



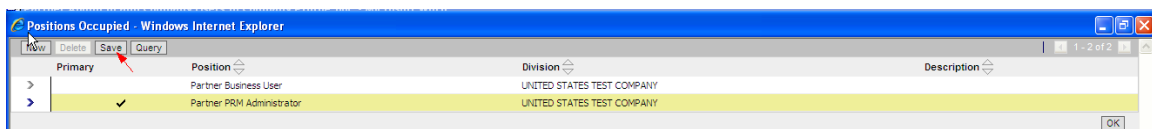
Click the arrow (far left) in the Partner PRM Administrator row, adding a box under the Primary column in the Partner PRM Administrator row



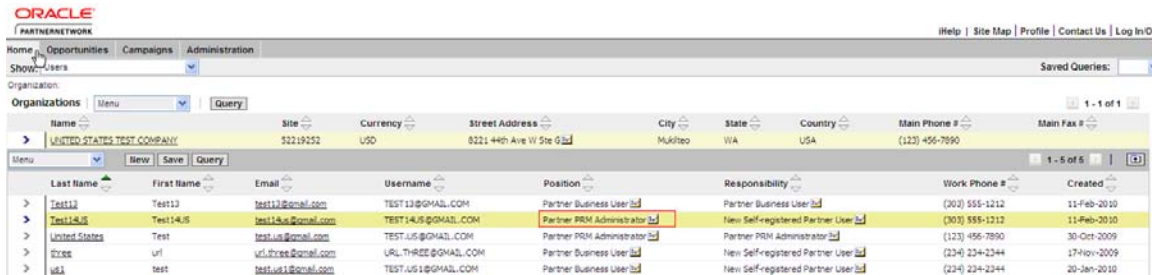
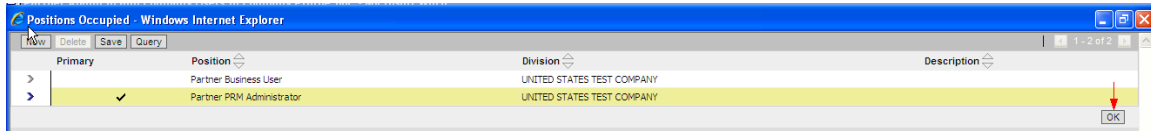
Select the box



Click Save to change the user's position to Partner PRM Administrator

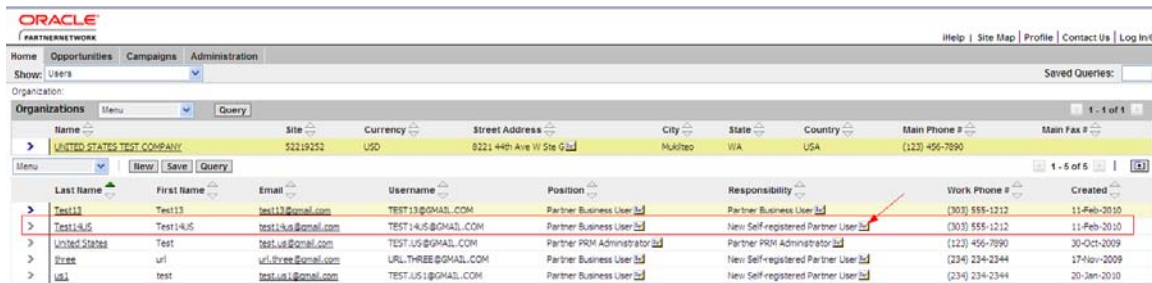


Click OK to return to the users screen. You will find that the user will now show the new position as 'Partner PRM Administrator'



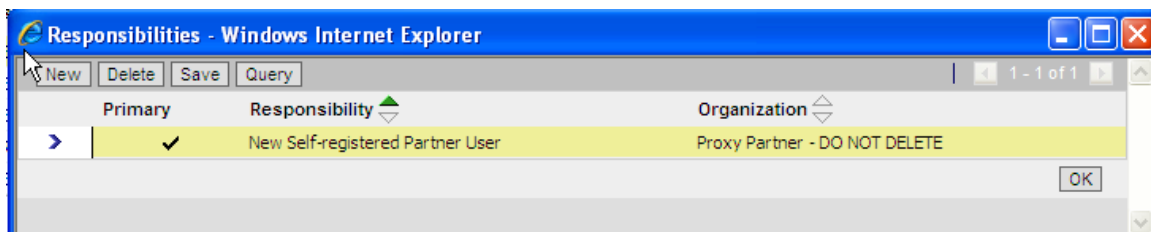
**Note:** you will follow the same steps if you would like to change the Position back to Partner Business User.

