Caltech

RADR Roles for Users

There are certain roles in RADR that enable a user to give other users RADR roles. If you have this type of role, then you will have the *Define Users* tab in RADR.

Defining Users

- 1. Click on the *Define Users*.
- 2. Enter a portion of the person's name in the field and click on *Go*.

Search	Upload	Recent Docs	Define Users	My RADR Access
Define l	Jsers		and the second second	1
@ [Seligman 🖣	←2 —	G 0	Actions - Create

3. If the person is found, then click on the *Edit* and skip to step #8.



4. If you get the message *No data found,* then click on the *Create* button.

Define Users	
Q- Go Actions -	Create
Row text contains 'Seligman'	
No data found.	

5. Click on the *Search* icon to search for the person.

Define User		Cancel	Create
User Name:			Q
End Date:		5 🥌	



6. A *Search Dialog* pop-up window will open. Enter a portion of the person's name and click on *Search.*

IMPORTANT: You have access to all people with an active Oracle account, even if they are not part of your organization.

7. Click on the person's name.



PLEASE NOTE: If the person doesn't appear then that person doesn't have an active account in Oracle. Please contact IMSS Data Security for assistance.

- 8. Click on the *Add Role* to select the role for the person.
- 9. A dropdown list will appear. Pick the role for the user.
- 10. When you are done adding a role or roles, then click on the *Create* button.

Define Use	er	_	_	Cancel	Create
User Name: End Date:	Seligman, R	ichard P (user=F	(SELIGMA)	/	٩
Roles Gran	nted Role	Delete 9			
Add Role	~ }	8	Campus Campus - Se	curity	

11. To delete a row, click on the *Delete* icon.

Roles Granted						
Role	Delete	_ 11				
Res Admin	💙 🖻 🗲					
Add Role						





End-dating Users

- 1. To End-date a user, enter the date in the *End Date* field.
- 2. To ensure the correct date format click on the date icon to use a calendar to select a date.

Define User								Cancel	Apply Changes
User Name:	Seligr	nan, F	Rich	P (ser=l	RSEL	IGMA)] C
	0	n-2014	Jui	ne 20	14	,	6		and the second
Roles Grar	Su	Мо	Tu	We	Th	Fr	Sa		
-	1	2	3	4	15	6	7		
R	8	9	10	11	12	13	14		

PLEASE NOTE: You can only end-date people that have roles that you are able to define. If a user has at least one role outside your authority, then you will not be able to end-date that user.