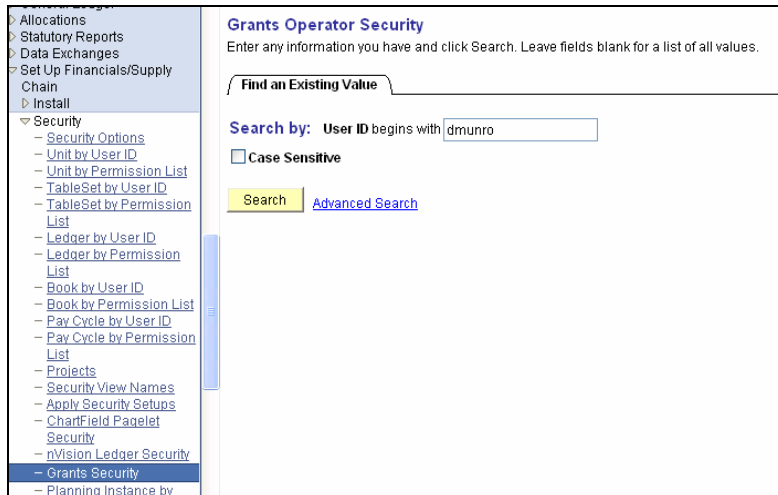


Steps to establish Grants Security for employees.

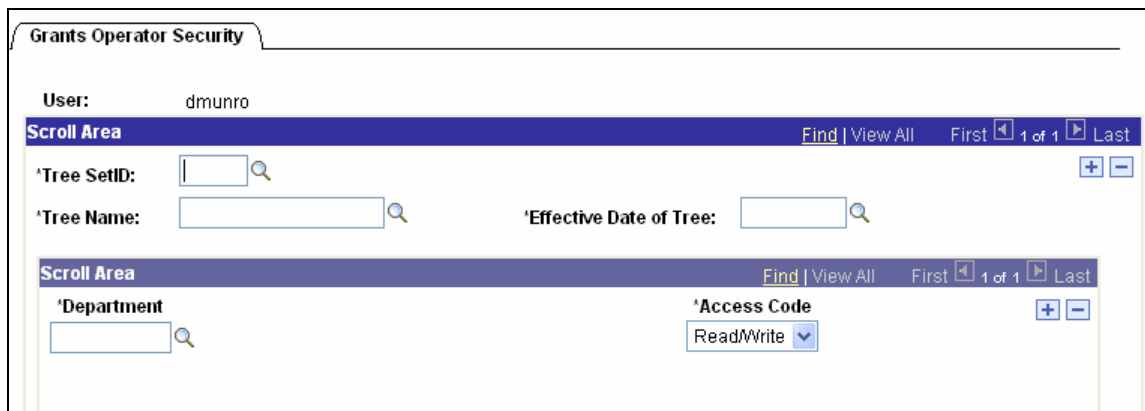
All employees new to the office must have Grants Security established for their user id. Without this security these individuals will not be allowed to enter proposals, view proposals, and process other information in PeopleSoft.

To view the Grants Security for an individual the navigation is: Set Up Financials/Supply Chain > Security > Grants Security, enter the user id and click the search button.



The screenshot shows the 'Grants Operator Security' search page. On the left is a navigation tree with 'Grants Security' selected. The main area has a search box with 'User ID begins with' and the value 'dmunro'. There is a 'Search' button and an 'Advanced Search' link. Below the search box is a table with one row containing the user ID 'dmunro'.

If the user does not yet have Grants Security established for their user id all fields will be blank as below:



The screenshot shows the search results for user 'dmunro'. The 'User' field is populated with 'dmunro'. Below are two scroll areas. The first scroll area contains fields for '*Tree SetID:', '*Tree Name:', and '*Effective Date of Tree:'. The second scroll area contains fields for '*Department' and '*Access Code', with the access code set to 'Read/Write'.

This security controls by department and setID what proposals can be established and viewed by the user. It is an effective dated table. All users in the grants offices would probably need security to all departments. Following are the field names and values necessary to provide appropriate grants security.

Tree SetID = business unit for institution, UND01, NDSU1, MISU1

Tree Name = Click the look up icon and the appropriate tree will be available for selection. For NDSU the value = NDU_NDSU1_GM_SEC

Effective Date = 01/01/1901

Department = ALL_DEPTS

Access Code = Read/Write

Save the page. It should look like this when completed correctly for NDSU.

Grants Operator Security			
User:	dmunro		
Scroll Area Find View All			
*Tree SetID:	<input type="text" value="NDSU1"/>		
*Tree Name:	<input type="text" value="NDU_NDSU1_GM_SEC"/>	*Effective Date of Tree:	<input type="text" value="01/01/1901"/>
Scroll Area Find View All			
*Department	<input type="text" value="ALL_DEPTS"/>	*Access Code	<input type="text" value="ReadWrite"/>
	All Departments		

You have now established Grants Security for this individual and he/she should be able to access information in the Grant module.