Managing Vendor Users

The Vendor Contact manages vendor user accounts. The vendor contact can add, remove, and modify accounts and respond to and delegate questionnaires.

You can grant permission for vendor user management in any system user role.

Creating a New Vendor User

Create user accounts for people you want to delegate questionnaire or questionnaire questions.

Vendor users have the same permissions as the default Questionnaire Responder role. You cannot customize the vendor user role

To add a user:

1. Log in using the vendor administrator account.
2. In the Administration application, go to **Users** > **Users**.
3. Click **New**.
4. Enter the user information:
    - **User name. Type the user ID, you cannot modify this setting after the user is created.**
    - **Password. Type a password for the RiskVision solution , it must be at least eight characters long and contain a number or symbol.**
    - **Confirm password. Retype the password.**
    - **First name: Type the user's first name as you want it to display in other fields of the RiskVision solution , such as Entity Ownership.**
    - **Middle initial. Type a single letter.**
    - **Last name. Type the user's last name as you want it to display in the RiskVision solution.**
    - **E-mail address. Type the full e-mail address of the user. Users enter their e-mail address to log in to the RiskVision solution and receive notifications at this address.**
    - **Force password change. Requires the user to change their password the next time they log in.**
    - **Active. Enables and disables the account. A user with a suspended account is locked out of the system.**
5. Click **OK** to add the user.

The user is created and the details page displays.

Removing a User

You can only delete unassigned users. If a user is assigned to a questionnaire or question, you must reassign it.

To delete a user:

1. Log in using the vendor administrator account.
2. In the Administration application, go to **Users** > **Users**.
3. Select the users you want to remove.
4. Click **Delete**.
5. In the confirmation dialog, click **OK**.

The user accounts are removed from the system. If the user is logged in, their session is terminated.