MANAGE RIGHTS

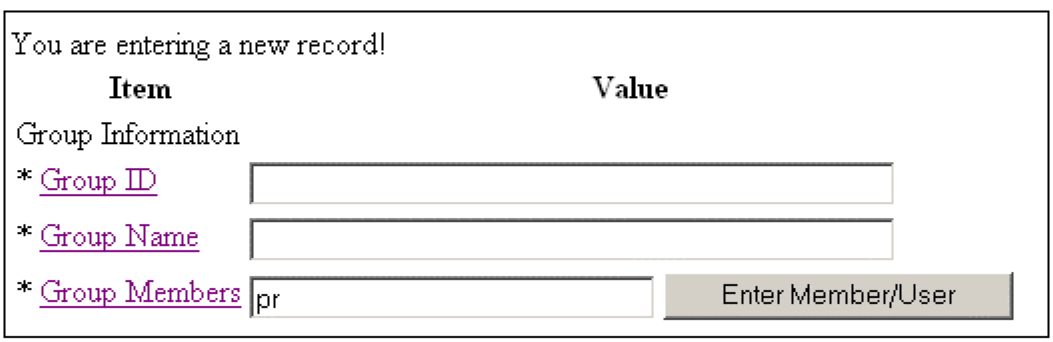
You can manage your group(s) by using the **Manage Rights** option. (*NOTE: Only P.I.'s will have this option available.)*

This option will allow the P.I. to determine the security levels of all members of their staff that are involved with their projects/proposals. **<u>All P.I.'s will need to perform this function to allow their staff to complete forms on the Research Channel.</u>**

<u>Add a Group</u>

1. To **Add** a group, click on **Manage Rights** to expand the menu**.** Click on **Manage Groups**.

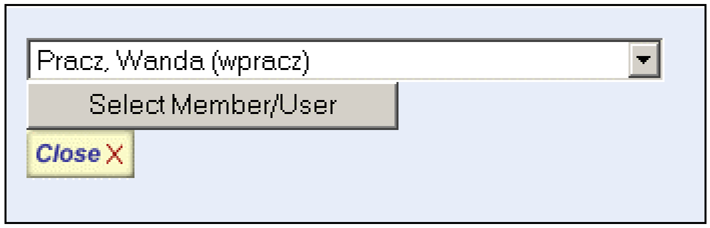
2. Enter a **Group ID** and a **Group Name.** *(These fields can be alphanumeric, up to 50 characters)DO NOT use your groupwise id (kbergen)* **Use** *My Staff ect* **for both the Group ID and Group Name. Both fields can be the same.**



3. For **Group Members**, enter the first <u>two or more</u> letters of the user you are looking for each member/user.

4. Click on **Enter Member/User**

5. When the window pops up, click on the drop down to select the member/user and then click on **Select Member/User**



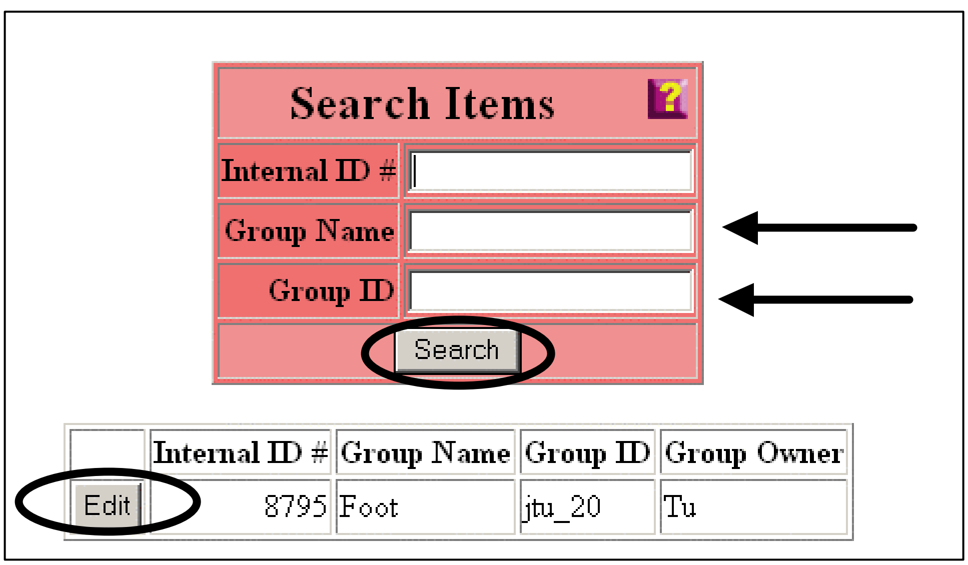
6. Once you entered all your Members/Users, click on **Save Information**

