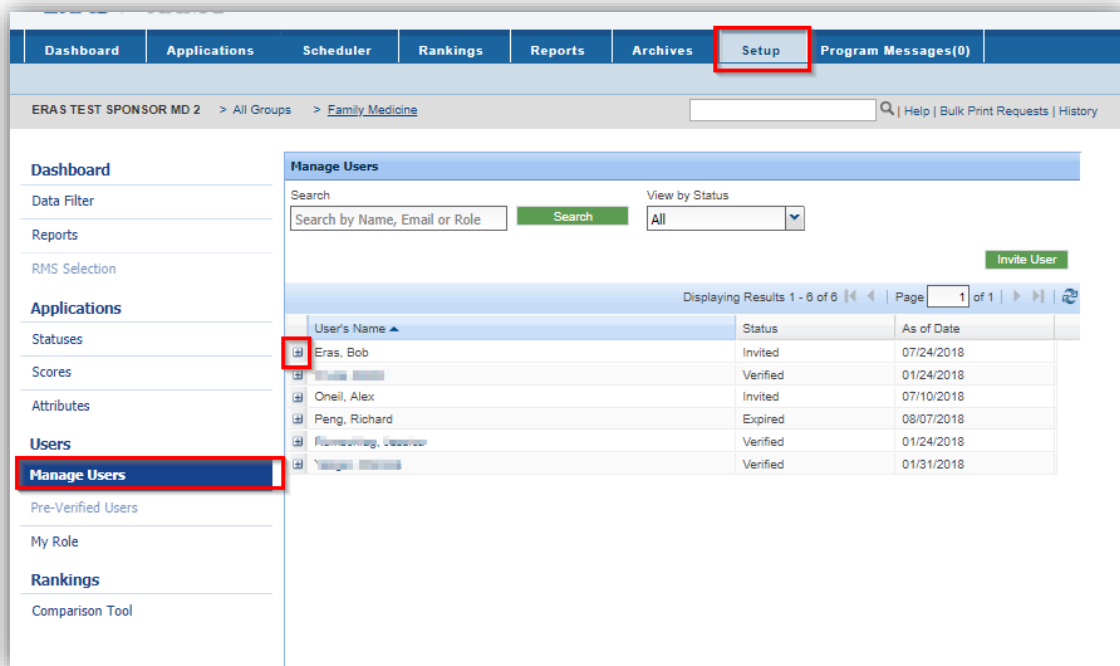


At times you may need to re-assign a new role to another user in your program. For example, if a user has a Reviewer_Interviewer role and needs a higher role. Use this job aid to manage users and adjust their roles accordingly. Remember that the PDWS defaults to the lower role if there are multiple assigned. Make sure to revoke the undesired role.

1. Sign into the PDWS and click on Setup then Manage Users.



The screenshot shows the PDWS interface with the following elements:

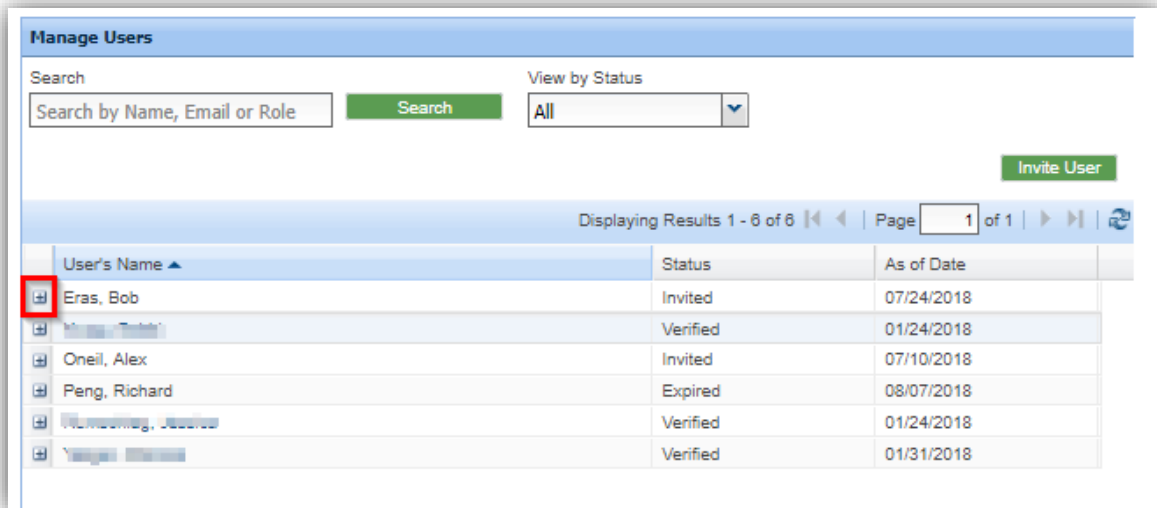
- Top navigation bar: Dashboard, Applications, Scheduler, Rankings, Reports, Archives, **Setup** (highlighted), Program Messages(0)
- Breadcrumbs: ERAS TEST SPONSOR MD 2 > All Groups > Family Medicine
- Search bar: Search by Name, Email or Role, Search button, View by Status dropdown (All)
- Buttons: Invite User
- Table: Displaying Results 1 - 6 of 6, Page 1 of 1

