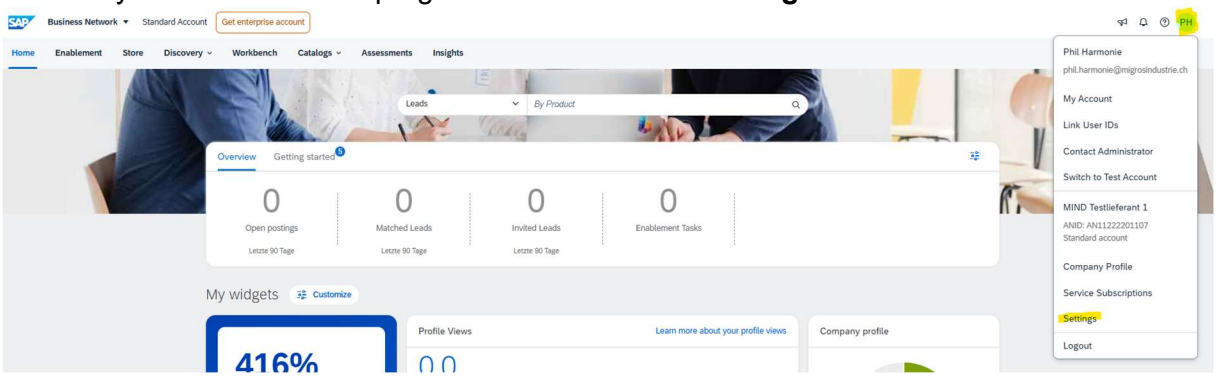
Ariba Network Guide for User Management

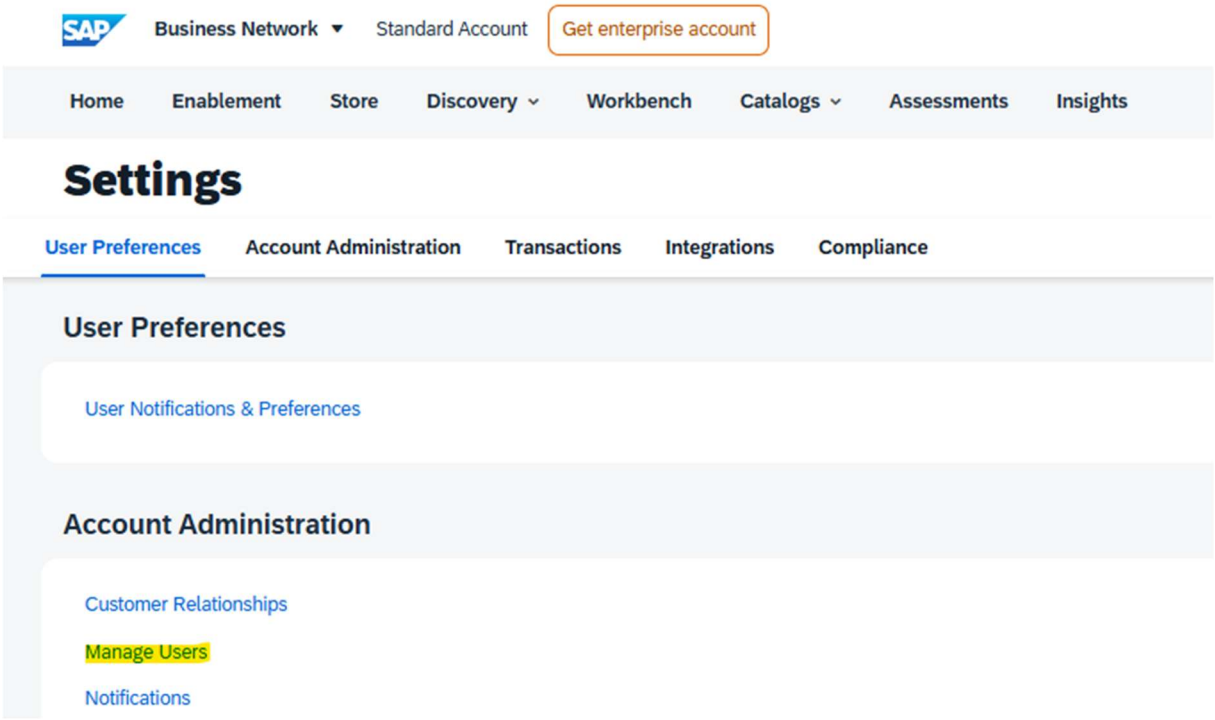
1. Create a Role for Editing Ariba Events

To allow a user in the Ariba Network to view, edit, and respond to an event, you need to create a role with the appropriate permissions. This process requires administrative access to your Ariba account, as only administrators can modify roles.

