

MyInfoVault

V3 Manage Users Prototype

Version 5.0, 9/24/09

Prototype for "Manage Users"

- "Manage Users" page will replace the former "Add a New User" and "Edit My Account" pages.
- "Manage Users" link will be available above the top navigation menu on every MIV page for all roles except Candidate.
- When a user selects another user's account they become a "proxy" user that views MIV with the role and access of the selected user, therefore "Manage Users" functionality is limited to the selected user's role and access.
- Department and School/College Administrators can view the "Add A New User," "Edit A User's Account," and "Deactivate/Reactivate A User" links.
- Only MIV Administrators can view the "Manage Dean's Signature Authorization" link.

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Ω | Lisa O'Johnston

Home > Manage Users

[Select A User's Account](#)

Manage Users

Select one of the options below to manage an MIV user's role, status, or access.

- [Add A New User](#)
- [Edit A User's Account](#)
- [Deactivate/Reactivate A User](#)
- [Manage Dean's Signature Authorization](#)

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Prototype for "Add A New User"

- "Add A New User" page will replace the former "Add A New User" page.
- "Add A New User" link will be available via the "Manage Users" link above the top navigation menu on every MIV page.
- "Add A New User" link is available for all roles except Candidate.
- Administrators adding a new user will enter the UC Davis email of that user for identification.
- All new user information will be populated from UC Davis online directory information.

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[Home](#) > [Manage Users](#) > Add A New User

 [Select A User's Account](#)

Add A New User

Lisa O'Johnston

Enter the UC Davis or UC Davis Health System email address of the user you would like to add to MIV.

Email: (e.g., name@ucdavis.edu)

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Prototype for "Add User Details"


- All new user information will be populated from UC Davis online directory information.
- The "Name" field can not be edited via MIV. Changes must be made via the UC Davis online directory.
Note: A user's name can appear differently in MIV Documents (Dossier, CV, etc.), if the MIV "Display Name" field in the "Enter Data > Personal Information" page is changed.
- All available email addresses will be presented and any one can be selected. The "Email" field selection can be changed by any user.
- "School/College - Department" and "Joint School/College - Department" can be edited by any role except Candidate.
 - "School/College - Department" options are based on the user's role that is adding a new user.
- One Primary Appointment and up to four Joint Appointments can be added for an individual user.
- "MIV Role" can be edited by any role except Candidate. The default populated "MIV Role" is "Candidate."
- Users cannot edit their own information.

The screenshot shows the 'Add User Details' form for Lisa O'Johnston. The form is titled 'Add User Details' and is for the user 'Lisa O'Johnston'. The 'MIV Role' is set to 'Candidate'. The 'Email' field has three radio button options: 'lgjohnston@ucdavis.edu' (selected), 'lisaj@ucdhs.edu', and 'lisajohnston@iet.ucdavis.edu'. There are five 'School/College - Department' dropdown menus, all set to 'None'. A note at the bottom states: 'Note: The name above is populated from the UC Davis online directory. If you would like your name to appear differently in your MIV documents (Dossier, CV, etc.), update your "Display Name" in the "Enter Data > Personal Information" page.' At the bottom of the form are 'Save' and 'Cancel' buttons.

"MIV Roles" available:

- MIV Administrator (formerly Level 1)
- School/College Administrator (formerly Level 2)
- Department Administrator (formerly Level 3)
- Department Helper (formerly Level 3H)
- Candidate (formerly Level 4)


Prototype for "Add A New User: Confirmation"

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Home > Manage Users > Add A New User > Add A New User: Confirmation

 [Select A User's Account](#)

Add A New User: Confirmation


The following new user has been added to MIV.

Name: Lisa G. Johnston
MIV Role: Candidate
Email: lgjohnston@ucdavis.edu
Primary School/College - Department: Engineering - Mechanical and Aeronautical
Joint School/College - Department: Letters and Science - Science and Technology Studies

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Prototype for "Edit A User's Account"

- "Edit A User's Account" page will replace the former "Edit My Account" page.
- "Edit A User's Account" link will be available via the "Manage Users" link above the top navigation menu on every MIV page.
- "Edit A User's Account" is available for all roles except Candidate.
- "Edit A User's Account" page will display search options in order to locate a user to edit his/her account.

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 Select a User's Account
Home > Manage Users > Edit A User's Account: Search

Edit A User's Account: Search

Lisa O'Johnston

Select from one of the search options below to locate a user.

Search for a user by Name:

Search for a user by Last Name starting with: ▾



Search for a user by Department: ▾

Search for a user by School/College: ▾

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Prototype for "Edit A User's Account: Search Results"

- Search results display result count at the top of the page.
- All search results display on the results page. "Next 100 Records" buttons not will be displayed.
- Only Active MIV Users will be included in the results.
- Search results are limited to the user's role:
 - a. Candidate – N/A: Access denied
 - b. Dept. Admin. – Candidate's for a user's own department (no other departments).
 - c. School/College Admin. – Candidate's, Department Administrators (and Helpers) for a user's own school/college and school/college's departments only (no other school/colleges or school/college's departments).
 - d. MIV Admin – All results returned.
- "MIV User" names will be links that when selected direct the user to the "Edit User Details" page.
- Search results column headers are all links that when selected sort the data by that column in ascending or descending order.
 - a. The default sort order for all columns is ascending. The next time the column header link is selected the sort is descending.

