**EXOSTAR UNIVERSITY**

## Types of Administrators ● ● ●

If you use Exostar's Managed Access Gateway (MAG) to access PIM, your company will have 3 types of administrators: (1) Organization Administrator in MAG, (2) PIM Application Administrator in MAG, and (3) Application Administrator in PIM. Although one individual can perform all 3 Admin roles, the MAG Application Administrator (responsible for PIM) and Application Administrator in PIM are two different roles.

## How do I become an Administrator? ● ● ●

MAG Administrators are assigned during the organization registration process. Additional Administrators can be assigned later by your company's Organization Administrator. We generally advise to have several administrators, to ensure there is always at least one administrator available to administer users in MAG. To add Administrators, navigate to the Administration tab and View Users sub-tab, click the desired User ID. Scroll down to the Application Settings / Manage Roles section and assign desired duties/roles.

## How do I find out if I already have Administrative privileges? ● ● ●

If you are a MAG – PIM Application Administrator, the system also designates you as an Application Administrator in the PIM application. In order to give other users the PIM Application Administrator role in the PIM solution, navigate to your Organization Profile page and the Users tab. Locate the desired user and select the Tools icon next to their name, update their role in the User Management window, and click Update to save your changes.

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| **MAG Organization Administrator** | The following tasks can be performed for your applicable organization:<br>• Accept Terms and Conditions for applications the organization is subscribed to.<br>• Create, suspend, unsuspend, delete user accounts individually or in bulk.<br>• Request, suspend, unsuspend, and delete applications for users individually or in bulk.<br>• Request access to an application on a user's behalf.<br>• Subscribe the organization to public applications.<br>• Assign additional administrators. |
| **MAG Application Administrator** | **(Responsible for PIM)**<br>Application Administrators in MAG are assigned administrative duties over specific applications. As an Application Administrator responsible for PIM, you will:<br>• Accept PIM Terms and Conditions.<br>• Request access on behalf of users.<br>• Suspend application access. |
| **PIM Application Administrator** | In the PIM application, the Administrator will:<br>**Buyer role:**<br>• View Supplier forms.<br>• Run reports.<br>• Create, edit, remove Supplier groups.<br>• Manage PIM Buyer user roles.<br>• Deactivate/activate Buyer PIM users.<br><br>**Supplier role:**<br>• Accept, deny, opt-out of form sharing requests.<br>• Manage form assignments.<br>• Download feedback reports & blank forms.<br>• Manage Supplier user roles.<br>• Deactivate/activate Supplier. |