

## 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. **All P.I.'s will need to perform this function to allow their staff to complete forms on the Research Channel.**

### Add a Group

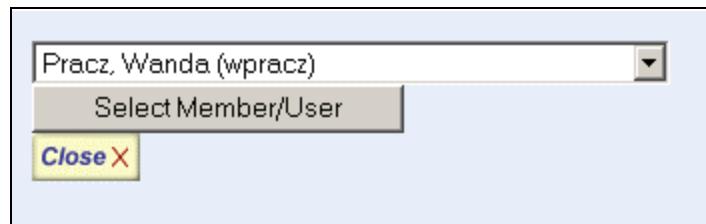
1. To **Add** a group, click on **Manage Rights** to expand the menu. Click on **Manage Groups**.



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.

You are entering a new record!	
Item	Value
Group Information	
* <u>Group ID</u>	<input type="text"/>
* <u>Group Name</u>	<input type="text"/>
* <u>Group Members</u>	<input type="text"/> or <input type="button" value="Enter Member/User"/>

3. For **Group Members**, enter the first two or more 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**.

	Internal ID #	Group Name	Group ID	Group Owner
<a href="#">Edit</a>	8795	Foot	jtu_20	Tu

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**

Item	Value
Group Information	
* <a href="#">Group ID</a>	jtu_20
* <a href="#">Group Name</a>	Foot
* <a href="#">Group Members</a>	Roeckner, Karen (kroeckn) <input type="button" value="Enter Member/User"/>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: 0;"><p>Price, Ron (RPRICE) Roeckner, Karen (kroeckn)</p></div>	
<input type="button" value="Delete Line"/>	
<a href="#">Group Owner</a>	Tu, John (jtu)
<input type="button" value="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.

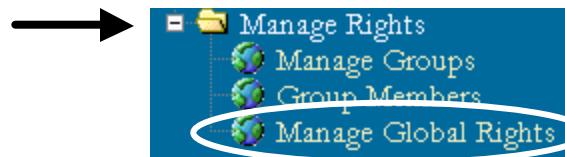
Group Members:	
Bergen, Kimberly	kbergen
Roeckner, Karen	kroeckn

**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.

A screenshot of a dropdown menu box. The text 'Please select your group from this list' is displayed, followed by a dropdown arrow button. A black circle highlights the dropdown arrow button.

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

A screenshot of the 'Manage Global Rights' interface. It shows a table with columns for User, Start IACUC, Start IRB, Order Animals, Order Core, CORE Orders Req, PI Approv, and Approve Bills/Invoices. Two users are listed: 'Price, Ron' and 'Roeckner, Karen'. The 'Start IACUC' checkbox for 'Price, Ron' is checked. The 'Start IRB' checkbox for 'Roeckner, Karen' is checked. The 'Save Changes' button at the bottom is highlighted with a large black oval.