


# Contacts | Manage User Access to Applications and Reports

## Summary:

Step-by-step instructions for Partner Administrators to add, modify or remove a user's access to applications and reports on the Partners Online (POL) website.

[Print Page](#)

1. Log into **POL**.
2. Click on the **Apps & Reports** link.
3. Launch **Vendor Management and Maintenance (VMM)**.
  - a. **Note:** If the Vendor Management & Maintenance (VMM) screen says you need to assign required contacts, assign contact names to those that display none selected.
  - b. Click **Save Changes** and you can click VMM Home. It may also ask for contacts for given departments.
4. On the **Welcome to VMM** page, click the **Contacts + Permissions** icon. All contacts are listed on the page.
  - a. Optional: Navigate to the **Contacts + Permissions** page by clicking the three white lines in the top navigation bar and selecting the **Contacts + Permissions** option.
5. Click the contact you wish to update access to Applications and Reports.



VMM Home > Contacts + Permissions

## Contacts + Permissions

VMM helps us to know who to contact in your company when we have a question or concern. In VMM we'd like you to:

- Add contacts and assign them access to systems
- Share contacts to related business partners

[View/Change Contact Assignments ▼](#)
[Add a Contact](#)

Contact Name ▲	User ID ⇅	Partner Type	Responsibility	Next Contact Validation	Shared Contact	Del
Adams, Denny	denny.adams@target.com	Merchandise Vendor	Business Planner	Feb 14, 2015		✗
Calando, Frank	Frank.Calando@lunneguy.com	Merchandise Vendor	Negotiations...	Feb 14, 2015		✗
Gisch, Dan	dan.gisch@orestar.com	Fabric Supplier...	Category Management & Market Insights...	Feb 14, 2015		✗
Gonka, Amit	amit.gonka@target.com	Merchandise Vendor	Logistics - Partner to Target	Feb 14, 2015		✗
Graham, Selby	N/A	Merchandise Vendor		N/A	SHARED	✗
Jackson, Andrew	a.jpmu@gmail.com	Merchandise Vendor...	Administrative...	Feb 14, 2015		✗

5. Select **View User Details**.

VMM Home > Contacts + Permissions > View Contact Details

## View Contact Details

<Previous Contact | Next Contact>

View Contact Details | **View User Details**

### Contact Information

[Edit contact info](#)

Contact Name: **Dan Gisch**

Phone Number: + 355 6665554444 (Home) **PRIMARY**

Email Address: dan.gisch@target.com **PRIMARY**

Contact Address same as Headquarters Address?: **No**

**BELIZE**

### Contact Assigned Partner Types

[Edit partner types](#)

Partner Type ▲
Fabric Supplier
Merchandise Vendor

### Contact Assigned Functional Responsibilities

[Edit responsibilities](#)

Responsibility ▲	Partner Type ▼

6. On the **View User Details** page, ensure the **ID Enabled** button is selected.

VMM Home > Contacts + Permissions > View Contact Details > View User Details

## View User Details

View Contact Details | **View User Details**

### User Activation Status

User ID: dan.gisch@target.com

☒ **ID Enabled** ☐ ID Disabled

[Update Activation Status](#) [Cancel and Clear Changes](#)

### User ID Activities

Last Sign On: **Could not Be retrieved.**

Last Password Change: **12-13-2011 03:54 CST** [Reset Password](#)

ID Creation Date: **12-12-2011 03:02 CST**

7. Scroll to the bottom of the page and select **Update Access**.

• Optiva

• Overseas Transportation Management

• Partners Online

• Product Lifecycle Management

• Ready To Ship

• Vendor Agreement

• Vendor Dispute Tracking

• Vendor Management And Maintenance

[Update access](#)

[Back to contact list](#)

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8. A new window opens up to the **CAIdentity Manager** application; choose the contact name and click **Select**.

CA Identity Manager

Skip to main content

Tasks: Manage Applications & Reports, Assign to Users

Assign to Users: Select User

Search for a user

Search for a user where: User Email = \* Search Clear

Search Results

Select	Last Name	First Name	User Email	Partner Name	Is Admin	Is Primary
<input type="radio"/>	Gsch	Dan	dan.gsch@partners.com	Partners Online	N	Y
<input type="radio"/>	Kylene	Kylene	kylene.k@partners.com	Partners Online	N	Y

1-3 of 3

Select Cancel

9. Click the **Add a provisioning role** box.

CA Identity Manager

Skip to main content

Tasks: Manage Applications & Reports, Assign to Users

Assign to Users: BAB21175

Provisioning Roles Profile

Member	Name	Description	Comments	Department
<input checked="" type="checkbox"/>	Partners Online	Default role. Do not uncheck.		
<input checked="" type="checkbox"/>	Vendor Management & Maintenance	Default role. Do not uncheck.		

