

# Research Facilities & Equipment Database

## Admin Site User Guide

Version 1.0

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## Document Introduction

This document is intended as a high level Administration User Guide of how to use the Research Facilities & Equipment Database, and focuses on the various tasks to be performed by the 'Administration users' (*Edit/Update Users, Approvers and Administrators*) via the 'Admin Site'.

General users (*i.e. 'Search Only Users'*) will not have access to the 'Admin Site' and will view records via a different method.

It does not include the various policies and procedures related to equipment sharing – these can be found on the University of Cambridge Equipment Sharing project web site [here](#).

### • Roles and responsibilities

There are a number of different roles associated with the Research Facilities & Equipment Database – as summarised below. Each role has a different level of access and will be able to perform different functions. Any changes to your user permissions should be requested via your [Schools Team](#) in the Research Operations Office.

Role	Responsibility	Able to access the 'Admin' site?
<b>Search Only User</b>	Able to view and search the Research Facilities & Equipment Database, but able to see ' <b>LIVE</b> ' records only. Unable to enter or edit any records, or view any records that are not ' <b>LIVE</b> '.	<b>NO</b>
<b>Edit/Update User</b>	As per 'Search Only' user, but also able to add new equipment/facility records and view/edit existing records <b>for their assigned department(s) only</b> . Can also mark ' <b>LIVE</b> ' records as ' <b>WITHDRAWN</b> '	<b>YES</b>
<b>Fixed Asset Approver</b>	As per 'Edit/Update' user, but also able to approve records from a Fixed Assets perspective. <b>Not restricted to specific departments.</b>	<b>YES</b>
<b>Administrator</b>	As per 'Edit/Update' user, but also able to manage User access/permissions and maintain system configuration data. <b>Not restricted to specific departments.</b>	<b>YES</b>

Each section in this guide begins with a table highlighting which role is able to perform that particular function.

A high level process flow showing how a facility / equipment record moves between each role and status is shown [here](#).

## Research Facilities & Equipment Database - Admin User Guide

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- **Frequently asked questions**

Although this document focuses solely on how to use the Research Facilities & Equipment Database, a large number of Frequently Asked Questions (FAQs) have been drafted in order to enhance understanding of the requirements. These can be found [here](#).

- **Who should I contact for further information and support?**

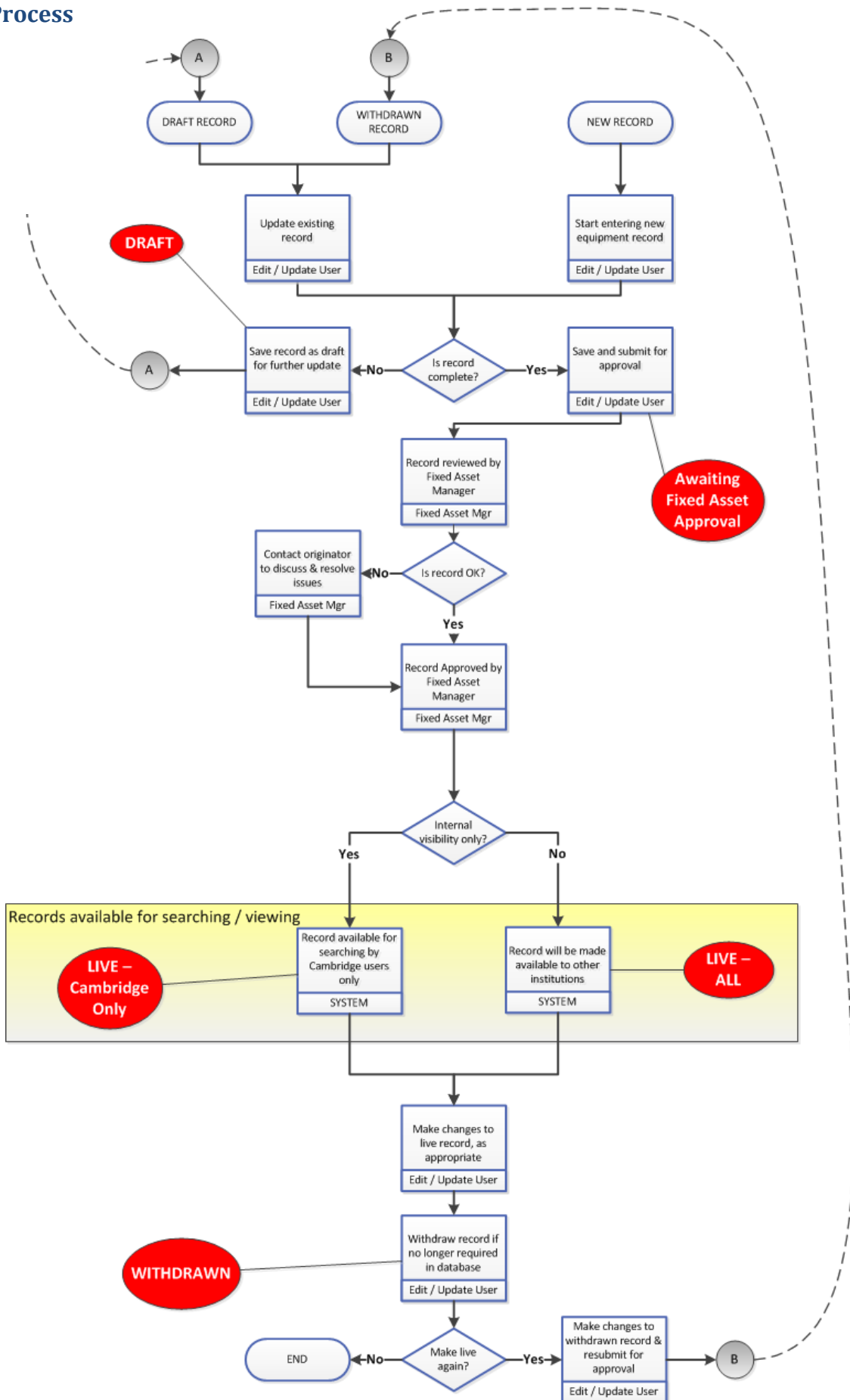
Should you have any further questions or queries related to equipment sharing, or have any issues relating to the use of the Research Facilities & Equipment Database, please contact your [Schools Team](#) in the [Research Operations Office](#) in the first instance.

- **Status values**

An equipment/facility record can have one of many different status values – as indicated below.

