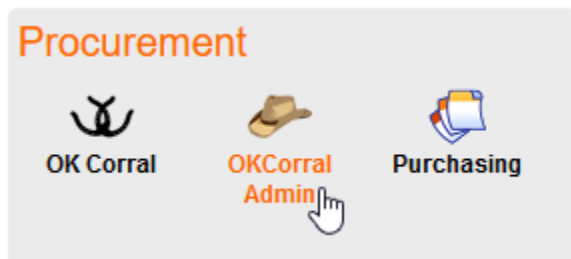


Obtaining Requester / Receiver User Roles

All users start out with the default Shopper role. This allows users to shop and create carts, but those carts must be assigned to a Requester. You must have the Requester role to be able to submit a cart into workflow. You must have the Receiver role to be able to receipt a PO.

Department heads for a given department have the ability to assign Requester and Receiver roles to employees in their department.

1. Log into [AIRS](#) with O-Key login information.
2. Go to the OKCorral Admin application under the Procurement section.



3. Go to User Roles
4. Select the user you wish to modify.
5. Put a check in the role you wish to assign and click Save.

The role(s) should then sync over to OK Corral within an hour.