

This guide contains some basic information to support Department-level Admin users and System Administrators and is designed to be used in conjunction with the on-line Screen Help, FAQs and Glossary accessible via the application.

Tasks covered include:

**Managing Users** (*i.e. adding/removing Principal Investigators*). *If a new user needs access to the system, please fill in the [Online access request form](#)*

**Managing Administrators** is a task that can only be performed centrally by the Research Systems team, so if a new Admin user is needed, *please fill in the [Online access request form](#)*

A separate basic user guide is also available to cover general usage. This is at: <https://help.uis.cam.ac.uk/systems-and-management-reporting/research-admin/research-expenditure>

# Research Grant Expenditure Application – Manage Users

**User management is performed via the 'Manage Users' option**

**Screen Level Help text**

**Step 1. Enter the CRSid or employee number of the user here.**

**Name & CRSid will appear here once CRSid is recognised**

**Step 2. Click on 'Select Action', then 'Account Actions'**

**Step 3. Select the Account Action you wish to perform – e.g. Create Account to enable a user. Note: Do not use Enable Account.**

**If the CRSid is not available for selection, you will need to complete the Online access request form found on the [RGEA homepage](#)**

**This area will list the Awards & Projects that the User is able to view – including those delegated by other users.**

Profile | Sign Out  
User Guide Admin Guide Glossary FAQ Help  
CUFS Data Last Refreshed: 04 Apr 2014

Help

User Details

Search By CRS ID Type user's crsid and choose from list

Search By Employee ID Type user's employee number and choose from list

Selected User

CRS ID	---
Full Name	---
Roles	---
Has Account	---
Account Status	---

Action

Select Action

- Account Actions
  - Create Account
- Role Actions
  - Delete Account
  - Enable Account
  - Disable Account

Filter: Search By Award or Project Title

Projects  Active Only | Search

Visible Resources

Resource Title	Resource Type	Manager
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