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[Home](#) > [Manage Users](#) > [Edit A User's Account: Search](#) > Edit A User's Account: Search Results  [Select A User's Account](#)

Edit A User's Account: Search Results

Select the name of a user to edit his/her account.

Select a column header to sort by that column.

Search Results = 1

MIV User	School/College	Department	Role
Johnston, Lisa	Engineering	Mechanical & Aeronautical	Candidate


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Prototype for "Edit User Details"

- The "Name" field can not be edited via MIV. Changes must be made via the UC Davis online directory.
Note: A user's name can appear differently in MIV Documents (Dossier, CV, etc.), if the MIV "Display Name" field in the "Enter Data > Personal Information" page is changed.
- All available email addresses will be presented and any one can be selected. The "Email" field selection can be changed by any user.
- "School/College - Department" and "Joint School/College - Department" can be edited by any role except Candidate.
 - "School/College - Department" options are based on the user's role that is editing a user.
- "MIV Role" can be edited by any role except Candidate.
- Users cannot edit their own information.
- When a user selects another user's account they become a "proxy" user that views MIV with the role and access of the selected user, therefore "Manage User" functionality is limited to the selected user's role and access.

The screenshot shows the 'Edit User Details' page for user Lisa O'Johnston. The page header includes the UC Davis MyInfoVault logo, a 'Log Out' link, and navigation links for 'Manage Users', 'My Account', 'Help', and 'Contact Us'. A breadcrumb trail shows the path: Home > Manage Users > Edit A User's Account: Search > Search Results > Edit User Details. The user's name is Lisa O'Johnston, and their MIV Role is 'Candidate'. The email field has three radio button options: 'lgjohnston@ucdavis.edu' (selected), 'lisaj@ucdhs.edu', and 'lisajohnston@iet.ucdavis.edu'. There are five dropdown menus for 'School/College - Department' and 'Joint School/College - Department', with the first set to 'Engineering - Mechanical and Aeronautical' and the others to 'None'. A note at the bottom explains that the name is populated from the UC Davis online directory and provides instructions on how to change the display name. 'Save' and 'Cancel' buttons are at the bottom left. The footer contains the text: 'About This Site | MIV Version: 3.0.0/2500 | Copyright © 2009 The Regents of the University of California, Davis campus. All Rights Reserved.'


Prototype for "Edit A User's Account: Confirmation"

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Ω | Lisa O'Johnston

Home > Manage Users > Edit A User's Account: Search > Search Results > Edit User Details > Edit A User's Account: Confirmation

 [Select A User's Account](#)

Edit A User's Account: Confirmation

The following user information has been updated. These changes may take up to two hours to appear updated everywhere in MIV.

Name: Lisa G. Johnston

MIV Role: MIV Administrator

Email: lgjohnston@ucdavis.edu



Primary School/College - Department: Engineering - Mechanical and Aeronautical

Joint School/College - Department: School of Medicine - Bioethics

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Prototype for "Deactivate/Reactivate A User"

- "Deactivate/Reactivate A User" is new functionality for MIV.
- "Deactivate/Reactivate A User" link will be available via the "Manage Users" link above the top navigation menu on every MIV page.
- "Deactivate/Reactivate A User" is available for all roles except Candidate.
- "Deactivate/Reactivate A User" page will display search options in order to locate a user to deactivate/reactive his/her account.

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 [Select a User's Account](#)
[Home](#) > [Manage Users](#) > Deactivate/Reactivate A User: Search

Deactivate/Reactivate A User: Search

Lisa O'Johnston

Select from one of the search options below to locate a user.

Search for a user by Name:

Search for a user by Last Name starting with:


Search for a user by Department:

Search for a user by School/College:

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Prototype for "Deactivate/Reactivate A User: Search Results"

- Search results display result count at the top of the page.
- All search results display on the results page. "Next 100 Records" buttons will not be displayed.
- Both Active and Inactive MIV Users will be included in the results.
- Search results are limited to the user's role (same as Edit A User's Account Search).
- "Active User" checkboxes indicate active or inactive status.
- Search results column headers are all links that when selected sort the data by that column in ascending or descending order.
 - b. The default sort order for all columns is ascending. The next time the column header link is selected the sort is descending.


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Home > [Manage Users](#) > [Deactivate/Reactivate A User: Search](#) > Deactivate/Reactivate A User: Search Results
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Deactivate/Reactivate A User: Search Results

Uncheck the "Active User" checkbox next to a user's name to deactivate his/her MIV account. Check the checkbox to reactivate his/her MIV account. Deactivated users will not appear on any reports or lists of users.