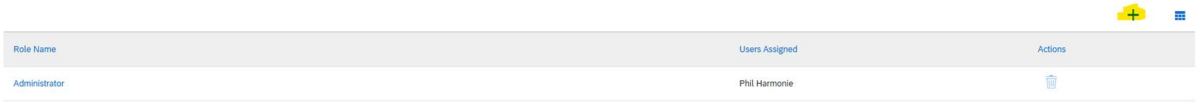
- Log in to your Ariba account as an administrator.
- Click on your initials in the top-right corner and select **Settings**.



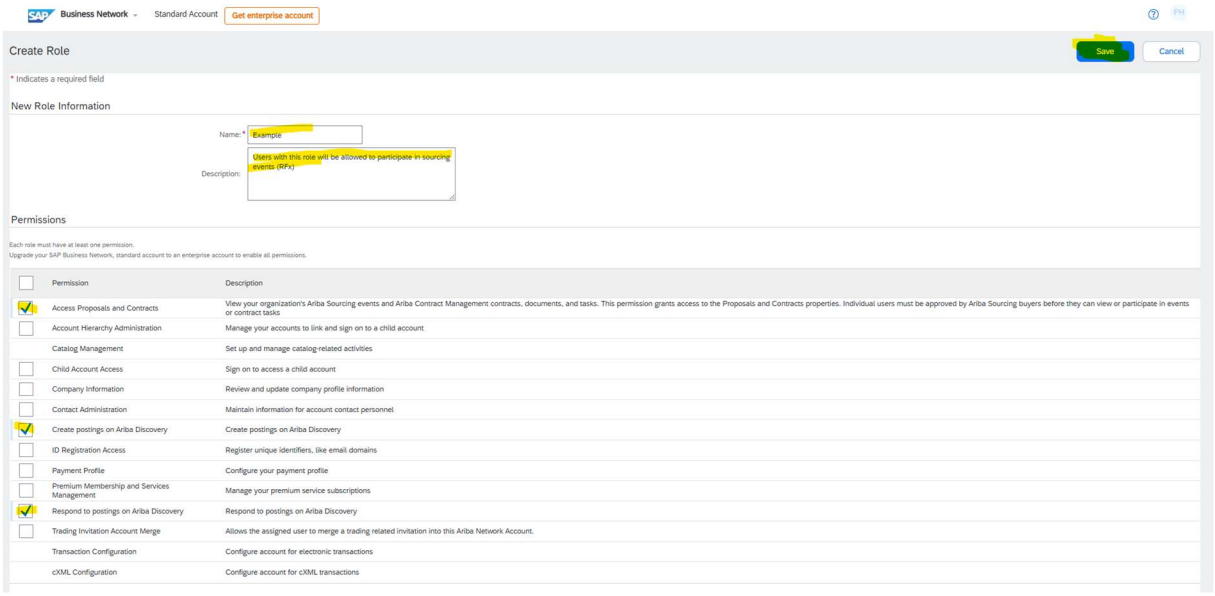
- Navigate to **Manage Users**.



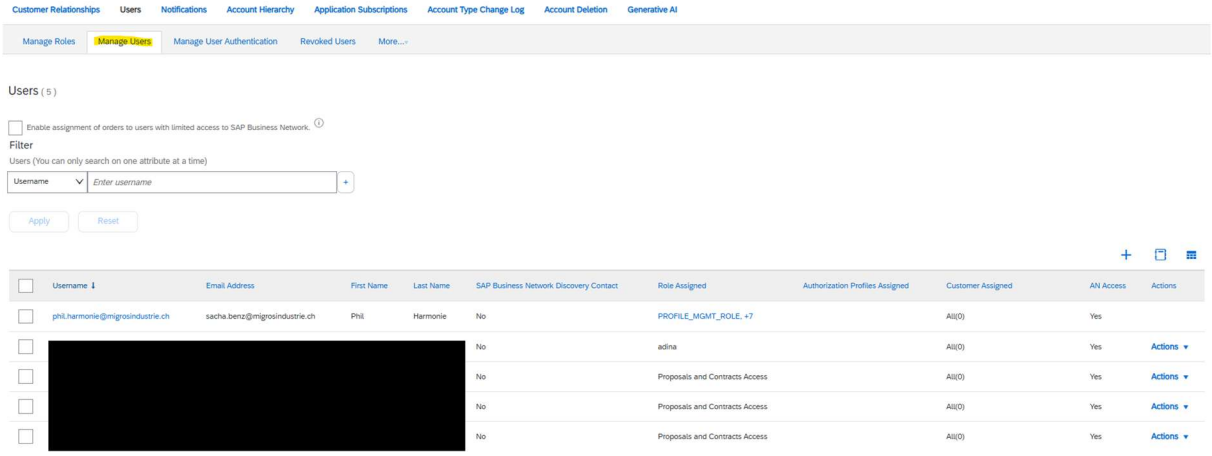
- Next, you can create a new role by clicking the **+ (Plus)** icon:



  - Enter a name for the role.
  - Select the following three permissions:
  - [Permission 1]
  - [Permission 2]
  - [Permission 3]
- Click Save.

