



## Adding users to Fieldglass account - SAP Fieldglass

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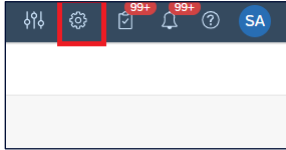
<b>Purpose</b>	The purpose of this Quick Reference Guide (QRG) is to explain how to add other users from your organization to a Fieldglass account.
<b>Intended user</b>	The intended user of this guide is the designated Fieldglass administrator for a registered service provider's account.
<b>Additional resources</b>	Additional resources can be found in the Suncor Reference Library within Fieldglass.
<b>Introduction</b>	<p>Each service provider must assign a designated Fieldglass administrator to manage the service provider's account.</p> <p>The administrator will be the one responsible for setting up other users that require access to their organization's Fieldglass account with Suncor. This includes assigning each user's permission level before sending invitations to each user.</p>



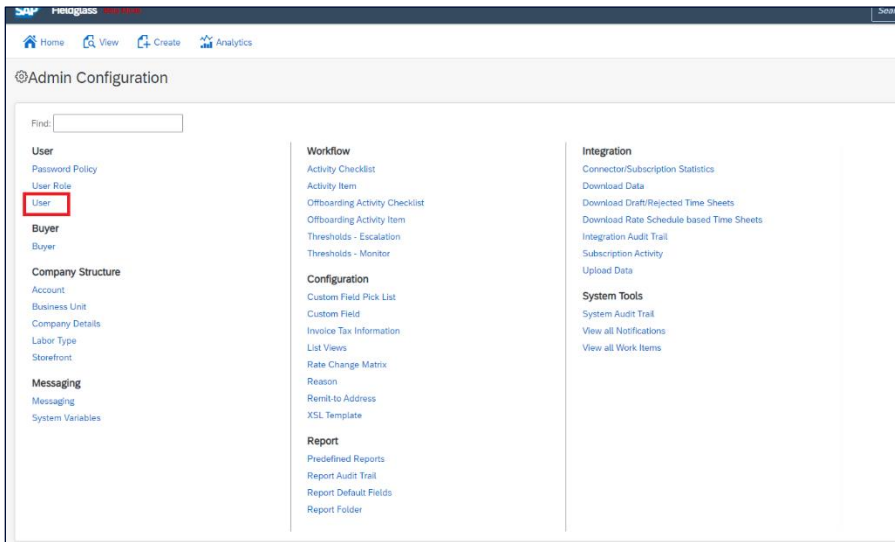
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## Procedure steps

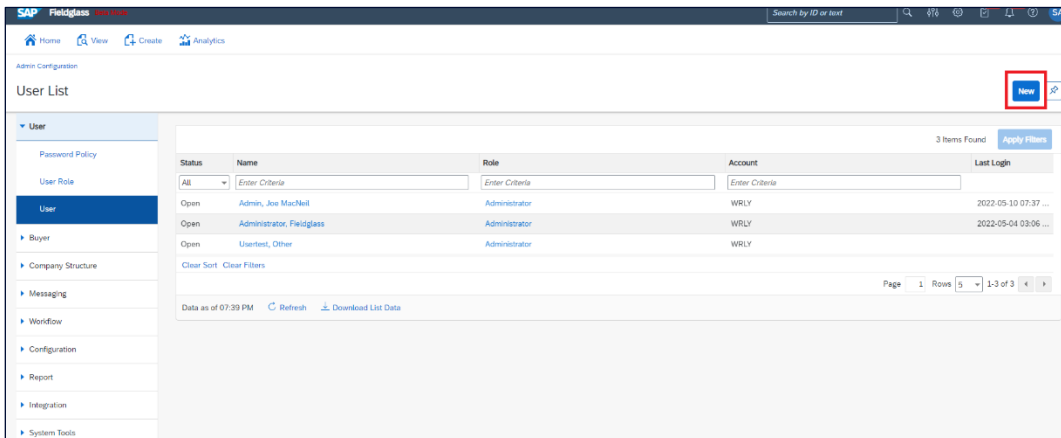
1. Click on the **gear icon** to bring up the Admin Configuration screen.



2. Select **User**, under the user section.



3. Select **New** to add users to the account.





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4. Fill in the new user information and select **Add**.

