Privilege Management Quick Start for Administrators

Resources and training available at http://www.vanderbilt.edu/fis/Apps/pm.htm.

Terms:

Privilege - a combination of a person, a resource, and a role or responsibility (e.g., eDog Viewer).

Resource - a center, home department, or a group of related centers or home departments (e.g., sumto centers, sumto home departments; Medical Center only: MODs, PCCs, Departments, Divisions). A resource is NOT an application such as eDog or Waldo.

Login: www.vanderbilt.edu/ebiz or www.mc.vanderbilt.edu/ebiz

To Add a Privilege

1	Click the Person tab.	
2	Type the name or VUnet ID of the person needing the privilege, and click the name when it appears in the results list.	
3	Click the Add button at the bottom of the Person Details page.	
	To enter one center, home department or group of centers or home departments…	*To enter multiple centers or home departments (NOT center or home department groups)…*
4	Type the number or name of the center, home department, or grouping thereof and click it when it appears in the results list.	Click the Enter Resources radio button.
5	Choose a privilege category from the Privilege Type drop-down menu.	Type or paste 10-digit center numbers or 6-digit home department numbers into the Enter Resources window.
6	Choose one or more privileges (Ctrl + click to multi-select) from the Select Privilege window.	Choose a privilege category from the Privilege Type drop-down menu.
7	Click Add.	Choose one or more privileges (Ctrl + click to multi-select) from the Select Privilege window.
8	-----------	Click Add.

Low-risk privileges become active immediately. High-risk privileges entered by Departmental Administrators go through workflow before becoming active.

To Look Up Someone Else's Privileges

1	Click the Person tab.
2	Type the name or VUnet ID of the person you're looking up, and click the name when it appears in the results list.
3	The initial results are displayed by resource. Click the plus sign next to a resource to see all the privileges--grouped by privilege category--the person possesses for that resource (or click Expand All).
4	To view privilege information organized by privilege, click the *by privilege* link and click Expand All.

To See "Who Can Do What" ("Who can sign my form or approve this transaction?")

1	Click the Resource tab.
2	Type the name or number for the center, home department, center group or home department group for which you want to view privilege information. Click the resource when it appears in the results list.
3	The initial results are displayed by person. Click the *by Privilege* link.
4	Click the plus sign next to the privilege category containing the privilege in which you're interested.
5	Click the plus sign next to the privilege in which you're interested.
6	If the *Direct* sub-heading appears under the privilege, click the plus sign next to it. Any of the person(s) listed possess that privilege. *
7	If the *Direct* sub-heading does not appear under the privilege, click the plus sign next to *Inherited*. Any of the person(s) listed possess that privilege.

*Contact people listed under the *Direct* heading before contacting anyone under the *Inherited* heading when seeking someone with SigAuth or some other approval-authority. For privileges with dollar limits, use the limit closest to and inclusive of the amount on your transaction.