**Step 5:** Update user's responsibility by clicking the check box under the Responsibility for the user.

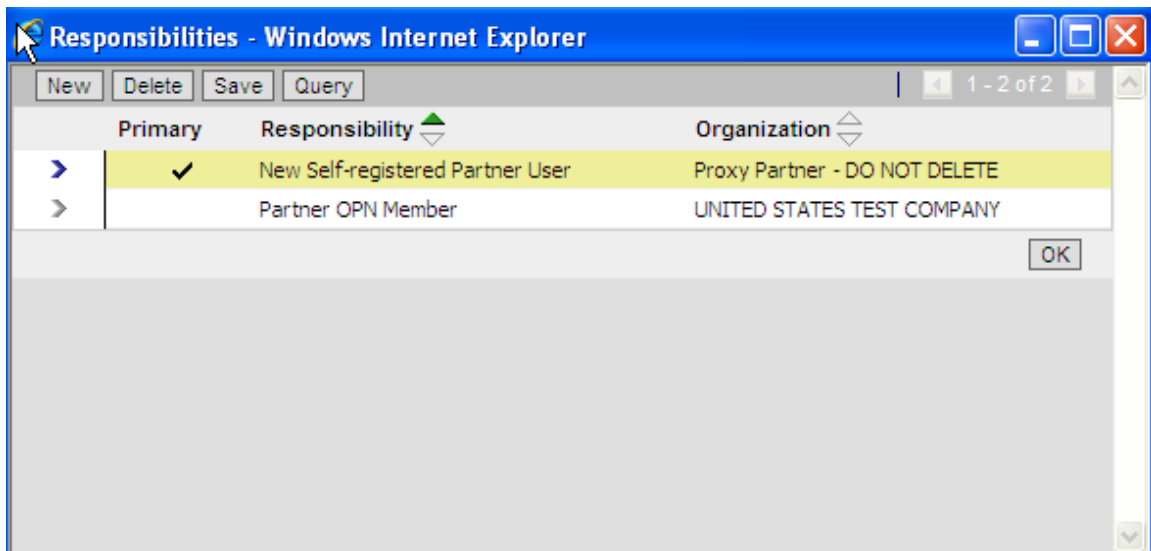
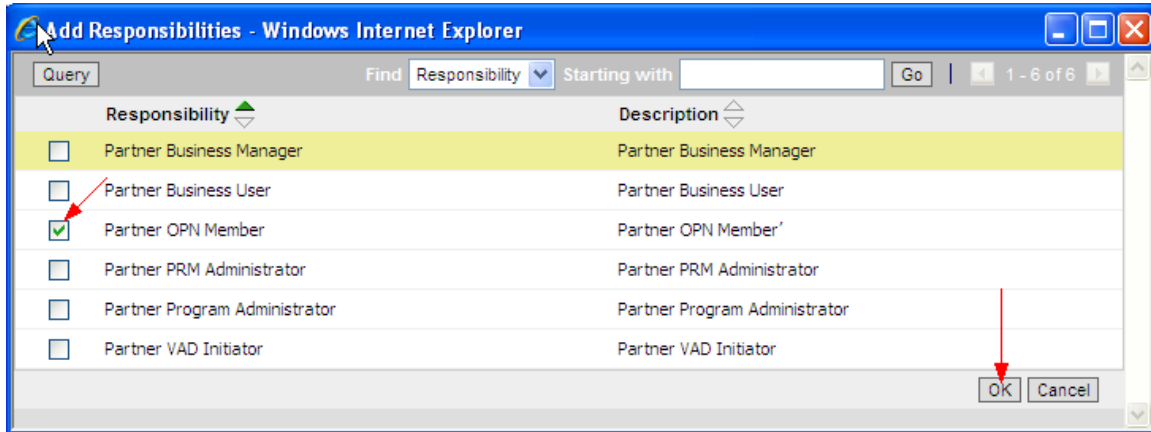