Status Name	Description	Who can see records at this status?
<b>DRAFT</b>	A record that is still being drafted and has not yet been submitted for approval.	<ul style="list-style-type: none"><li>• Edit/Update Users (<i>own dept. only</i>)</li><li>• Fixed Asset Approver (<i>all depts.</i>)</li><li>• Administrators (<i>all depts.</i>)</li></ul>
<b>PENDING_FA_APPROVAL</b>	A record that has been submitted for approval and is currently ' <b>AWAITING FIXED ASSET APPROVAL</b> '	<ul style="list-style-type: none"><li>• Edit/Update Users (<i>own dept. only</i>)</li><li>• Fixed Asset Approver (<i>all depts.</i>)</li><li>• Administrators (<i>all depts.</i>)</li></ul>
<b>LIVE</b>	A record that has received " <b>FIXED ASSET APPROVAL</b> " and is now ' <b>LIVE</b> ' and available for viewing and searching by all database users.  Note: There are various options available for 'LIVE' records – including the ability to restrict visibility to 'internal Cambridge only'.	<ul style="list-style-type: none"><li>• All users who can access the Equipment Sharing Database</li></ul>
<b>WITHDRAWN</b>	Records that have been flagged as ' <b>WITHDRAWN</b> ' and are no longer visible to 'Search Only' users of the database.	<ul style="list-style-type: none"><li>• Edit/Update Users (<i>own dept. only</i>)</li><li>• Fixed Asset Approver (<i>all depts.</i>)</li><li>• Administrators (<i>all depts.</i>)</li></ul>

## High Level Process Overview



## Accessing the 'Admin Site' of the Research Facilities & Equipment Database

Search Only User	Edit/Update User	Fixed Asset Approver	Administrator
NO	YES	YES	YES

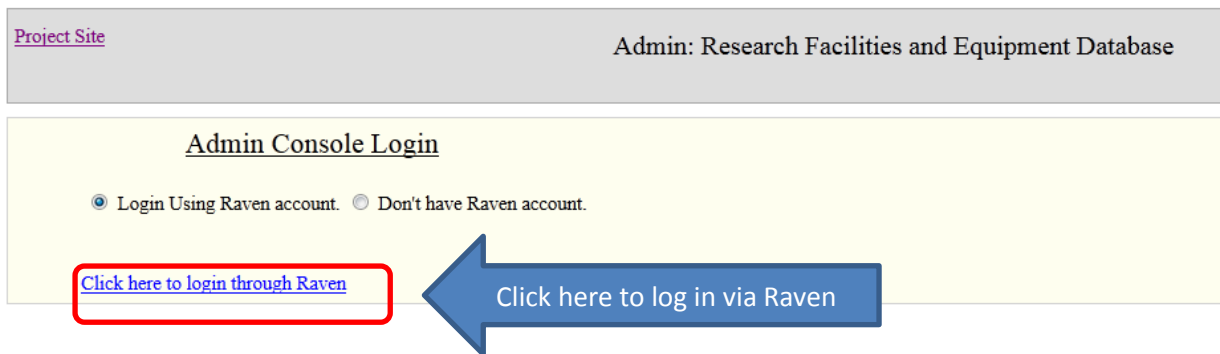
The University of Cambridge 'Admin Site' of the Research Facilities & Equipment Database is located at [the following address](#) and is only accessible to approved users.

Access is secured via RAVEN encryption, although the system can also handle a separate username and password security model where users do not have a Raven account.

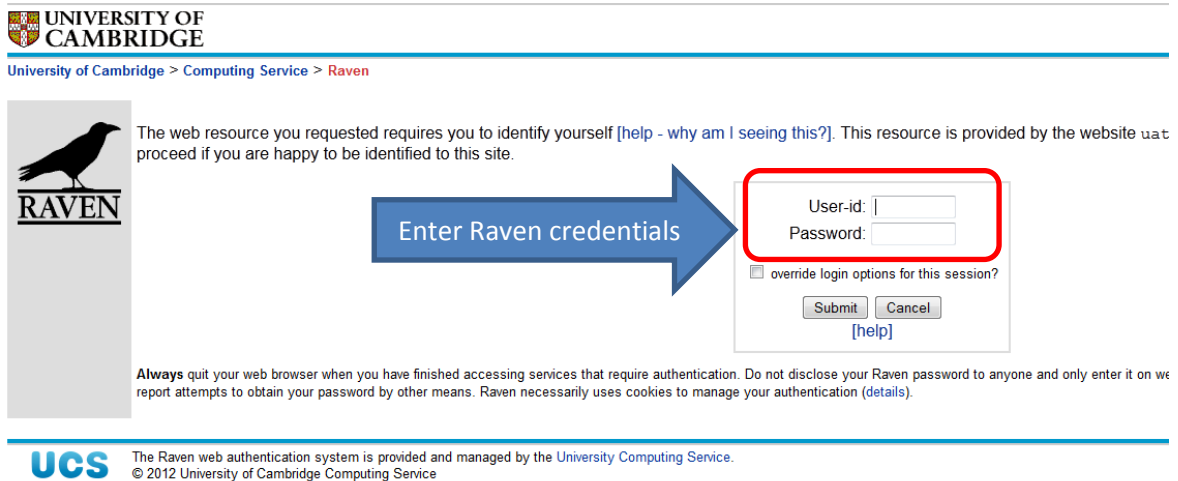
Should you require access to the 'Admin Site', please contact your [Schools Team](#) in the [Research Operations Office](#) in the first instance.

An example of the initial log-in screen is shown below.

- Enter the admin site URL at [the following address](#)
- Click on the '[Click here to login through Raven](#)' link - as highlighted below



- Enter your CRSid and Raven Password – as highlighted below, and then click on the Submit button.



## Searching for Equipment and Facility records

Search Only User	Edit/Update User	Fixed Asset Approver	Administrator
NO	YES	YES	YES

Whilst all users are able to view 'LIVE' records via the public site, only certain roles will be able to view records that are at 'DRAFT', 'WITHDRAWN' or 'PENDING\_FA\_APPROVAL' status – as highlighted above.

