

# Vendor Portal Home Page for the Superuser

## Maintain My Users


The Superuser has a special menu that allows him/her to add and maintain other users for his/her Portal. Click on My Users to begin.

**SANDIS** San Diego Regional Center

Panel VPORTAL

Home My Reports Payment History Forms Download Vendor Billing **My Users**

Welcome QSQ0876 to the Service Provider Portal Signoff

Action	San Diego Regional Center
Sign Off	 San Diego Regional Center

**How To Use This Portal**

**Navigation - Links**

Click on any of the "Links" just below the "SANDIS" logo. Just click on your choice and you're there. Just click on the word "Home" and you will come here.

**What's New**

**New Email capability for your forms**

You can now email via the "Forms DownLoad" link.

**Print Reports**

You can print this data by clicking on the "Exit ( and Print)" [Action] button (to the left).

Print this page

# Superuser's Maintain My Users

After navigating into the Maintain My Users menu item, select the vendor number associated with your logon ID.

For example, if your ID is XSQ0876, SQ0876 is the vendor number to select. You must create IDs under this vendor number. **Do not try to enter new IDs under other vendor numbers.**

After selecting the correct vendor number, click 'Select User to work with' button.

SP PORTAL - Build V3.10.002-C: 012110 : 1100 pst

File Edit Options My Reports My Payment History Functions

# SANDIS

San Diego Regional Center

Panel VPUSRMNT

Home My Reports Payment History Forms Download SP Billing **My Users**

Maintenance Selection Panel Signoff

User ID	User Name
P04M56	STAR PROGRAM INC
<b>SQ0876</b>	<b>STAR PROGRAM INC #1 ISB</b>
SQ0877	STAR PROGRAM INC #1
SQ0878	STAR PROGRAM INC #2 ISB
SQ0879	STAR PROGRAM INC #2
SQ0880	STAR PROGRAM INC #3 ISB
SQ0881	STAR PROGRAM INC #3
SQ0882	STAR PROGRAM INC #4 ISB
SQ0883	STAR PROGRAM INC #4
SQ0884	STAR PROGRAM INC #5 ISB

Select User to work with

Action

Enter Exit F3

# Superuser's Maintain My Users

This screen show a list of the users for the particular Service Provider. The functions are located below the list, and they are Select User to work with, Copy, and Disable.

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San Diego Regional Center Panel VPU5RMNT

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Maintenance Selection Panel Signoff

User ID	User Name		
QS00875	JANE SMITH, SUPERUSER	*ENABLED	MNVPT1
QS00876A	PAUL WILLIAMS, SUPERUSER	*ENABLED	MNVPT1
QS00876B	JAMES JONES, SUPERUSER	*ENABLED	MNVPT1
QS00876C	JOHN SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876D	ALAN JOHNSON, REGULAR USER	*ENABLED	MNVPT2
QS00876E	JANIE SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876F	JOE SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876G	JAMES TAYLOR, REGULAR USER	*ENABLED	MNVPT2
QS00876H	JULIE RODRIGUEZ, REGULAR USER	*ENABLED	MNVPT2
QS00876I	ALAN JOHNSON, JR, REGULAR USER	*ENABLED	MNVPT2

Select User to work w/ Copy Disable

Action

Enter Exit F3

# Superuser's Maintain My Users – Select User to Work With

This option allows you to update the user's information and the user's status. To update the user, select the user and click the Select User to Work With button. On the box that pops up, the fields are editable. For example, to update the status, change the Status from \*DISABLED to \*ENABLED and then click or press enter. The user's Name, Password, and Email may be updated in the same manner.

The screenshot shows the SANDIS San Diego Regional Center interface. The 'My Users' section displays a table of users. A red arrow points to the user ALAN JOHNSON, REGULAR USER, who has a status of \*DISABLED. Below the table, a 'Select User to work with' button is highlighted. Two 'Reset/Update User Profiles' dialog boxes are shown: the top one shows the user's current status as \*DISABLED, and the bottom one shows the status updated to \*ENABLED. A red arrow points from the \*DISABLED status in the top dialog to the \*ENABLED status in the bottom dialog.

