

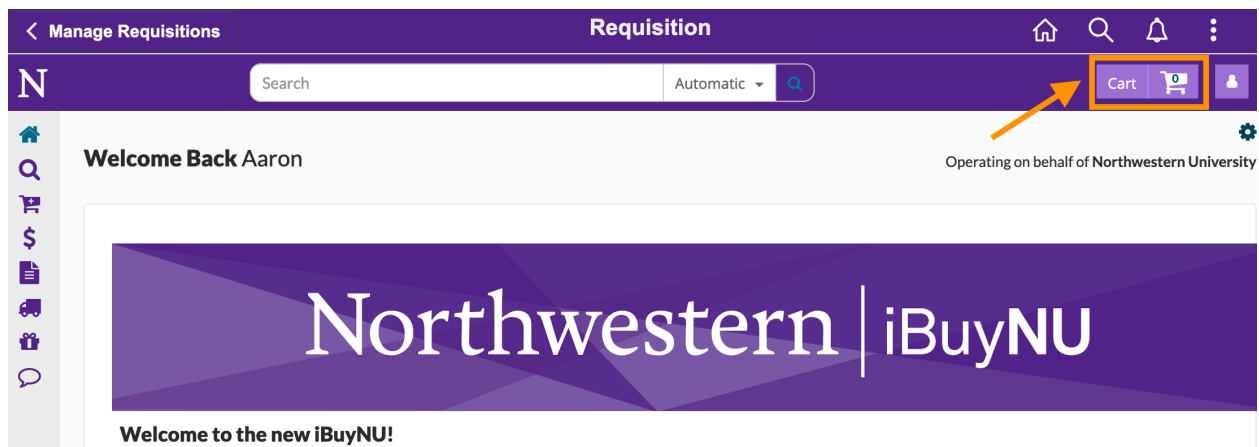
How to Edit a User Group in iBuyNU

Overview

All labs serviced by Basic Science Administration (BSA) must maintain their own **User Group** in iBuyNU. These User Groups will support **Group Cart** assignments for iBuyNU purchases. User Groups must be edited when either local lab personnel or BSA staff onboard or offboard.

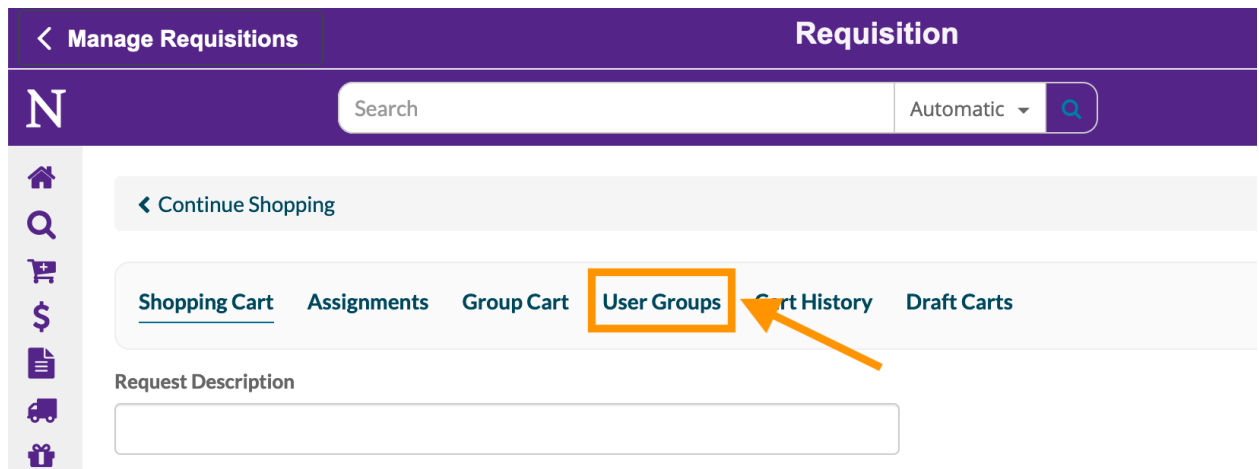
Step 1 – **Key Note:** one lab member per lab should set up and maintain the lab's User Group

- Navigate to iBuyNU: <https://www.northwestern.edu/procurement/purchasing/e-procurement/ibuynu-marketplace.html>
- Use the **Log in as a Shopper** link on this page, and log in using your Net ID and password
- Once logged in to iBuyNU, click on the **Cart** link (see image below)



Step 2


- Click on the **User Groups** link (see image below)



Step 3

A. Click on the **Pencil** button to edit an existing User Group (see image below)

The screenshot displays the 'Requisition' interface. On the left is a navigation menu with options like 'home', 'search', 'requests', 'orders', 'invoices', 'suppliers', 'packages', and 'messages'. The main content area is titled 'Requisition' and includes a search bar and a 'Continue Shopping' button. Below this are tabs for 'Shopping Cart', 'Assignments', 'Group Cart', 'User Groups', 'Cart History', and 'Draft Carts'. The 'User Groups' section shows a table with the following data:

Name	Owner	Last Modified	
BSA Group Cart Test	AJR848-waVVLM	2021-01-20 23:56:57.361	

Step 4

- A. Add/Delete members from the User Group; there are two classes of members that must be maintained in the **Group Members** box (see image below, **Arrow 1**):
- Add/Delete staff responsible for placing orders in iBuyNU on behalf of your lab
 - Add/Delete BSA staff members based on specific & timely instructions from BSA
 - Click the **Gray X** to the left of a person's name to delete a Group Member from the list
 - Note that it is neither necessary nor possible to add your own name to the list
 - Important Note:** search for Group Members by entering their last name
- B. Once all staff are updated, click the **Submit** button (see image below, **Arrow 2**)

The screenshot shows the 'Edit Group Cart' dialog box. The 'Name' field contains 'BSA Group Cart Test'. The 'Group Members' section shows two members: 'x Kelly Thompson' and 'x Brian Winchel'. The 'x' icons are highlighted with an orange box and labeled '1'. The 'Submit' button is highlighted with an orange box and labeled '2'.

For more assistance with this functionality, please reference the following additional guides:

- iBuyNU Setup User Group
- iBuyNU Create Group Cart
- iBuyNU Group Cart History