Records that are not 'LIVE' can only be viewed via the Administration site – accessible at [the following address](#)

*Admin: Equipment Sharing Database*

[Logout](#)

Equipment / Facility
  Users
  Departments
  Schools
  Organisations
  Source of Funds
  ServiceLevel

Equipment
  Facility

	Name	Status	utilisation	Description	Department	Web URL	Location
<input type="radio"/>	seahorses FOR NEW REALLY LARGE BUILDING	PENDING_FA_APPROVAL	Very Low (less than 20%)	Furniture purchased for the new English Faculty building. many individual items in this bulk order	Physics (Optoelectronics)		S040.GROUND.GG
<input type="radio"/>	Audio Equipment as per specification 06/01/2004	PENDING_FA_APPROVAL	Medium (40% to 60%)	AV equipment purchased for new Faculty building. Many individual items in this bulk order.	Physics (Superconductivity)		S020.GROUND.GG
<input type="radio"/>	HOWE - 40/4 - PLASTIC	PENDING_FA_APPROVAL	Medium (40% to 60%)	Electrical infrastructure.	Applied Mathematics & Theoretical Physics		S020.GROUND.GG S020.GROUND.GG
<input type="radio"/>	123_MILLENNIA XsP. TSUNAMI PUMP KIT AS PER QUOTATIONCPO 033/02 & NoU/1/463/02-B01-D1.	PENDING_FA_APPROVAL	Medium (40% to 60%)	Tsunami Pump Kit	Geography		W012.GROUND.870
<input type="radio"/>	Four Mirror Optical Floating Zone Furnace	PENDING_FA_APPROVAL	Medium (40% to 60%)	mirror furnace	Sainsbury Laboratory	<a href="http://www.qm.phy.cam.ac.uk/">http://www.qm.phy.cam.ac.uk/</a>	W010.329
<input type="radio"/>	123_Dryogenic Cryogen-Free measurement system, AC Resistivity Measurement Option, DM	WITHDRAWN	Unavailable	DMS System	Physics (Hep) High Energy Physics	<a href="http://www.qm.phy.cam.ac.uk/">http://www.qm.phy.cam.ac.uk/</a>	W010.GROUND.312
<input type="radio"/>	PHILIPS XL30 ESEM-FEG ENVIRONMENTAL SCANNING ELECTRON MICROSCOPE SYSTEM AS PER Y	WITHDRAWN	High (60% to 80%)	Environmental Scanning Electron Microscope	Physics (Superconductivity)	<a href="http://www.emsuite.phy.cam.ac.uk/">http://www.emsuite.phy.cam.ac.uk/</a>	W010.GROUND.356
<input type="radio"/>	PPMS-9	WITHDRAWN	Very High (80% +)	Physical Property Measurement System	Physics (Sp) Semiconductor Physics	<a href="http://www.qm.phy.cam.ac.uk/">http://www.qm.phy.cam.ac.uk/</a>	W010.GROUND.310A

- Click on the  Equipment / Facility tab.
- To search for a Facility record, select the 'Facility' button. To search for an Equipment record, select the 'Equipment' button.
- To search by Status, begin typing the required Status in the  search box – as highlighted above.
- Once the relevant record has been located, select the button on the left hand side, and click on the  button to view and/or edit all of the other information associated with the record.

## Creating a new Equipment / Facility record

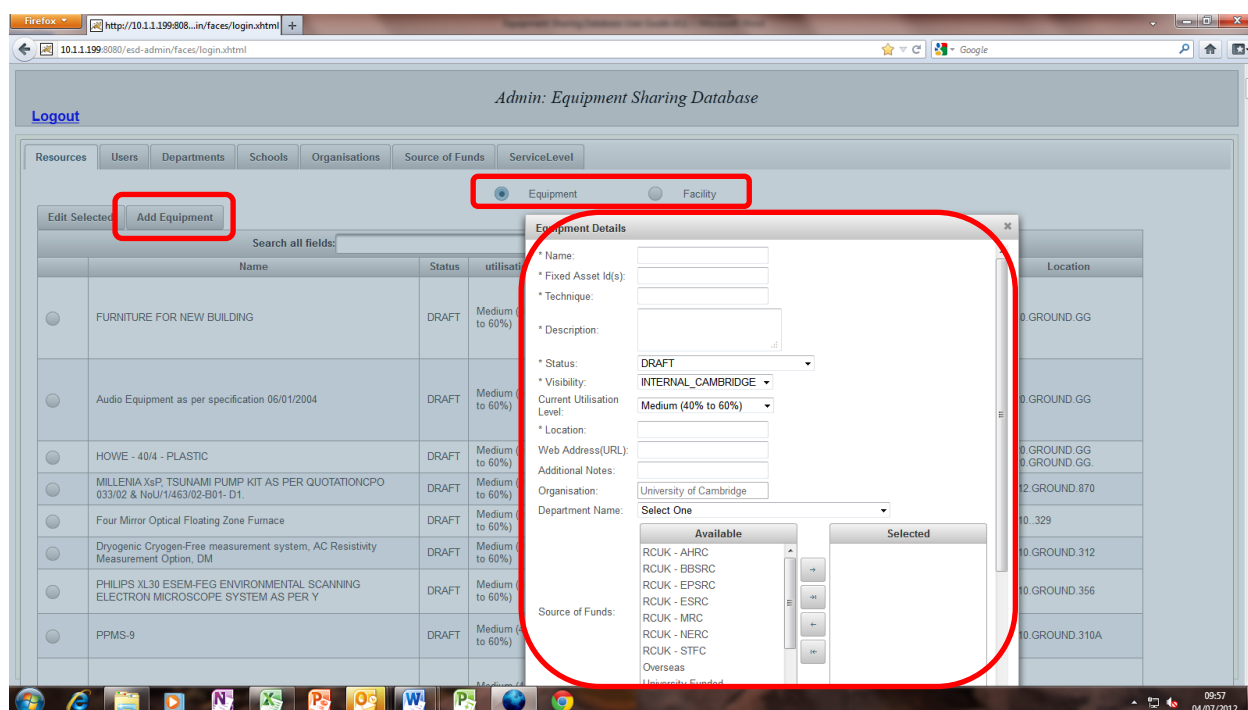
Search Only User	Edit/Update User	Fixed Asset Approver	Administrator
NO	YES	YES	YES

Creating new records is performed via the Administration site at [the following address](#) and can only be performed by certain roles. Any changes to user permissions for the Research Facilities & Equipment Database should be requested via the relevant [Schools Team](#) at the Research Operations Office.

An **Edit/Update User** can create a new equipment/facility record within the Research Facilities & Equipment Database for any departments that they are assigned access to.

**Administrators and Approvers** can create new facility/equipment records for ALL departments, as their access to the Research Facilities & Equipment Database is not restricted to specific department(s).

Once a draft record is complete, it can either be [Submitted for Approval](#), or saved as 'DRAFT' again for further editing.