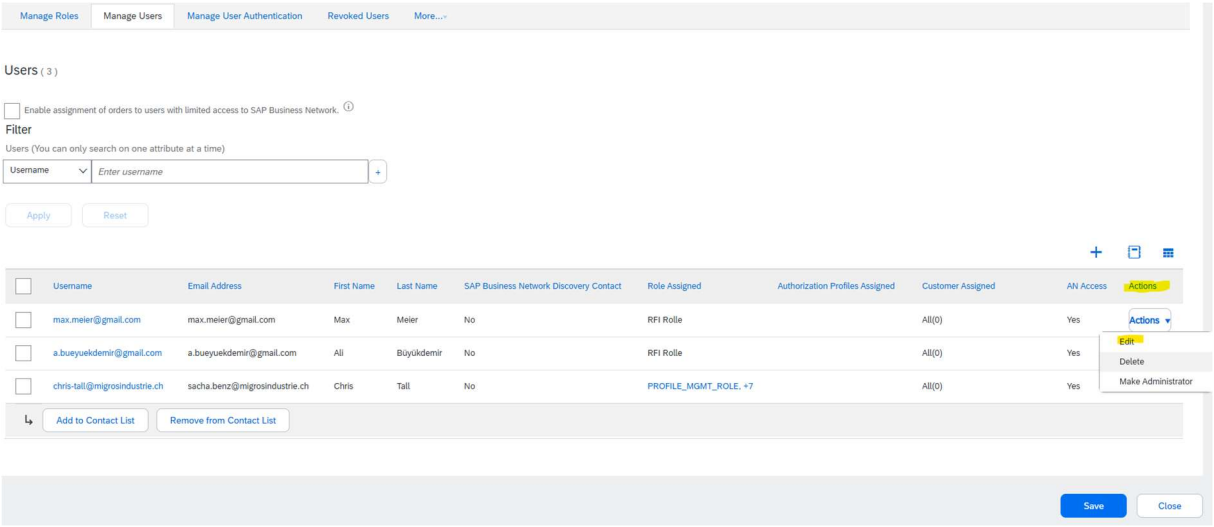


- Once the role is created, return to the Manage Users tab.

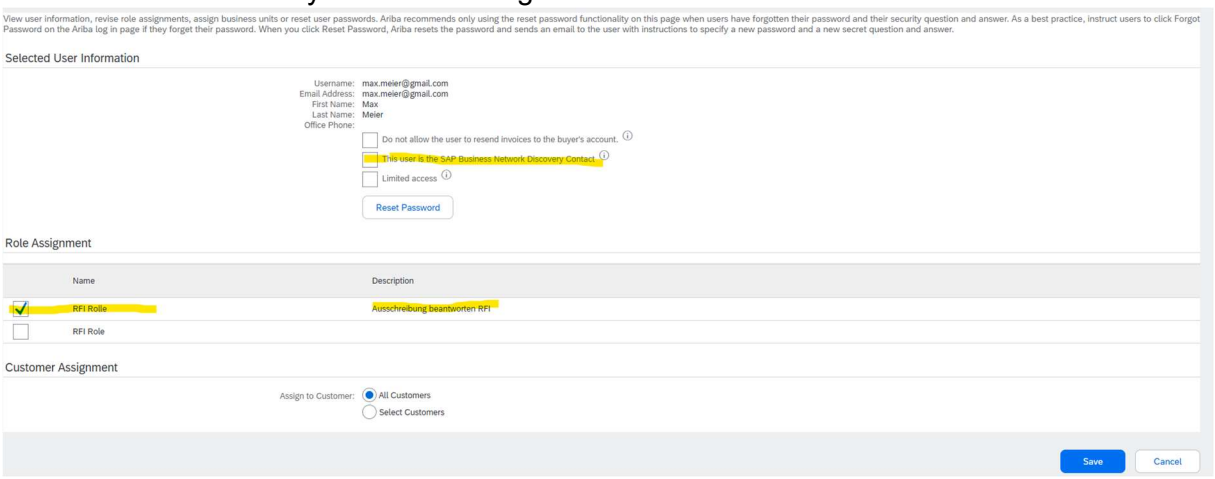


2. Assign role to user

On the desired user, click "Actions" and "Edit"



Tick the box of the role you want to assign to the user and save it.



The user will now be able to see, access and participate in events within Ariba.
You may chose to assign the user only to certain customers or to all of them.