What is an Organization Administrator?

Organization Administrator (OA) is a role in OregonBuys that has a lot of power as it relates to the security controls in the system. The OA is responsible for managing an agency's organization structure, addresses, users, and approval paths. This document will help agencies in selecting the right person(s) to serve in this capacity.

Duties	• Set up and maintain organization hierarchy. • Set up and maintain organization addresses (ship to/bill to). • Set up and maintain organization-specific custom columns (data fields to capture additional information needed for the agency). • Set up and maintain users and roles (including timely inactivation of users upon staff departures). • Set up and maintain approval paths.
What *doesn't* the OA do?	• OA's don't provide user support or assistance with document creation, system navigation, etc. (In fact, an OA role does not have permission to view or edit agency documents at all.) Instead agencies are advised to designate one or two subject matter experts on both the procurement and accounting side to assist with these needs. • OA's do not maintain agency accounting codes. Account code segments are imported from R*STARS into OregonBuys on a daily basis and automatically become available for use by users within the organization that owns those codes.
How many OA's does an agency need?	Most agencies should designate a primary OA and a backup.
Workload and time commitment	The biggest workload for the OA is during the initial implementation of OregonBuys. They will be a primary member of the agency's Core Team and assist with standing up and configuring the organization in the system. After implementation is complete, the workload will decrease to mostly user maintenance as employees are hired or leave the organization.

How is security controlled in system?	The following components control security in OregonBuys:
	  1. Organization Hierarchy
	  2. Approval Paths
	  3. User Roles
	The agency's OA controls all three of these components.

Considerations for selecting an OA	• Consider a person in IT for these responsibilities because they are already setting up user roles and have more insight into personnel who are incoming or departing. • It is recommended the OA be someone who does not perform procurement or accounting activities to maintain a separation of duties.