

Add User form

IQMS Tool

Home

Employees

Users

Add User

New User Information

Employee/Badge #

20150416.1320

Name

alex

avila

Email

aavila@gill-industries.com

Username

aavila

Eplant

PLAINFIELD

JobTitle

Catcher

New User

☒

Copy Settings

☒

Copy From

JHACKETT

Team Member

☐

Expense User

☒

Expense Approver

SMOREY

AddUser

[Back to List](#)

Response

IQMS Tool

Home

Employees

Users

Add User

Success!

alex avila has been added.

First Name	alex
Last Name	avila
Username	AAVILA
Email	aavila@gill-industries.com
Copied from	JHACKETT
Emp No.	20150416.1320
Eplant Id	1
Job Title	Catcher

Operations Completed:

- An employee record ALEX AVILA has been added.
- Created User record
- Copied permissions, RF profile, PO Types and Eplants from JHACKETT
- Quality Team member settings were copied from JOHN HACKETT
- Copied new user to all the same Document Libraries as JOHN HACKETT, except personal expense libraries
- Added user as vendor AVILA002 - AVILA, ALEX
- The expense user record has been created.
- Expense Library - Created
- Expense Library - Doc Team members added

Edit | [Back to List](#)

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Employee Maintenance

File Options Reports Help

General Info

Emp.#:	20150416.1320	Address1:		Mobile:	- -
SSN:	111-11-1111	Address2:		Pager:	
First:	ALEX	City:		Email:	aavila@gill-industries.com
Middle:		Region/State:		Post/Zip:	
Last:	AVILA	Country:			
Suffix:		Phone:	- -	Badge#	20150416.1320

Employment Info Employee Note User Fields Misc. Time & Attendance Emergency Contacts User Defined Form Documents

Nickname:		Date Hired:	
Plugin Entity:		Next review date:	
Labor Indicator:		Last review date:	
Employee Level:		Date Terminated:	
Charge Rate:		Employment Status:	
Job Title:		Hide from pick lists	<input type="checkbox"/>
Job Description:		Currency	
Department:		Curr. Language	

User

EnterpriseIQ Security Inspector: IQLauncher (Code: IQLAUNCHER)

File Report Help

Roles Users Password Policy

User Name	DBA	Force Password Change	User Defined 1	EPlant Name	Security Profile
AANT		<input checked="" type="checkbox"/>		PLAINFIELD	DEFAULT
AARENAS		<input checked="" type="checkbox"/>		NAUCALPAN	DEFAULT
AARISTA		<input type="checkbox"/>		NAUCALPAN	DEFAULT
▶ AAVILA		<input checked="" type="checkbox"/>	Copied from JHACKETT	PLAINFIELD	DEFAULT
ABASURTO		<input type="checkbox"/>		NAUCALPAN	DEFAULT
ABAUTISTA		<input checked="" type="checkbox"/>		NAUCALPAN	DEFAULT
ABOYADJIEVA		<input type="checkbox"/>		PLAINFIELD	DEFAULT
ABUCZYNSKI		<input type="checkbox"/>		PLAINFIELD	DEFAULT
ACANALES		<input type="checkbox"/>		PLAINFIELD	DEFAULT
ACARBAJAL		<input type="checkbox"/>		PLAINFIELD	DEFAULT

General PO Limit RMA/Inv Limit Excluded Inv Trans Customer Access Vendor Access Accessible EPlants

Employee Name: AVILA ALEX

PO Approver:

Auto Shut Off: 2,700

On Shut Off: Exit ☐ Apply to ShopData

Email: aavila@gill-industries.com ☒ Web Master

Phone #:

Accounting: ☒ Don't change PO/AP

Shop Floor: ☒ Backflush Rejects

Roles Payroll

Assigned Role

- ▶ G_QUALITY_AUDIT_ADMINS
- IQAR_INVOICE_RO

Assigned Groups

- ▶ CUST SERV RO
- DEFAULTS
- EXPENSE RPTS - APPROVER
- EXPENSE RPTS - USER
- INVENTORY RO

Roles Overview

- CHANGEPASSWORD
- GILL_IQRMA_DENY_QTECH
- G_DENY_AUTO_DISPO
- G_DENY_GLPERIOD_CLOSE
- G_DENY_OS_DROPSHIP_BOM
- G_IQGAGE_ADMIN
- G_IQGAGE_RW_ALL
- G_IQGAGE_RW_CALIBRATION
- G_IQGAGE_TEAM
- G_IQPO_APPROVE_DENY
- G_IQPO_REQ_RW_DENY
- G_IQPO_RO_DENY
- G_IQWORKFLOW_RW_DENY

