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)*

**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 email **Research_Expenditure_Support@admin.cam.ac.uk**

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**
User management is performed via the ‘Manage Users’ option.

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

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.

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

Name & CRSid will appear here once CRSid is recognised.

If the CRSid is not available for selection, you will need to email Research_Expenditure_Support@admin.cam.ac.uk to have them added before you can proceed. Please provide: CRSid, Surname, First Name(s), Employee Number.