- Click on the **Equipment / Facility** tab.
- To add a Facility record, select the 'Facility' button. To add a new Equipment record, select the 'Equipment' button.
- Click on **Add Facility** / **Add Equipment** button as highlighted
- Enter Equipment / Facility details into the relevant fields. Note: those marked with an asterisk are mandatory
- If record is complete and ready for approval, select **Submit for Approval** button
- If record is still being drafted, select **Save As Draft** button



## Editing an Existing Equipment / Facility record

Search Only User	Edit/Update User	Fixed Asset Approver	Administrator
NO	YES	YES	YES

Editing existing records is performed via the Administration site at [the following address](#) and can only be performed by certain roles. Any changes to user permissions for the Research Facilities & Equipment Database should be requested via the relevant [Schools Team](#) at the Research Operations Office.

An **Edit/Update User** can edit and update existing 'DRAFT', 'LIVE', 'AWAITING APPROVAL' or 'WITHDRAWN' equipment/facility records within the Research Facilities & Equipment Database for any departments that they are assigned access to.

**Administrators and Approvers** can edit and update existing 'DRAFT', 'LIVE', 'AWAITING APPROVAL' or 'WITHDRAWN' facility/ equipment records for ALL departments, as their access to the Research Facilities & Equipment Database is not restricted to specific department(s).

The screenshot shows the 'Admin: Equipment Sharing Database' interface. At the top, there are navigation tabs: Resources, Users, Departments, Schools, Organisations, Source of Funds, and ServiceLevel. Below these are radio buttons for 'Equipment' (selected) and 'Facility'. On the left, there are buttons for 'Edit Selected' and 'Add Equipment'. A table lists equipment records with columns: Name, Status, utilisation, Description, Department, Web URL, and Location. The record 'MILLENNIA XsP, TSUNAMI PUMP KIT AS PER QUOTATION' is selected. A pop-up window titled 'Equipment Details' is open, showing fields for Name, Fixed Asset Id(s), Technique, Description, Status, Visibility, Current Utilisation Level, Location, Web Address(URL), Additional Notes, Organisation, and Department Name. At the bottom of the pop-up, there are 'Available' and 'Selected' buttons.

- To edit a Facility record, select the 'Facility' button. To edit an Equipment record, select the 'Equipment' button.
- Scroll / search for the record that you wish to edit, and **select the button** on the left.
- Click on **Edit Selected** button as highlighted above
- **Amend the relevant details** in the pop-up window.
- Once all changes have been made, click on the **Save As Draft** button
- If record is now complete and ready for approval, select the **Submit for Approval** button

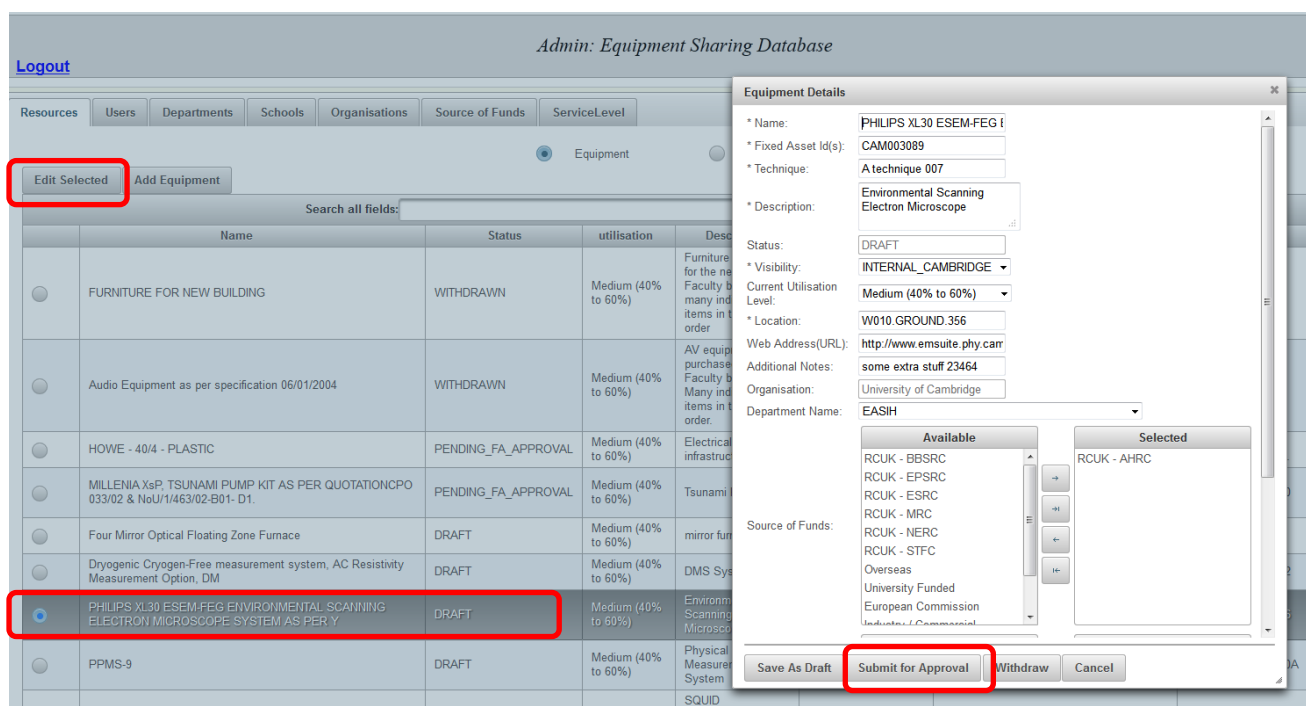
## Submitting a DRAFT record for APPROVAL

Search Only User	Edit/Update User	Fixed Asset Approver	Administrator
NO	YES	YES	YES

Submitting a draft record for approval is performed via the Administration site at [the following address](#) and can only be performed by certain roles. Any changes to user permissions for the Research Facilities & Equipment Database should be requested via the relevant [Schools Team](#) at the Research Operations Office.

An **Edit/Update User** can submit a ‘**DRAFT**’ equipment/facility record for approval, but only for those departments that they are assigned access to.

**Administrators and Approvers** can submit records for approval for ALL departments, as their access to the Research Facilities & Equipment Database is not restricted to specific department(s).



- Scroll / search for the record that you wish to edit, and **select the button** on the left.
- Click on **Edit Selected** button as highlighted above
- Make any changes as required in the pop-up window.
- Once all changes have been made, click on the **Submit for Approval** button

The record will now be at ‘**PENDING\_FA\_APPROVAL**’ status, awaiting approval by the Fixed Asset Manager.

The record will still be available for viewing by the ‘Edit/Update User’, but will not be visible to the ‘Search Only User’ until approval has been provided.

## Marking a record as **WITHDRAWN**

Search Only User	Edit/Update User	Fixed Asset Approver	Administrator
NO	YES	YES	YES

Marking a record as **WITHDRAWN** is performed via the Administration site at [the following address](#) and can only be performed by certain roles. Any changes to user permissions for the Research Facilities & Equipment Database should be requested via the relevant [Schools Team](#) at the Research Operations Office.

