

## IACUC: UPDATING THE PERMISSIONS TAB

Updating the Permission Tab is optional. The Permissions Tab is the place where the initiator (person that created the protocol) or the PI can grant access to additional users.

- 1) Click the **Permissions Tab**.
- 2) Scroll down to the **Users** section header, past the **Assigned Roles** section.
- 3) Click the magnifying glass under **User Name** to search for the person you want to add.

The screenshot shows the 'Permissions' tab interface. On the left is a sidebar with various menu items, with 'Permissions' highlighted. The main area displays the 'Users' section. At the top, there are 'Assigned Roles' and 'Users' headers. Below the 'Users' header is a table with columns: \* User Name, Full Name, Unit #, Unit Name, Role, and Actions. A search icon is highlighted over the 'User Name' column header. The table contains one entry for Dustin Schwartz. At the bottom are 'Save', 'Reload', and 'Close' buttons.

This will open a person search prompt like the image below. You can use any combination of fields, but if you have their full email address, that typically works the best. After finding who you are looking for, click the return value link to bring that person into the **Permissions** tab.

The screenshot shows a person search prompt form. It has several input fields: Person Id, First Name, Email Address (with 'rekavana@uark.edu' entered), Last Name, User Name, Office Phone, Home Unit, and Campus Code. There are radio buttons for 'Active' (Yes, No, Both). A 'Search' button is highlighted. Below the form is a table with search results.

Return Value	Person Id	Full Name	User Name	Email Address	Directory Department	Directory Title (S2S)	Office Location	Office Phone	School	Active
<a href="#">return value</a>	010392171	Rebecca Kavanaugh	rekavana@uark.edu	rekavana@uark.edu	CC012640			479-575-6367	University_Of_Arkansas	Yes

One item found.


Export options: CSV | spreadsheet | XML

- 4) Click the drop-down menu to select the **Role** you want to give the person.
  - a. The **Viewer** role allows the user to view the protocol.
  - b. The **Aggregator** role allows the user to view and edit the protocol.
  - c. The **IACUC Protocol Deleter** role will allow the user to delete the protocol.
  
- 5) Click the **Add** button to add this information to the protocol.



	* User Name	Full Name	Unit #	Unit Name	Role	Actions
Add:	<input type="text" value="rekavana@uark."/>	Rebecca Kavanaugh	CC012640	UAF   RSCP   Research Compliance	Aggregator	<input type="button" value="Add"/>
1	djschwar@uark.edu	Dustin Schwartz	CC012653	UAF   OSP   Office of Sponsored Programs	unassigned	<input type="button" value="Edit Role"/>

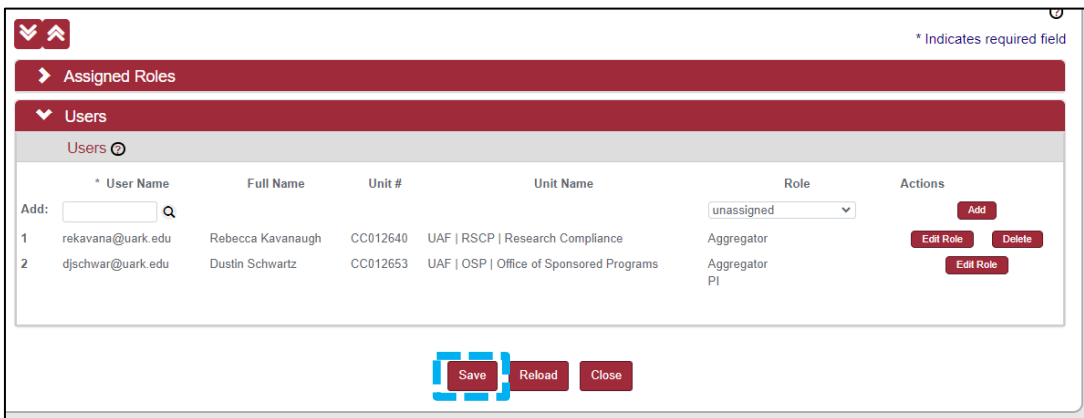
- 6) Repeat the process for each additional person you want to give permission to for this specific protocol.



	* User Name	Full Name	Unit #	Unit Name	Role	Actions
Add:	<input type="text"/>				unassigned	<input type="button" value="Add"/>
1	rekavana@uark.edu	Rebecca Kavanaugh	CC012640	UAF   RSCP   Research Compliance	Aggregator	<input type="button" value="Edit Role"/> <input type="button" value="Delete"/>
2	djschwar@uark.edu	Dustin Schwartz	CC012653	UAF   OSP   Office of Sponsored Programs	Aggregator PI	<input type="button" value="Edit Role"/>

*Note: You can use the Edit Role button to add/remove permissions once a person is added to the list. The Delete button will remove that person from the protocol and all their assigned roles. If the individual is also personnel on the protocol, they will retain any permissions associated with their personnel role.*

- 7) Click the **Save** button to apply your changes.



\* Indicates required field

Assigned Roles

Users

	* User Name	Full Name	Unit #	Unit Name	Role	Actions
Add:	<input type="text"/>				unassigned	<input type="button" value="Add"/>
1	rekavana@uark.edu	Rebecca Kavanaugh	CC012640	UAF   RSCP   Research Compliance	Aggregator	<input type="button" value="Edit Role"/> <input type="button" value="Delete"/>
2	djschwar@uark.edu	Dustin Schwartz	CC012653	UAF   OSP   Office of Sponsored Programs	Aggregator PI	<input type="button" value="Edit Role"/>