**Note:** See [Appendix](#) for details on how to fill out the form.

**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.

Profile Picture (optional)

Employee ID (optional)

5. The user will be sent a registration email and will follow the registration steps to obtain access.

Admin Configuration / User List / User / Details

**Jonah**     

**User**      **Details**

**Account Setup**

Status	Active
Create Date	2022-05-10
Deactivation Date	
Prefix	Mr.
First Name	Jonah
Last Name	Hill
Display Name	Jonah
Username	jhill
Email	j.hill@superbad.com
Cc: Email Addresses	
Profile Picture	No Picture Available
Employee ID	
Title	
Role	General User
Primary Business Unit	WORLEY INDUSTRIAL SERVICES ULC - 0060004901 - CAD (WRILY)
Primary Supervisor	Administrator, Fieldglass
Account	WRILY

**Preferences**

Messaging	Notification	System
	Work Item	



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## Appendix: Completing the additional user form

Fields required are marked with an asterisk “\*”

1. **\*Prefix:** Select applicable prefix
2. **\*First and Last Name:** User’s first and last names
3. **\*Username:** Name the user will use to log in
4. **\*Display Name:** The name that displays when the user is viewed in the system
5. **\*Email:** Email associated with the user
6. **Cc Email Addresses (optional):** Additional address the invitation can be CC’d to other addresses

1 Prefix \*  
 Mr.  Mrs.  Ms.  Dr.  None

2 First Name \* Last Name \*

3 Username \*

4 Display Name \*

5 Email \*

6 Cc Email Addresses (optional)  
Values separated by commas or semicolons.  
  
Remaining: 500

1. **Profile Picture (optional):** Upload a profile picture, if desired.
2. **Employee ID (optional):** User’s internal Employee ID; can be used for reporting purposes.
3. **Title (optional):** User’s title within the company. Separate from Role.
4. **\*Role:** The assigned Fieldglass role that manages the user’s permissions.
5. **\*Primary Business Unit:** Can be used to manage visibility, especially if more than one buyer is supported through Fieldglass with Suncor, or the company operates in multiple verticals. Internal to the service provider’s profile.
6. **\*Primary Supervisor:** The user’s primary supervisor in the tool.
7. **\*Account:** Similar to Primary Business Unit, but relative to supported Buyer accounts.

1 Profile Picture (optional)

2 Employee ID (optional)

3 Title (optional)

4 Role \*

5 Primary Business Unit \*  
GoForIT (0G2A)

6 Primary Supervisor \*

7 Account \*



## Adding users to Fieldglass account - SAP Fieldglass

1. **Access Archived Data:** Allows the user to view archived/historical data. Caution: archived data may contain sensitive information.
2. **View and Report on Sensitive Data:** Allows the user to view and run analytics on data fields that are marked "sensitive" (examples include SSN, Date of Birth, etc.). Without this flag, such fields will be masked.
3. **View Restricted Attachments:** Allows the user to view any attachments that are marked as "restricted" in the tool.
4. **Set Run As User:** Allows the user to run reports as other users, using the "Run As" user's permissions instead of their own.

### Feature Access

Program Office	
1	<input type="checkbox"/> Access Archived Data
Visibility and Management Responsibilities	
2	<input type="checkbox"/> View and Report on Sensitive Data
3	<input type="checkbox"/> View Restricted Attachments
4	<input type="checkbox"/> Set Run As User
Special tools	

1. **Messaging Options:** Toggle emails from the system for the user for a variety of notification types.

### 1 Messaging (optional)

Type	Email	System
Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Item	<input type="checkbox"/>	
Alert	<input type="checkbox"/>	
Broadcast	<input type="checkbox"/>	
Starred	<input type="checkbox"/>	


1. **Currency:** Select currency; defaults to USD
2. **\*Time Zone:** Will show timestamps in the user's local time, if desired
3. **Date Format :** Standard date formats available
4. **Time Format:** 12 or 24 Hour Clock
5. **Number Format**
6. **Language:** Changes the display language for the user
7. **Calendar Start Day:** Primarily used for viewing Timesheets

- 1 Currency  
US Dollar
- 2 Time Zone \*  
US/Eastern
- 3 Date Format  
MM/DD/YYYY
- 4 Time Format  
12 Hour Clock
- 5 Number Format  
#,##9.99 (Example: 1,234,567.99)
- 6 Language  
English (United States)
- 7 Calendar Start Day  
Saturday



## Adding users to Fieldglass account - SAP Fieldglass

1. **Email Format** : Toggle email formats. HTML is recommended and must be used if the user intends to approve items via email.
2. **Show Home Page Announcement**: Toggle whether the user will receive an announcement popup on first login for this account
3. **Color Theme**: Toggles different Fieldglass color themes

- 1 **Email Format \***   
 Plain Text  HTML Based
- 2 **Show Home Page Announcement \***  
 Yes  No
- 3 **Color Theme \***  
 Fieldglass Classic  Fiori 3  High Contrast Black

1. **Contact Information**: All fields are Optional, and for internal Supplier users only.

- 1 **Address 1 (optional)**
- Address 2 (optional)**
- City (optional)**
- State/Province (optional)**  **ZIP/Postal Code (optional)**
- Country/Region (optional)**
- Phone Number (optional)**  **Fax Number (optional)**
- Mobile Number (optional)**