There is no facility to delete records from the Research Facilities & Equipment Database, but marking them as **WITHDRAWN** will ensure that they are no longer visible for viewing or searching by 'Search Only Users'.

An **Edit/Update User** can mark a 'DRAFT', 'LIVE' or 'AWAITING APPROVAL' equipment/facility record as '**WITHDRAWN**' for their assigned department(s) only.

**Administrators** and **Approvers** can mark 'DRAFT', 'LIVE' or 'AWAITING APPROVAL' records as '**WITHDRAWN**' for ALL departments.

- Scroll / search for the record that you wish to edit, and **select the button** on the left.
- Click on the **Edit Selected** button as highlighted above
- Click on the **Withdraw** button

The record will now be at '**WITHDRAWN**' status. It will still be available for viewing and further editing by the 'Edit/Update User', but will no longer be visible to the 'Search Only User'.

For details of how to remove the '**WITHDRAWN**' status, [click here](#).

## Removal of WITHDRAWN status

Search Only User	Edit/Update User	Fixed Asset Approver	Administrator
NO	YES	YES	YES

On occasion, there might be a requirement for a **'WITHDRAWN'** record to be made visible for searching again. This is achieved by first clicking on the 'Submit for Approval' button, which will take the record back to **'AWAITING APPROVAL'** status again so that the **Edit/Update User** is able to make changes (*if required*). Only once the record has been fully re-approved will it become **'LIVE'** again.

This activity is performed via the Administration site at [the following address](#) and can only be performed by certain roles. Any changes to user permissions for the Research Facilities & Equipment Database should be requested via the relevant [Schools Team](#) at the Research Operations Office.

An **Edit/Update User** can remove the **'WITHDRAWN'** status (*i.e. resubmit the record for further approval*) for equipment/facility records for their assigned department(s).

**Administrators** and **Approvers** can perform this task for ALL departments.

- Scroll / search for the **WITHDRAWN** record that you wish to edit, and **select the button** on the left.
- Click on the **Edit Selected** button as highlighted above
- Click on the **Submit for Approval** button

The record will now go back to **'PENDING\_FA\_APPROVAL'** status again, pending further approval by the Fixed Asset Manager.

The record will still be available for viewing and further editing by the 'Edit/Update User', but will not be visible to the 'Search Only User' until further approval has been provided.

## Edit and approve records AWAITING FIXED ASSET APPROVAL

Search Only User	Edit/Update User	Fixed Asset Approver	Administrator
NO	NO	YES	NO

Once a **'DRAFT'** record has been submitted for approval, the next status it goes to is **'PENDING\_FA\_APPROVAL'**. The only role that can perform this approval is the Fixed Asset Approver. As well as providing approval, the Fixed Asset Approver is also able to edit / update the record whilst at this status. There is no 'rejection' option – once a record has been received for approval the only options are to mark the record as **'APPROVED'**, or to set it back to **'DRAFT'** status again.

**FIXED ASSET APPROVAL** is performed via the Administration site at [the following address](#)

Once **FIXED ASSET APPROVAL** has been provided, the record is visible for searching by the 'Search Only' users.

## Approving a record

*Admin: Equipment Sharing Database*

[Logout](#)

Equipment / Facility Approvals Fixed Assets

Equipment  Facility

Approve Selected Equipment Reset to Draft

	Name	Status	utilisation	Description	Department	Web URL	Location
<input checked="" type="radio"/>	seahorses FOR NEW REALLY LARGE BUILDING	PENDING_FA_APPROVAL	Very Low (less than 20%)	Furniture purchased for the new English Faculty building, many individual items in this bulk order	Physics (Optoelectronics)		S040.GROUND.GG
<input type="radio"/>	Audio Equipment as per specification 06/01/2004	PENDING_FA_APPROVAL	Medium (40% to 60%)	AV equipment purchased for new Faculty building. Many individual items in this bulk order.	Physics (Superconductivity)		S020.GROUND.GG
<input type="radio"/>	HOWE - 40/4 - PLASTIC	PENDING_FA_APPROVAL	Medium (40% to 60%)	Electrical infrastructure.	Applied Mathematics & Theoretical Physics		S020.GROUND.GG S020.GROUND.GG.
<input type="radio"/>	123_MILLENNIA XsP, TSUNAMI PUMP KIT AS PER QUOTATIONCPO 033/02 & NoU/1/463 /02-B01- D1.	PENDING_FA_APPROVAL	Medium (40% to 60%)	Tsunami Pump Kit	Geography		W012.GROUND.870
<input type="radio"/>	Four Mirror Optical Floating Zone Furnace	PENDING_FA_APPROVAL	Medium (40% to 60%)	mirror furnace	Sainsbury Laboratory	<a href="http://www.qm.phy.cam.ac.uk/">http://www.qm.phy.cam.ac.uk/</a>	W010.329
<input type="radio"/>	XL30 'SFEG Scanning Electron Microscope (SEM) with accessories	PENDING_FA_APPROVAL	Medium (40% to 60%)	Scanning Electron Microscope	EASIH	<a href="http://www.emsuite.phy.cam.ac.uk/">http://www.emsuite.phy.cam.ac.uk/</a>	W010.GROUND.347A - Dr Langford
<input type="radio"/>	EQUIPMENT FROM UNIV OF SOUTHAMPTON - PROF JEREMY BAUMBERG- NANOPHOTONICS GROUP	PENDING_FA_APPROVAL	Medium (40% to 60%)	Collection of lab items transferred from Southampton	EASIH	n/a	W045.GROUND.NANO PHOTONICS
<input type="radio"/>	Gamma 1000M Automatic 6 Magnetron Sputtering System (Contract as detailed in enu	PENDING_FA_APPROVAL	Medium (40% to 60%)	Sputtering Facility	EASIH	<a href="http://www.tfm.phy.cam.ac.uk/mgf">http://www.tfm.phy.cam.ac.uk/mgf</a>	W010.GROUND.363

- Toggle between the Equipment and Facility buttons to approve the relevant record type.
- Select the relevant record by selecting the button on the right.
- If record is to be approved, click on Approve Selected Equipment button as highlighted above. The record will now go back to **'LIVE'** status and will be available for viewing in the public site.
- If approval is not being provided, click on Reset to Draft button. This will move the record back to **'DRAFT'** status again so that it can be further edited by the edit/update user.

## Editing a record

The Fixed Asset Approver can also edit/update records that are at **'PENDING\_FA\_APPROVAL'**.