Select a column header to sort by that column.

Search Results = 9

Active User	MIV User	School/College	Department	Role
<input checked="" type="checkbox"/>	Aaron, Janet	School of Medicine	Anesthesiology & Pain Medicine	Dept. Admin.
<input checked="" type="checkbox"/>	Abangan, Donita	School of Medicine	Anesthesiology & Pain Medicine	Candidate
<input checked="" type="checkbox"/>	Abbott, Dana	School of Medicine	Center for Health & Technology	Dept. Admin.
<input checked="" type="checkbox"/>	Abbott-Rogge, Susan	School of Medicine	Obstetrics & Gynecology	Candidate
<input checked="" type="checkbox"/>	Abel, Kristina	School of Medicine	Internal Medicine	Candidate
<input type="checkbox"/>	Aberra, Olana	School of Medicine	Psychiatry and Behavioral Sciences	Candidate
<input checked="" type="checkbox"/>	Abildgaard, William	School of Medicine	Administration	Candidate
<input checked="" type="checkbox"/>	Abramson, Lisa	School of Medicine	Surgery	Candidate
<input type="checkbox"/>	Ackerman, Shannon	School of Medicine	Orthopaedic Surgery	Dept. Admin.


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Prototype for "Deactivate/Reactivate A User: Confirmation"

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| **Lisa O'Johnston**

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Deactivate/Reactivate A User: Confirmation


The following user's account status has been updated.

Aaron, Janet: Deactivated
Aberra, Olana: Reactivated
Abramson, Lisa: Deactivated

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Prototype for "Manage Dean's Signature Authorization"

- "Manage Dean's Signature Authorization" page will replace the former "Electronic Signature" page.
- "Manage Dean's Signature Authorization" link will be available via the "Manage Users" link above the top navigation menu on every MIV page.
- "Manage Dean's Signature Authorization" is only available for MIV Administrator roles.
- A signature number is no longer required for a Dean to sign their Final Decision. MIV will verify signature authorization via login authentication.
- Only School/College Administrators can be assigned Dean's Signature Authorization.
- More than one School/College Administrator per School/College can be given Dean's Signature Authorization.
 - a. Either/or Dean per School/College (if there is more than one) can sign the Dean's Final Decision.



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 [Select A User's Account](#)

Manage Dean's Signature Authorization

Select the "Dean's Signature Authorization" checkbox next to a user's name to give that user Dean's Final Decision/Recommendation signature authorization. Unselected users will not have Dean's Final Decision/Recommendation signature authorization.


Select a column header to sort by that column.

Search Results = 14

Dean's Signature Authorization	MIV User	School/College	Department	Role
<input type="checkbox"/>	Anders, Thomas	School of Medicine	Psychiatry and Behavioral Sciences	School/College Administrator
<input checked="" type="checkbox"/>	Bilheimer, Marian	College of Biological Sciences	Dean's Office	MIV Administrator
<input type="checkbox"/>	Blount, Cameron	School of Medicine	Academic Affairs	School/College Administrator
<input checked="" type="checkbox"/>	Bozorgmehri, Shohreh	UC Irvine	Academic Personnel	School/College Administrator
<input checked="" type="checkbox"/>	Bristowe, Nanci	College of Biological Sciences	Dean's Office	School/College Administrator
<input type="checkbox"/>	Brown, Mary	Engineering	Academic Personnel Services	School/College Administrator
<input type="checkbox"/>	Brunner, Chris	Veterinary Medicine	Academic Affairs	MIV Administrator
<input type="checkbox"/>	Bullard, Linda	School of Medicine	Academic Affairs	MIV Administrator
<input type="checkbox"/>	Bunn, Dean	College of Biological Sciences	Academic Affairs	School/College Administrator
<input checked="" type="checkbox"/>	Byrns, Lesley	Letters and Science	Linguistics	School/College Administrator
<input checked="" type="checkbox"/>	Callahan, Edward	School of Medicine	Family & Community Medicine	School/College Administrator
<input checked="" type="checkbox"/>	Calvert, Christopher	College of Agricultural & Environmental Sciences	Animal Science	School/College Administrator
<input type="checkbox"/>	Casarez, Gail	School of Medicine	Academic Affairs	School/College Administrator
<input type="checkbox"/>	Cazares, Marta	Veterinary Medicine	Dean's Office	School/College Administrator

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Home > Manage Users > Manage Dean's Signature Authorization > Manage Dean's Signature Authorization: Confirmation

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Manage Dean's Signature Authorization: Confirmation

The following user's Dean's Final Decision/Recommendation signature authorization has been updated.

Bozorgmehri, Shohreh: UC Irvine - **authorized**
Bristowe, Nanci: College of Biological Sciences - **authorized**
Callahan, Edward: School of Medicine - **unauthorized**
Calvert, Christopher: College of Agricultural & Environmental Sciences - **authorized**

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