

Things to Know about MAG & PIM Administration

Types of Administrators

- If you use Exostar's Managed Access Gateway (MAG) to access PIM, your company will have **3 types of administrators**: (1) an Organization Administrator in MAG, (2) PIM Application Administrator in MAG, and (3) Application Administrator in PIM. Although one individual can perform all 3 admin roles, MAG Application Administrator (Responsible for PIM) and Application Administrator in PIM are two **different** roles.

How do I become one of these administrators, or find out whether I already have administrative privileges?

- MAG Administrators are assigned during the organization registration process. Additional Administrators can be assigned later by your company's Organization Administrator. We generally advise to have several administrators, to ensure there is always at least one administrator available to administer users in MAG. To add administrators, navigate to the **Administration** tab and **View Users** sub-tab, click the desired hyperlinked **User ID**. Scroll down to the **Application Settings / Manage Roles** section and assign desired duties.
- If you are a MAG PIM Application Administrator, the system also designates you as an Application Administrator in the PIM application. In order to give other users the PIM Application Administrator role in the PIM solution, navigate to your **Organization Profile** page and the **Users** tab. Locate the desired user and select the **Tools** icon next to their name, update their role in the **User Management** window, and click **Update** to save your changes.



MAG Organization Administrator

The following tasks can be performed for your applicable organization:

- Accept Terms and Conditions for applications the organization is subscribed to
- Create, suspend, unsuspend, delete user accounts individually or in bulk
- Request, suspend, unsuspend, and delete applications for users individually or in bulk.
- Request access to application on a user's behalf.
- Subscribe the organization to public applications
- Assign additional administrators

MAG Application Administrator

(Responsible for PIM)

Application Administrators in MAG are assigned administrative duties over specific applications. As an Application Administrator responsible for PIM, you will:

- Accept PIM Terms and Conditions
- Request access on behalf of users
- Suspend application access

PIM Application Administrator

In the PIM application, the administrator will:

Buyer role:

- View Supplier forms
- Run reports
- Search for Suppliers
- Create, edit, remove Supplier groups
- Manage PIM Buyer user roles
- Deactivate/activate Buyer PIM users.

Supplier role:

- Accept, deny, opt-out of form sharing requests
- Manage form assignments
- Download feedback reports and blank forms
- Manage Supplier user roles
- Deactivate/activate Supplier