This is achieved by selecting the record to be edited and clicking on the Edit Selected button.

## User Administration User Guide

Search Only User	Edit/Update User	Fixed Asset Approver	Administrator
NO	NO	NO	YES

The Administration Users of the Research Facilities & Equipment Database are located in the Research Operations Office and are responsible for managing user access to the database and also maintaining the various lists contained within the application.

Administration Users are not restricted to specific departments and are able to access and maintain records for all aspects of the Research Facilities & Equipment Database.

As well as being able to create and edit records (as per the 'Edit/Update' users), Administration Users are also responsible for the following functions:

- [Manage 'School' or 'Department' records](#)
- [Manage 'Source of Funds'](#)
- [Manage 'Service Levels'](#)
- [Manage user permissions](#)

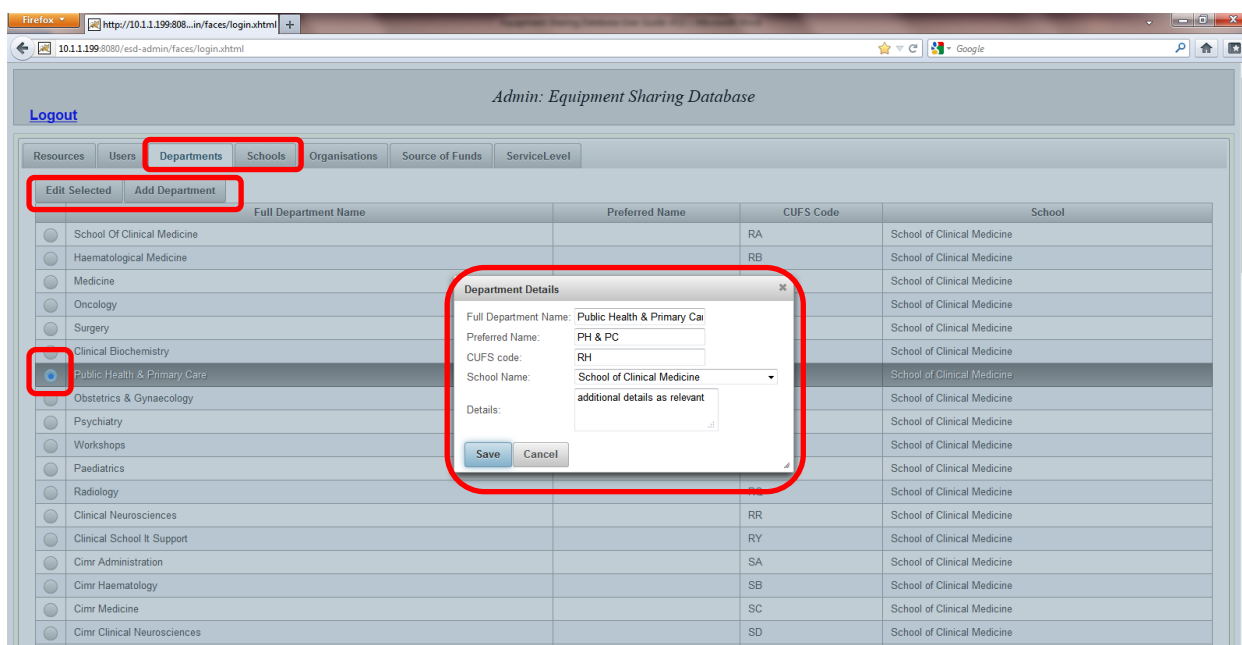
These administration tasks are performed via the administration interface located at [the following address](#). A more detailed breakdown of each of these tasks is provided in the following sections.

## Add / Edit a School or Department Record

Search Only User	Edit/Update User	Fixed Asset Approver	Administrator
NO	NO	NO	YES

A list of all six Schools of the University of Cambridge is already contained within the Research Facilities & Equipment Database, as well as a current list of all Departments and Faculties associated with these Schools.

In the event of a change of School/Department name, or an organisational change that requires a new School/Department to be added, the Administration User has the ability to make such changes via the 'SCHOOLS' or 'DEPARTMENTS' tabs of the administration screen – as shown below.



Select the 'Schools' or 'Departments' tab, dependent on the record type to be added or edited.

### Editing an existing School or Department record.

- Select the relevant record by **clicking the button** on the right hand side.
- Click on  button
- Make the relevant changes to the record in the new window that pops up.
- Click on  button.

### Creating a new School or Department record

- Click on  or
- Enter relevant details in the new window that pops up.
- Click on  button.

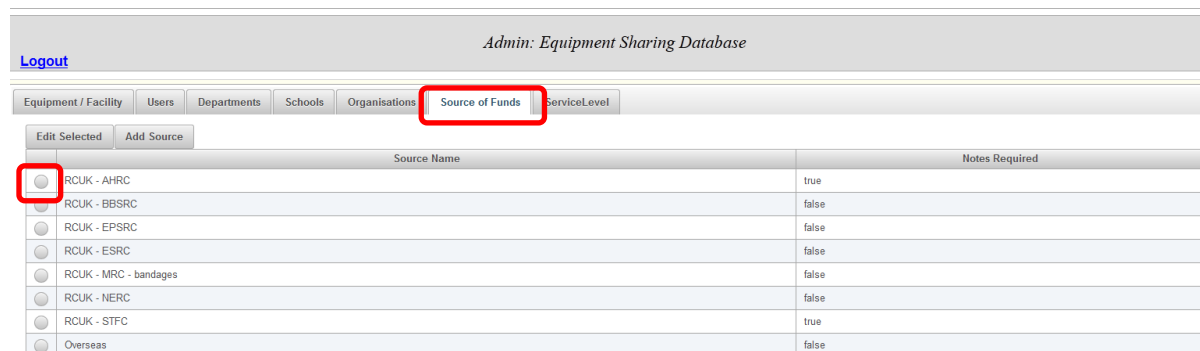
**NOTE: Great care and planning needs to be exercised prior to amending any existing School or Department values, as any changes made at the administration level will not update existing Facility / Equipment records.**

## Add / Edit a Source of Funds

Search Only User	Edit/Update User	Fixed Asset Approver	Administrator
NO	NO	NO	YES

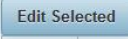

The 'Source of Funds' list allows us to identify how a particular facility or piece of equipment was initially funded – i.e. who paid for it. A comprehensive list has already been added to the Research Facilities & Equipment Database, but it is possible that over time new sponsors types and sources might appear.

The Administration User has the ability to make such changes to these values via the '**SOURCE OF FUNDS**' tab of the administration screen – as shown below.