Edit a Group

1. To **Edit** a group, click on **Manage Rights** to expand the menu**.** Click on **Manage Groups** .

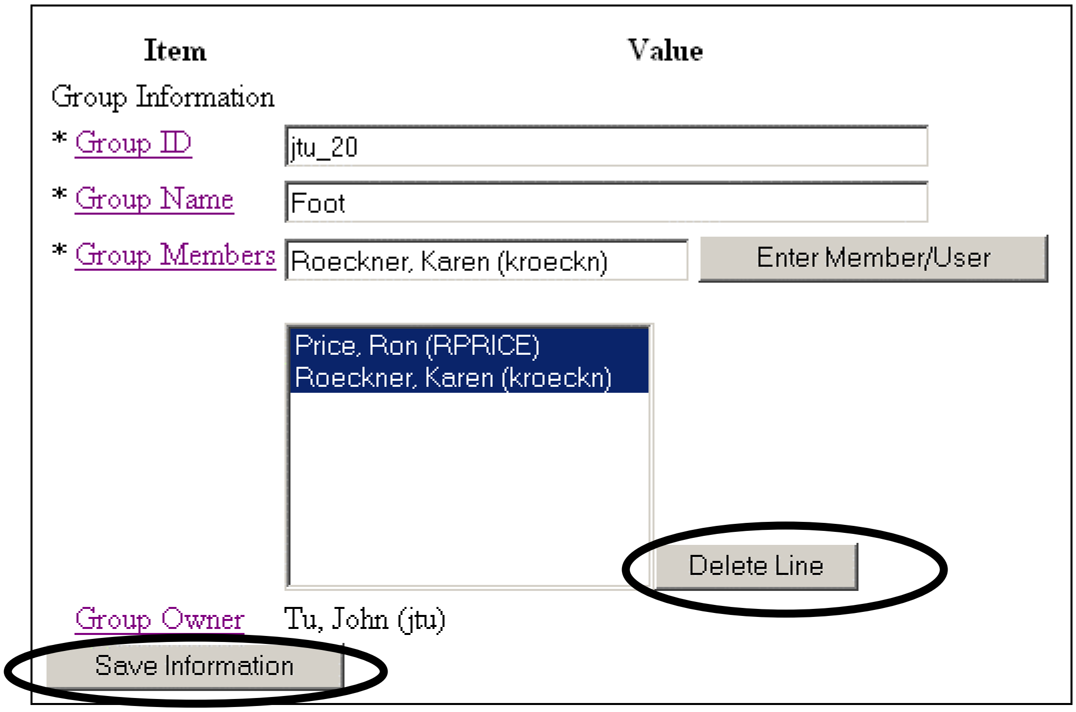
2. You can then search by Group ID or Group Name and click on **Search**. The Groups will appear once you click on Search.

3. Click on **Edit**.



4. You can now add members or delete members/users. To delete users, click on the user and click on **Delete Line.**

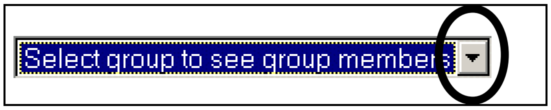
5. Make all your changes and click on **Save Information**



GROUP MEMBERS

1. If you would like to see any group members, click on **Group Members** from the Manage Rights Menu.

2. Click on the drop down and click on your group. (You will only have access to the groups you have created.)



3. The members of your group will appear.

Group Members:

Bergen, Kimberly	kbergen
Roeckner, Karen	kroeckn

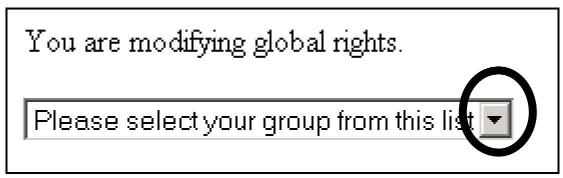
NOTE: To add/edit members, you will need to use the **Manage Groups** option.

MANAGE GLOBAL RIGHTS

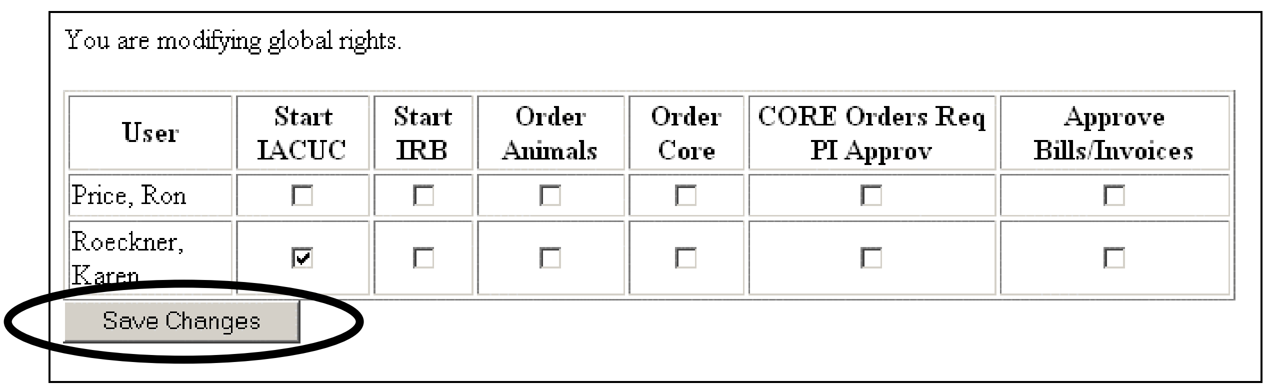
Once you have added your members/users, you will need to determine the access they will have to the many forms on the Research Channel.

1. Click on **Manage Global Rights** located under Manage Rights on the menu.

2. Select from the drop down the group list you would to use.



3. Check all boxes that apply for each member and click on **Save Changes**



You are modifying global rights.

User	Start IACUC	Start IRB	Order Animals	Order Core	CORE Orders Req PI Approv	Approve Bills/Invoices
Price, Ron	☐	☐	☐	☐	☐	☐
Roeckner, Karen	☑	☐	☐	☐	☐	☐

Save Changes