

# Contents

1.	Create and Manage Organisation in Jaggaer	2
2.	Create and Manage Cost Centre in Jaggaer	4
a)	Manage cost centre/cost centre group of a specific user profile: Add, Edit, Remove	4
b)	Manage Cost Centre Group with no specific user profile available: Create, Edit	8
3.	Add New Users in Jaggaer	10

1



# 1. Create and Manage Organisation in Jaggaer

Step	Screenshot
1. In the Home page, go to Menu -> People -> Organizations to open Organisation page.	3
Add Organisation	
<ol> <li>Choose the organisation under which you would like to add a new organisation.</li> </ol>	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
(2) Click Add Organization.	Add Organization
3 Enter the desired name in the Organization Name field.	
4 Click Save.	

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### Edit Organisation

- 1. Select the organisation that you would like to edit
- 2. Click Edit Organization
- 3. Rename the Organization Name or make it Inactive -> click Save

#### Note:

You cannot delete any organisations.



Manage cost centre groups of an existing user profile

Add a cost centre group to user profile: (a) *To add an existing cost centre group*:

> Type cost centre group name and select the correct one Click Add.

(b) To create a new cost centre group:

Click Create New Group. A new window will appear. Enter the new Cost Center Group name and new Cost Center



## Manage



Create a new cost centre group Click Create New Cost Center Group. A popup window will appear. Enter the new Cost Center Group name and new Cost Center Click Save.	
Add a new cost centre to an existing cost centre group Click Setting icon under Action column	



# 3. Add New Users in Jaggaer

**<u>Prerequisite</u>**: Details required to create a user profile in Jaggaer:

First name, last name

zID, email

Supervisor: To decide which sub-location they belong to.

Location: Receiving location for users' orders (e.g. BABS>E26>LG>LG021)

Organization Name: Must be assigned to the lowest level of the organisation chart (e.g. Faculty of Medicine>CCIA>CCIA-ETMO)

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Cost Centre Group: Group that includes the Cost Centre that orders are charged from.

Role: Please refer to <u>Jaggaer Roles and Permissions</u> guide for detailed information on each system role.

### **Create New Users**

1. In the Home page, go