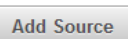



Select the  tab

### Editing an existing Source of Funds.

- Select the relevant record by **clicking the button** on the right hand side.
- Click on  button
- Make the relevant changes to the record in the new window that pops up.
- Click on  button.

### Creating a new Source of Funds.

- Click on  button
- Enter relevant details in the new window that pops up.
- Click on  button.

**NOTE: Great care and planning needs to be exercised prior to amending any existing School or Department values, as any changes made at the administration level will not update existing Facility / Equipment records.**

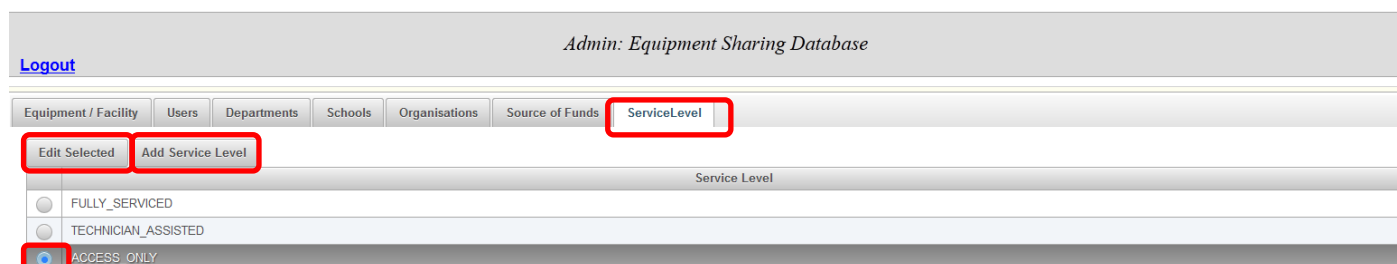


## Add / Edit a Service Level

Search Only User	Edit/Update User	Fixed Asset Approver	Administrator
NO	NO	NO	YES

The 'Service Level' list allows us to define the type of service(s) that are available for a particular facility or piece of equipment. A short list of service types has already been added to the Research Facilities & Equipment Database, but it is possible that over time new service levels might need to be added. It is likely that additions to this list will be requested via the Equipment Working Group and not via general database users.

The Administration User has the ability to make such changes to these values via the '**SERVICE LEVEL**' tab of the administration screen – as shown below.



Select the  tab

### Editing an existing Service Level.

- Select the relevant record by **clicking the button** on the right hand side.
- Click on  button
- Make the relevant changes to the record in the new window that pops up.
- Click on  button.

### Creating a new Service Level.

- Click on  button
- Enter relevant details in the new window that pops up.
- Click on  button.

**NOTE: Great care and planning needs to be exercised prior to amending any existing Service Levels, as any changes made at the administration level will not update existing Facility / Equipment records.**

## User Administration – Role overview

Search Only User	Edit/Update User	Fixed Asset Approver	Administrator
<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>YES</b>

There are three different roles across the Research Facilities & Equipment Database that need to be managed by the Administration User – as follows:

Role	Responsibility	Level of Access
<b>Edit/Update</b>	Able to add new records and view/edit existing records <b>for their assigned department(s)</b> Can also mark LIVE records as WITHDRAWN	Access to specific Department(s) only.
<b>Fixed Asset Approver</b>	As per 'Edit/Update' user, but also able to approve new records from a Fixed Assets perspective. <b>Not restricted to specific departments.</b>	All Departments
<b>Administrator</b>	As per 'Edit/Update' user, but also able to manage User access/permissions and maintain system configuration data. <b>Not restricted to specific departments.</b>	All Departments

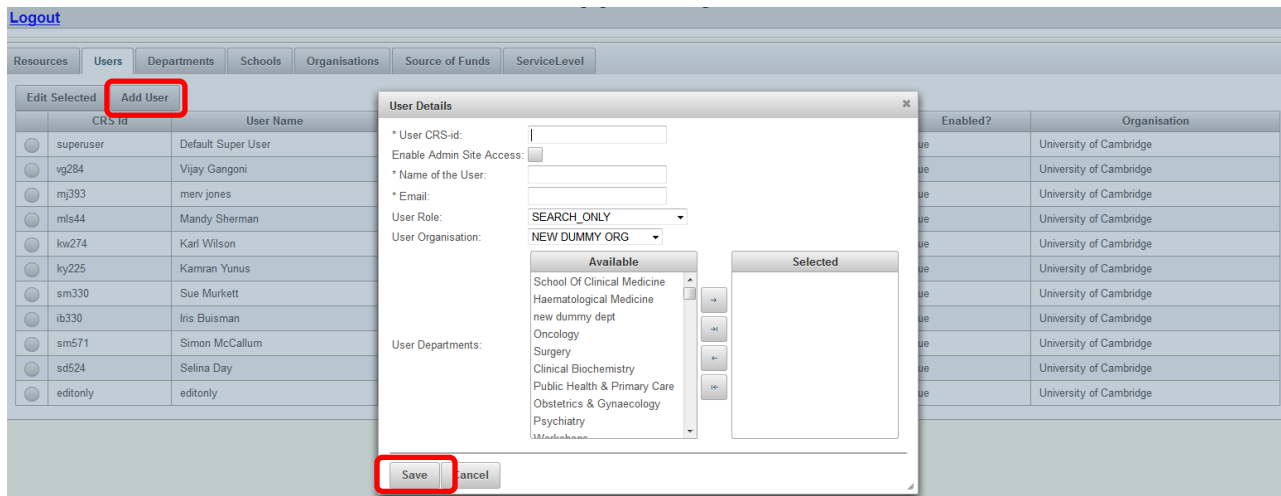
Although some users have already been added to the Research Facilities & Equipment Database, there is a need for the Administration Users to manage the ongoing allocation and removal of permissions for all 3 of the above roles. This is managed via the **USERS** tab of the administration screen – as shown below.

