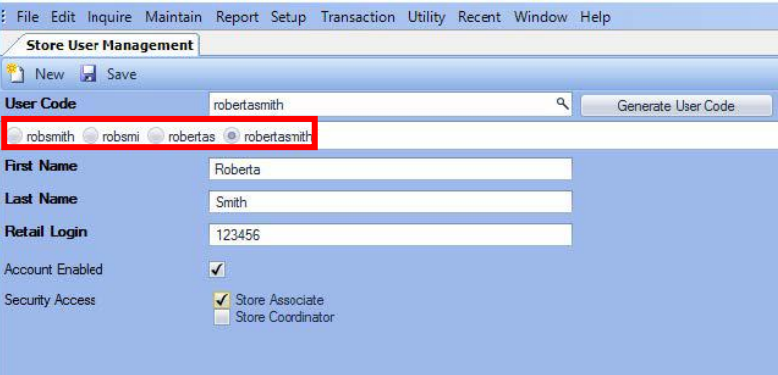# SOP – Create New OMS Users

PURPOSE

The purpose of this Standard Operating Procedure is to provide stores with the necessary information and detailed instruction on how to create new management users in OMS.

Store Level Ability to Create/Edit OMS Users

Allow Managers to add new employees and to update permissions for existing employees in the POS.

STEP	ACTION	EXAMPLE

1.	**Store User Management OMS Screen**
	To launch the Store User Management screen go to OMS:
	
	a. Maintain – Retail - Store User Management
	b. To create a new user, enter the required fields:
	   ○ First Name – Associates First Name (consistent with Oracle)
	   ○ Last Name – Associates Last Name (consistent with Oracle)
	   ○ Retail Login (AIN) - Associate Identification Number, generated by Oracle.
	   ○ Account Enabled – by checking this box you are allowing a new user access to OMS (When associates are terminated this box should be unchecked).
	   ○ Security Access –
		
		Example:
		First Name: Roberta
		Last Name: Smith
		Retail Login: 123456

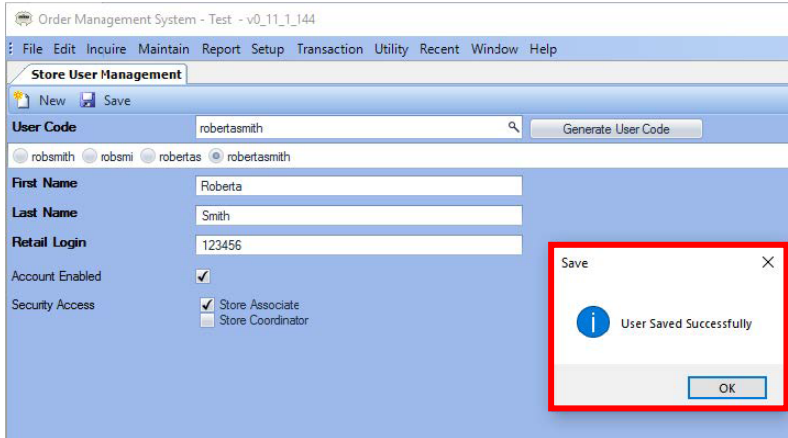|		

	There are two options to choose (one must be selected to complete the set-up):
	  i. Store Associate
	  ii. Store Coordinator (if Store Coordinator is selected, Store Associate must also be selected)
	c. Next the system will suggest the available user codes to be selected. Suggestions will be a combination of first initial and last name.
	d. Click Save, if successful, the user will have access to OM immediately. IF not successful, correct inputs noted on the error message received.
		The screen below will indicate that the user was saved successfully.
		
		Order Management System - Test - v0_11_1_144
		File Edit Incuire Maintain Report Setup Transaction Utility Recent Window Help
		Store User Management
		New Save
		User Code: robertasmith — Generate User Code
		○ robsmith ○ robsmi ○ robertas ● robertasmith
		First Name Roberta
		Last Name Smith
		Retail Login 123456
		Account Enabled ✓
		Security Access ✓ Store Associate
		    ☐ Store Coordinator
		
		Save ✕
		ⓘ User Saved Successfully
		OK

2.	**Modifying or Reactivating an Existing OMS User** a. To retrieve an existing User Code click on the magnifying glass in the user code field, a list of users will pop-up. Scroll down the list until you find the user you wish to modify or reactivate. b. Store Managers can only modify or reactivate associates.	