User ID	User Name	Status	Role
QS00876	JANE SMITH, SUPERUSER	*ENABLED	MNVPT1
QS00876A	PAUL WILLIAMS, SUPERUSER	*ENABLED	MNVPT1
QS00876B	JAMES JONES, SUPERUSER	*ENABLED	MNVPT1
QS00876C	JOHN SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876D	ALAN JOHNSON, REGULAR USER	*DISABLED	MNVPT2
QS00876E	JANIE SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876F	JOE SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876G	JAMES TAYLOR, REGULAR USER	*ENABLED	MNVPT2
QS00876H	JULIE RODRIGUEZ, REGULAR USER	*ENABLED	MNVPT2
QS00876I	ALAN JOHNSON, JR, REGULAR USER	*ENABLED	MNVPT2

**Reset/Update User Profiles**

Action	Service Provider ID	Service Provider Name
Enter	QS00876D	ALAN JOHNSON, REGULAR USER
Previous		

Password: \*SAME      Email: ALSEMAIL@HOTMAIL.COM      Status: \*DISABLED

**Reset/Update User Profiles**

Action	User Code	User Name
Enter	QS00876D	ALAN JOHNSON, REGULAR USER
Previous		

Password: \*SAME      Email: ALSEMAIL@HOTMAIL.COM      Status: \*ENABLED

# Superuser's Maintain My Users – Create New Users

To add a new user, select an existing user and click Copy. The box below will pop up. Enter the new user information and press enter. The new UserID will be created and will appear in the list. Note, regardless of which user is copied, all new users will have 'MNVPT2' in the last column, that is they will be standard users.

The screenshot shows the 'My Users' page in the SANDIS system. The table below contains the following data:

User ID	User Name	Status	Role
QS00876	JANE SMITH, SUPERUSER	*ENABLED	MNVPT1
QS00876A	PAUL WILLIAMS, SUPERUSER	*ENABLED	MNVPT1
QS00876B	JAMES JONES, SUPERUSER	*ENABLED	MNVPT1
QS00876C	JOHN SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876D	ALAN JOHNSON, REGULAR USER	*ENABLED	MNVPT2
QS00876E	JANIE SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876F	JOE SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876G	JAMES TAYLOR, REGULAR USER	*ENABLED	MNVPT2
QS00876H	JULIE RODRIGUEZ, REGULAR USER	*ENABLED	MNVPT2
QS00876I	ALAN JOHNSON, JR, REGULAR USER	*ENABLED	MNVPT2

The 'Copy' button is highlighted with a red box. The 'Reset/Update User Profiles' dialog box is open, showing the following fields:

- Service Provider ID: QS00876V
- Service Provider Name: JANE DOE, REGULAR USER
- Password: FAKEPASSWD
- Email: Jane@Doe.com

# Superuser's Maintain My Users – Disable Users

To disable a user, select the user in the list and then click the Disable link below the list. The Status will automatically be changed to Disabled

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File Edit Options My Reports My Payment History Functions

# SANDIS

San Diego Regional Center

Panel: VPUSRMNT

Home My Reports Payment History Forms Download SP Billing **My Users**

Maintenance Selection Panel Signoff

User ID	User Name	Status	Role
QS00876	JANE SMITH, SUPERUSER	*ENABLED	MNVPT1
QS00876A	PAUL WILLIAMS, SUPERUSER	*ENABLED	MNVPT1
QS00876B	JAMES JONES, SUPERUSER	*ENABLED	MNVPT1
QS00876C	JOHN SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876D	ALAN JOHNSON, REGULAR USER	*DISABLED	MNVPT2
QS00876E	JANIE SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876F	JOE SMITH, REGULAR USER	*ENABLED	MNVPT2
QS00876G	JAMES TAYLOR, REGULAR USER	*ENABLED	MNVPT2
QS00876H	JULIE RODRIGUEZ, REGULAR USER	*ENABLED	MNVPT2
QS00876I	ALAN JOHNSON, JR, REGULAR USER	*ENABLED	MNVPT2

Select User to work with Copy **Disable**

Action

Enter	Exit	F3
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