*Admin: Equipment Sharing Database*

[Logout](#)

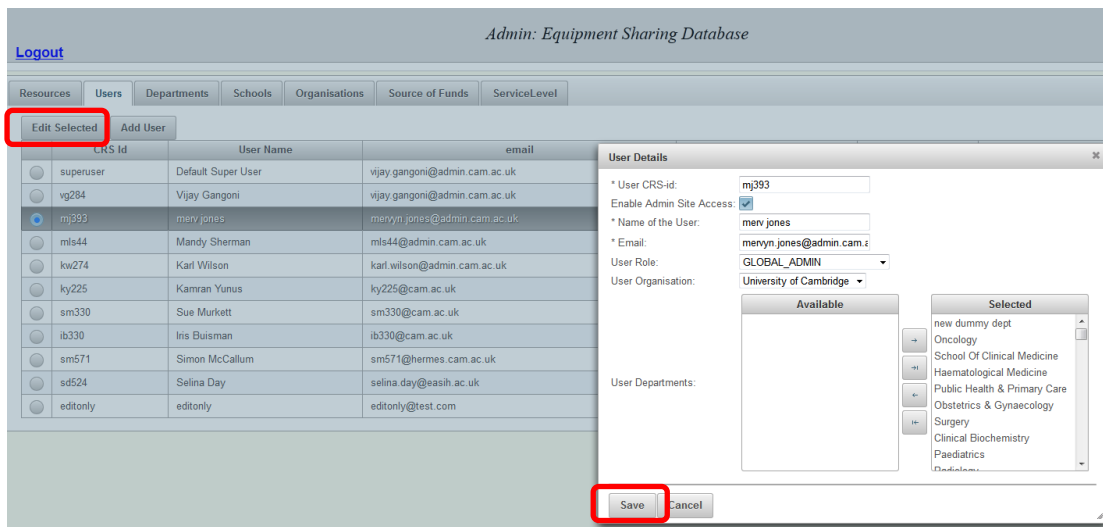
Resources		Users	Departments	Schools	Organisations	Source of Funds	ServiceLevel
		Edit Selected	Add User				
CRS Id	User Name	email	Role	Enabled?	Organisation		
<input type="radio"/>	superuser	Default Super User	vjay.gangoni@admin.cam.ac.uk	GLOBAL_ADMIN	true	University of Cambridge	
<input type="radio"/>	vg284	Vijay Gangoni	vjay.gangoni@admin.cam.ac.uk	EDIT_UPDATE	true	University of Cambridge	
<input type="radio"/>	mj393	merv jones	mervyn.jones@admin.cam.ac.uk	GLOBAL_ADMIN	true	University of Cambridge	
<input type="radio"/>	mls44	Mandy Sherman	mls44@admin.cam.ac.uk	EDIT_UPDATE	true	University of Cambridge	
<input type="radio"/>	kw274	Karl Wilson	karl.wilson@admin.cam.ac.uk	EDIT_UPDATE	true	University of Cambridge	
<input type="radio"/>	ky225	Kamran Yunus	ky225@cam.ac.uk	EDIT_UPDATE	true	University of Cambridge	
<input type="radio"/>	sm330	Sue Murkett	sm330@cam.ac.uk	EDIT_UPDATE	true	University of Cambridge	
<input type="radio"/>	ib330	Ins Buisman	ib330@cam.ac.uk	EDIT_UPDATE	true	University of Cambridge	
<input type="radio"/>	sm571	Simon McCallum	sm571@hermes.cam.ac.uk	EDIT_UPDATE	true	University of Cambridge	
<input type="radio"/>	sd524	Selina Day	selina.day@easih.ac.uk	EDIT_UPDATE	true	University of Cambridge	
<input type="radio"/>	editonly	editonly	editonly@test.com	EDIT_UPDATE	true	University of Cambridge	

## Add new User



- Click on **Add User** button.
- Enter relevant details in pop-up window
  - ✓ Enter User **CRSId**
  - ✓ If the user is an Edit/Update User, Approver or an Administrator, **CHECK the 'Enable Admin Site Access'** checkbox. If Search Only User, **DO NOT CHECK 'Enable Admin Site Access'**.
  - ✓ Enter **User Name**
  - ✓ Enter **Email Address**
  - ✓ Select **User Role** from drop-down list
  - ✓ Select the **Department(s)** that the user should be assigned to. Note: For Approver and Admin users, select all departments. For Edit/Update users, select only those that are relevant
- Click on **Save** button

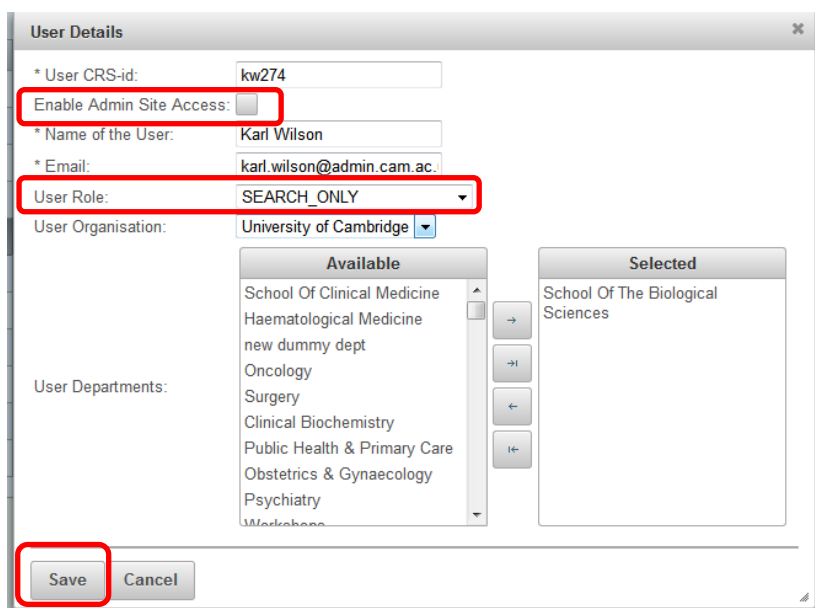
## Edit Existing User



- Go to USERS tab.
- Select the relevant user record by **clicking the button** on the right hand side.
- Click on **Edit Selected** button.
- Edit user details as required
- Click on **Save** button

## Removal of 'Admin Site' access.

- To remove a user's access to the 'Admin Site' – i.e. where an Edit/Update, Approver or Administrator would access the system, simply **uncheck the 'Enable Admin Site Access' checkbox** and update their access to **'Search Only'**, then Click on **Save** button



## Document Information

<b>Prepared By</b>	Merv Jones – Business Analyst - MISD
<b>Prepared For</b>	Equipment Database Project

To report any issues with this document, or to suggest any changes please e-mail [mervyn.jones@admin.cam.ac.uk](mailto:mervyn.jones@admin.cam.ac.uk)

## Version History

Revision	By	Date	Comments
0.1	Merv Jones	20 <sup>th</sup> June 2012	First draft
0.2	Merv Jones	5 <sup>th</sup> July 2012	Second draft – updated during testing
0.3	Merv Jones	28 <sup>th</sup> Aug 2012	Third draft to accommodate changes implemented in release v1.1 of database
1.0	Merv Jones	31 <sup>st</sup> Mar 13	Final version @ end Phase 2 of Project.