

ENABLE SELF-ASSIGN FOR VENDORS

DESCRIPTION




When activated, vendors can accept new assignments without requiring approval process from the management. Responsibility to manage time is shifted from the project managers (PM) to the vendors.


ACTIVATE SELF-ASSIGN FOR VENDORS

Navigate to TOOLS AND SETTINGS > ACCOUNTS AND USERS > VENDOR CENTER.

Select vendor of your choice and click on  button.

Navigate to PROFILE :: TAX ID :: PASSWORD tab and check ALLOW SELF-ASSIGN.

| | | | | | |
|-------------------|--|---|-------------------------------|-----------------------------------|---|
| PROFILE STATUS | <input type="radio"/> Confirm at login | <input checked="" type="radio"/> Activated | <input type="radio"/> Blocked | <input type="radio"/> Deactivated |  |
| SEND E-MAILS | <input checked="" type="checkbox"/> |  | | | |
| ALLOW SELF-ASSIGN | <input checked="" type="checkbox"/> |  | | | |

 To complete configuration, select and configure accounts that allow vendors to utilize self-assign option.

Read more on how to activate self-assign option for customer accounts.

When self-assign option is activated for both, vendor matching all requirements and account posting the request, On the Spot! displays extra option to Accept assignment.

202949 • American Sign Language on April 14, 2022 at 8:00 am

Description
Biology class, teacher meeting

Student name
Sam Brown

Notes

Not Available

Available

Accept

Close

🔄Revision #5

★Created Mon, May 17, 2021 4:11 PM by Dennis Ayzin

✎Updated Wed, Sep 15, 2021 3:13 AM by manual admin