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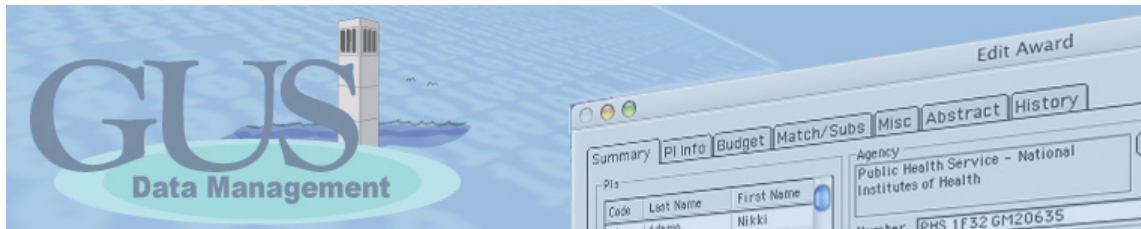
Development and Support: 805/893-5219

support@gus.ucsb.edu

Permissions table:

This table is organized to match the GUS menu tree and indicate minimum group memberships required to access particular screens and perform particular functions. The memberships are set by the Administrator using the "Utilities>Edit Access" screen.

Menu	Menu Item	Access
Award	Projects	<ul style="list-style-type: none"> must be in Award_View to view must be in Award_Post to modify existing (bottom 2/3) of Award screen must be in Award_Edit to modify top 1/3 of Award screen must be in Award_Mgr to create or duplicate
	Cost Centers	<ul style="list-style-type: none"> must be in Award_View to view must be in Award_Edit to create, modify or delete
	PIs	<ul style="list-style-type: none"> must be in Award_View to view must be in Award_Post to create or edit must be in Award_Edit to delete
	Cost Types	<ul style="list-style-type: none"> must be in Award_View to view must be in Award_Post to create or edit must be in Award_Edit to delete
	Condition Codes	<ul style="list-style-type: none"> must be in Award_View to view must be in Award_Post to create or edit must be in Award_Edit to delete
	Grants List	viewable by all
	Archived Projects	<ul style="list-style-type: none"> must be in Award_View to view not editable at any level
	Post	accessible only by Budget_Post or higher
	Edit:Reconcile	<ul style="list-style-type: none"> must be in Budget_View to view Budget_Edit can modify, reconcile, unreconcile within 5 days of reconciliation Budget_Mgr can unreconcile at any time if data was entered via PO module, some fields may not be editable by Budget
	Find Transactions	must be in Budget_View to view
Project Status	<ul style="list-style-type: none"> must be in Budget_View to view must be in Budget_Edit to change notes 	
Account:Fund Status	<ul style="list-style-type: none"> must be in Budget_View to view must be in Budget_Edit to modify problems list 	
Transfer Funds -Single	accessible only by Budget_Edit or higher	
Transfer Funds -Double	accessible only by Budget_Edit or higher	
Clear Monthly Notes	accessible only by Budget_Mgr	



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Edit Recipients	must be in Budget_View to view must be in Budget_Edit to create, modify or delete
Recipients List	must be in Budget_View to view
Print Reports	must be in Budget_View to view
Print Probs List	must be in Budget_View to view

Purchasing

Purchase Orders	must be in Purchasing_View to view must be in Purchasing_Post to create or make changes t o LVPOs must be in Purchasing_Edit to create or make changes t o SBPOs
Fabrications	must be in Purchasing_View to view must be in Purchasing_Edit to create, modify or delete
Vendor Blankets	must be in Purchasing_View to view must be in Purchasing_Edit to create, modify or delete
Authorized Users	must be in Purchasing_Edit or higher to view, create, modify or delete
Addresses	must be in Purchasing_View to view must be in Purchasing_Post or higher to create or modify must be in Purchasing_Edit or higher to delete
eMail	accessible only by Purchasing_Edit or higher must be in Purchasing_Edit to create, modify or delete

Equipment

Inventory	must be in Purchasing_View to view must be in Purchasing_Edit to create, modify or delete
Insurance	must be in Purchasing_View to view must be in Purchasing_Edit to create, modify or delete

Utilities

Change Access	always accessible
Change Password	always accessible
Edit Access	Administrator only
Admin Projects	Administrator only
Statistics	always accessible
Load Lists	Administrator only
Save Lists	Administrator only
Preferences	always visible

all preferences accessible by Full_Access
individual Unit preferences accessible only by respective Unit mgrs

Personnel

Employees	accessible only by Personnel_Edit or higher
Post-Reconcile	accessible only by Personnel_Edit or higher
Summary	accessible only by Personnel_Edit or higher
UPAY	accessible only by Personnel_Edit or higher
UPAY Log	accessible only by Personnel_Edit or higher
Print Projections	accessible by Personnel_View or higher



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Print Payroll Ledger	accessible by Personnel_View or higher
Print Employee Roster	accessible by Personnel_View or higher
Print Appt & Dists	accessible by Personnel_View or higher
Print Other Reports	accessible by Personnel_View or higher
Print UPAY Form	accessible by Personnel_View or higher