

# Manage User Data

1. Log in at <https://lagoverpvendor.doa.louisiana.gov/irj/portal> with your ID (11 digit vendor number that begins with a “V”) and your personal password.
2. Click on “Manage User Data” under “Detailed Navigation” on the left.
3. Find the user that you wish to change by searching the multiple criteria and clicking “find”. If you would like to search more than one user at a time, simply click “find”. Do not complete any of the corresponding fields and all the users of the company will appear.

The screenshot shows the 'Find User' search form in the LaGov ERP - Data Warehouse interface. The form includes input fields for First Name, Last Name, User Name, E-Mail Address, and Company. The Company dropdown menu is open, showing 'Bonnie Test|0310010511'. A 'Find' button is located at the bottom left of the form area.

4. The following screen will appear.

The screenshot shows the 'User List' table in the LaGov ERP - Data Warehouse interface. The table has columns for User, Name, Comp..., Company, and Roles. A single user is listed: V31001051103, Test Persons, 310010511, Bonnie Test. The table also includes a 'Page 1 of 1' indicator.

User	Name	Comp...	Company	Roles
V31001051103	Test Persons	310010511	Bonnie Test	

See next page.

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Select (click) the icons in the table to perform various functions regarding the users.



Display Icon: displays information for user



Process Icon: allows information for user to be changed/modified

Note: Administrative users are able to change profile information for ALL users within their company, including their roles and passwords.



Copy Icon: allows information for user to be copied so re-entry is not required

Note: This icon is helpful when adding Additional Users with the same role/contact information. It can also be beneficial if the Administrator User wants to simply change the role of a user.



Remove Icon: allows the user to be removed from the company profile information



Lock Icon: allows the user account to be locked to prevent log-in



Unlock Icon: allows the user account to be unlocked to enable log-in

When you click on the pencil, the following screen will appear

Supplier Admin  
Supplier Admin

Detailed Navigation

- Welcome Supplier Administrator
- Create Additional Users
- Manage User Data**
- Manage Own Data
- Manage Company Data
- Manage Product Categories
- Create Remit to Address
- Vendor Admin Help

Manage User Data

General User Information

User Name: V31004025201  
Password:   
Confirm Password:   
\*Title: Mr.   
\*First Name: Name  
\*Last Name: Supplier  
\*E-Mail Address: regina.toliver2@la.gov  
\*Country: USA  
Language: English  
Company: Name of Supplier|0310040252

Contact Information

Telephone: 225-222-2222  
Fax: 225-333-3333  
Position:   
Department:

Settings

Date Format: MM/DD/YYYY  
Decimal Format: 12,345,687.90  
Time Zone: Central Time (Dallas)  
Signature Authority:  (Please check, if appropriate.)

Make necessary changes. See next page.

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Scroll to the top and click save.