User's Name	Status	As of Date
Eras, Bob	Invited	07/24/2018
...	Verified	01/24/2018
Onell, Alex	Invited	07/10/2018
Peng, Richard	Expired	08/07/2018
Plumaching, Unconce	Verified	01/24/2018
...	Verified	01/31/2018

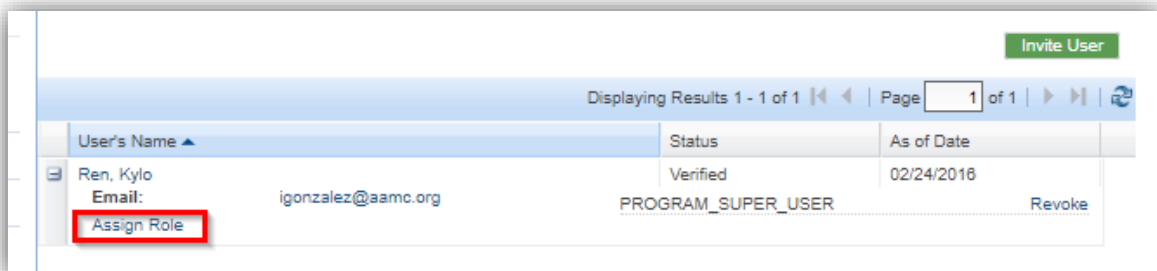
- Sidebar (left): Dashboard, Data Filter, Reports, RMS Selection, Applications, Statuses, Scores, Attributes, Users, **Manage Users** (highlighted), Pre-Verified Users, My Role, Rankings, Comparison Tool

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2. Click on the plus icon next to an existing user. The user will need to have either an “Active” or “Verified” status.

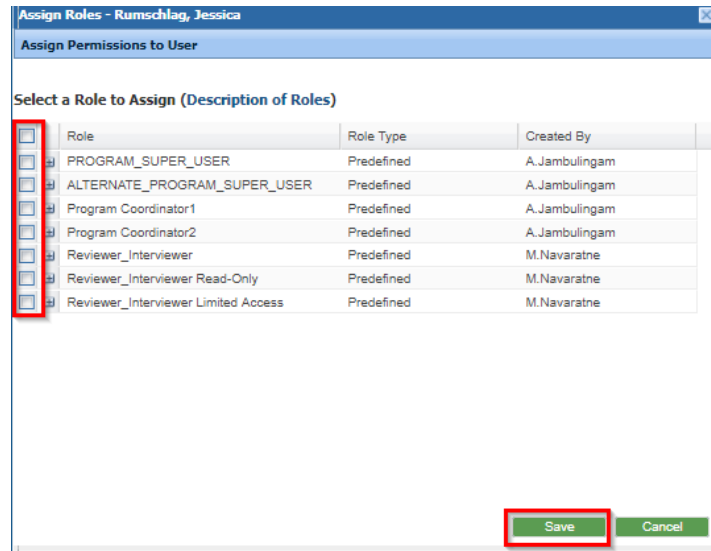


3. Click on the Assign Role link.



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4. To select a Role, click on the checkbox and save.



The screenshot shows a window titled "Assign Roles - Rumschlag, Jessica" with a sub-header "Assign Permissions to User". Below this is a section "Select a Role to Assign (Description of Roles)" containing a table with columns "Role", "Role Type", and "Created By". A red box highlights the checkboxes in the first column of the table. At the bottom right, there are "Save" and "Cancel" buttons, with the "Save" button also highlighted by a red box.

<input type="checkbox"/>	Role	Role Type	Created By
<input type="checkbox"/>	PROGRAM_SUPER_USER	Predefined	A.Jambulingam
<input type="checkbox"/>	ALTERNATE_PROGRAM_SUPER_USER	Predefined	A.Jambulingam
<input type="checkbox"/>	Program Coordinator1	Predefined	A.Jambulingam
<input type="checkbox"/>	Program Coordinator2	Predefined	A.Jambulingam
<input type="checkbox"/>	Reviewer_Interviewer	Predefined	M.Navaratne
<input type="checkbox"/>	Reviewer_Interviewer Read-Only	Predefined	M.Navaratne
<input type="checkbox"/>	Reviewer_Interviewer Limited Access	Predefined	M.Navaratne

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