**Step 6:** Change Responsibility by choosing from the various options.

Click the 'New' button to pull up a list of available responsibilities



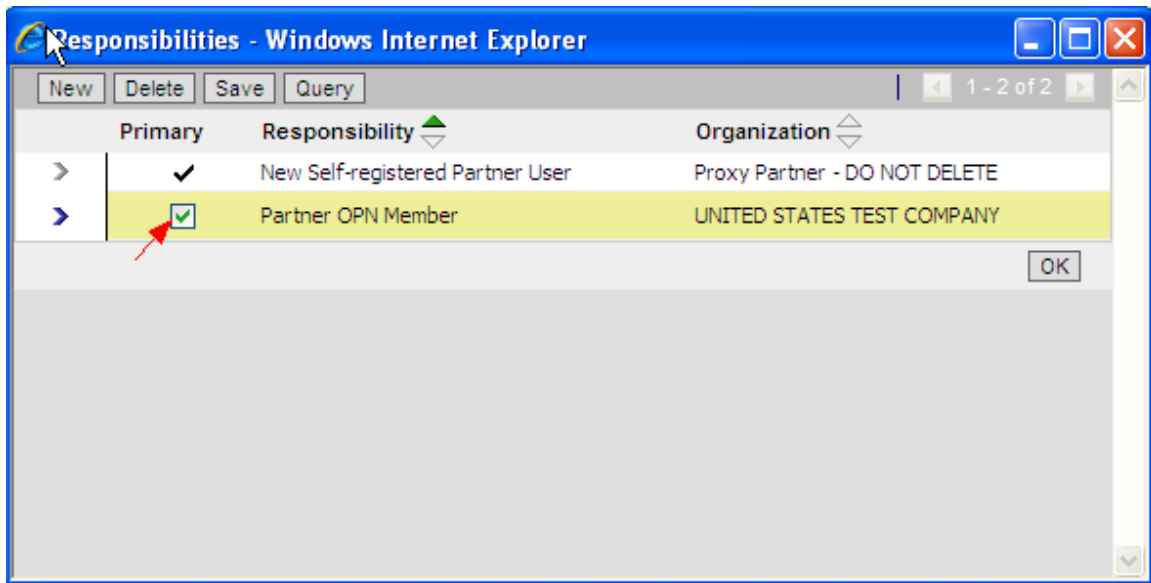
Click the check box of the responsibility you wish to assign to the user and click OK. This will bring up a new window that lists the responsibility that you just added.



Click the arrow (far left) in the responsibility that you just added for the user (in this example, it's Partner OPN Member) which will add a box under the Primary column in the Partner OPN Member row.



Select the box



Click Save, which will change the position to Partner OPN Member



Click OK, which will take you back to the users screen. You will find that the user will now show the new responsibility you just added (in this example we have assigned Partner OPN Member)



Name	Site	Currency	Street Address	City	State	Country	Main Phone #	Main Fax #
UNITED STATES TEST COMPANY	52219252	USD	8221 4th Ave W Ste G	Mukiteo	WA	USA	(123) 456-7890	

Last Name	First Name	Email	Username	Position	Responsibility	Work Phone #	Created
Test13	Test13	test13@gmail.com	TEST13@GMAIL.COM	Partner Business User	Partner Business User	(303) 555-1212	11-Feb-2010
Test14US	Test14US	test14us@gmail.com	TEST14US@GMAIL.COM	Partner Business User	Partner OPN Member	(303) 555-1212	11-Feb-2010
United States	Test	test.us@gmail.com	TEST.US@GMAIL.COM	Partner PRM Administrator	Partner PRM Administrator	(123) 494-7890	30-Oct-2009
Three	url	url.three@gmail.com	URL.THREE@GMAIL.COM	Partner Business User	New Self-registered Partner User	(234) 234-2344	17-Nov-2009
url	test	test.us1@gmail.com	TEST.US1@GMAIL.COM	Partner Business User	New Self-registered Partner User	(234) 234-2344	20-Jan-2010

**Note:** you will follow the same steps if you would like to change the Responsibility to another option.