Focus: N/A Undefined Security: IQLauncher (IQLauncher)

Quality Team

Team Member																			
Name	Title	Email	Work Path	User ID	Out Of Office	EPlant ID	Used In												
							DOC	CAR	APQP	ECO	PPAP	CAPA	DEV	Prod PQ	Proc PQ	MRB	CRM	Quality Audits	PO
MICHAEL STEPHENS	Maintenance	mstephens@gill-industries.com		MSTEPHENS	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AMY ACE	Amazement	aace@gill-industries.com		AACE	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ANDY ABE	Winner	aabe@gill-industries.com		AABE	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ALF ADDER	Cartoon Guy	aadder@gill-industries.com		AADER	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AUGIE ANDERSON	Spy	aanderson@gill-industries.com		AANDERSON	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ADAM ANT	Singer	aant@gill-industries.com		AANT	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ ALEX AVILA	Catcher	aavila@gill-industries.com		AAVILA	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Vendor

Vendor: AVILA002 - AVILA, ALEX

File Options Reports Help

Vendor Information Remittance Contact User Fields User-Defined Form Documents

Vendor # AVILA002

EPlant 1

Company AVILA, ALEX

Address 1

Address 2

Address 3 EXPENSE REPORTS

City

Country

At

Pr

Vendor: AVILA002 - AVILA, ALEX

File Options Reports Help

Vendor Information Remittance Contact User Fields User-Defined Form Documents

Company AVILA, ALEX

Address 1

Address 2

Address 3 EXPENSE REPORTS

City

Country

State or Region

Postal Code

Bank ID or Swift #

IBAN

Primary Contact

☐ Use USA mask

Telephone

Fax

Bank Account

☒ Default

AP Check Form

AP Remittance Advice

AP Remittance Type EFT

Expense Report User

Expense Report Users

FileOptionsHelp

⏪

⏴

⏵

⏩

+

-


↶

✖

↺


User

AAVILA



Approver

SMOREY



Mileage Rate


0.51

Emp#

20150416.1320

Employee

ALEX AVILA




Vendor#


AVILA002

Vendor

AVILA, ALEX



Vendor Contact



Do not allow approver edits

☐

Inactive

☐

Workflow

☐

⏪

⏴

⏵

⏩

+

-

↶

✖

↺

Delegate User Name

...

⬆

⬇

⬆

IQMS Add User tool (Add User tool.pdf)

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Expense Library

Document Control

File Options Report Help

Library

Expense - Avila, Alex

Library Type

No Restriction

EPlant

Workflow Type

Routing

Default Ext

Keep revisions

Sequential workflow

☐ Team Members Only

Confidential

Convert to PDF for Mod...

Convert to PDF for Publi...

☒ Mandatory

Edit Library

Define Library

Library

Expense - Avila, Alex

Type

No Restriction

Default Ext

☐ Keep revisions

☒ Team Members Only

Workflow

Type

Routing

☒ Sequential routing

Template

PDF

☒ Convert to PDF for Module Display

☒ Convert to PDF for Publishing

UNC Path

Library Location

UNC Path

\\nsrw011\iqms\PF\Expense Reports\Avila, Alex

UNC Rev Path

OK

Cancel

Team Members of Expense - Avila, Alex

File Help

#	Type	Member Name
1	Access Only	IQMS
2	Access Only	DEBORAH MAIN
3	Access Only	HEIDI SWIFINK
4	Access Only	SCOTT MOREY
5	Access Only	ALEX AVILA

Expense Library Folder

iqms > PF > Expense Reports			
	Name	Date modified	Type
	Addressi, Joe	2/11/2015 1:36 PM	File folder
	Amaro, Carlos	9/12/2012 1:53 PM	File folder
	Amaro, Jose	9/12/2012 1:52 PM	File folder
	Andringa, John	6/4/2013 2:47 PM	File folder
	Antwih, Michael	8/27/2014 10:00 AM	File folder
	Avila, Alex	4/16/2015 2:08 PM	File folder
	Baker, Dennis	11/11/2013 1:42 PM	File folder
	Balas, Craig	2/13/2015 3:27 PM	File folder
	Balcer, Dave	1/27/2013 9:20 AM	File folder