Note: To revoke access, please uncheck the checkbox under the Member column and click Submit

Add a provisioning role Return to Search

Submit Cancel

10. The list of Applications and Reports will come up to provision for the user. Check the radio button next to the Application(s) and Report(s) needed and click **Select**.

Search for a provisioning role

Search for a provisioning role where: Name = \* Search Clear

Search Results

Select	Name	Description	Comments	Department
<input type="radio"/>	Commitments Reports	Provisioning Role is for Commitments Reports Application		
<input type="radio"/>	Costing Negotiations Agreement	Provisioning Role is for Costing Negotiations Agreement Application		
<input type="radio"/>	Costing Negotiations Agreement(Accept Agreement)	Provisioning Role is for Costing Negotiations Agreement(Accept Agreement) Application		
<input type="radio"/>	CPSIA	Provisioning Role is for CPSIA Application		
<input type="radio"/>	MerchIQ	Provisioning Role is for MerchIQ Application		
<input type="radio"/>	Microstrategy	Provisioning Role is for Microstrategy Application		
<input type="radio"/>	Offer Management Tool	Provisioning Role is for Offer Management Tool Application		
<input type="radio"/>	Overseas Transportation Management	Provisioning Role is for Overseas Transportation Management Application		
<input type="radio"/>	PO Monitoring Reports	Provisioning Role is for PO Monitoring Reports Application		
<input type="radio"/>	Purchase Order Reports	Provisioning Role is for Purchase Order Reports Application		
<input type="radio"/>	Vendor Dispute Tracking	Provisioning Role is for Vendor Dispute Tracking Application		

1-11 of 11

Select Cancel

11. The page will return to the user profile with the provisioned Application(s) or Report(s). Click **Submit**.

CA Identity Manager

Skip to main content

Tasks: Manage Applications & Reports, Assign to Users

Assign to Users: BAB29685

Provisioning Roles Profile

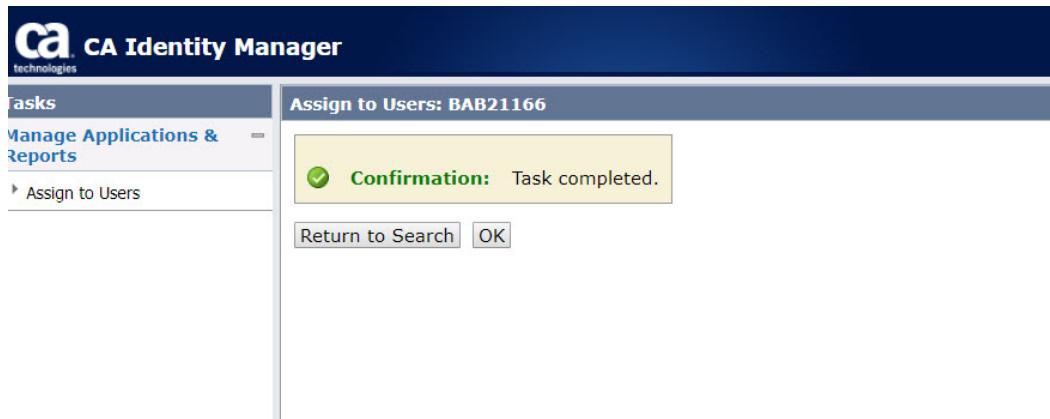
Member	Name	Description	Comments	Department
<input checked="" type="checkbox"/>	Vendor Dispute Tracking	Provisioning Role is for Vendor Dispute Tracking Application		
<input checked="" type="checkbox"/>	MerchIQ	Provisioning Role is for MerchIQ Application		
<input checked="" type="checkbox"/>	Partners Online			
<input checked="" type="checkbox"/>	Vendor Management & Maintenance			

Note: To revoke access, please uncheck the checkbox under the Member column and click Submit

Add a provisioning role Return to Search

Submit Cancel

12. A confirmation should appear that your request has been completed. Please note if you receive a "Task Pending" message your request should go through but may take a few moments longer.



The screenshot shows the CA Identity Manager interface. The top header is dark blue with the CA logo and 'CA Identity Manager' text. Below the header is a navigation menu with 'tasks' and 'Manage Applications & Reports'. The 'Assign to Users' option is selected. The main content area shows a confirmation message: 'Confirmation: Task completed.' with a green checkmark icon. Below the message are two buttons: 'Return to Search' and 'OK'.

13. Sign out of **CA Identity Manager**.

14. The next time the contact logs into POL, they should have access to the provisioned applications and/or reports.

[All Training About VMM](#)

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No

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