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. Log Out InfoVault Manage Users | My Account | Help | Contact Us Lisa O'Johnston Enter Data _ My Dossier _ CV & Biosketches _ Actions _ Reports _ ★ Home > Manage Users 鴼 Select <u>A User's Account</u> **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 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 "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.

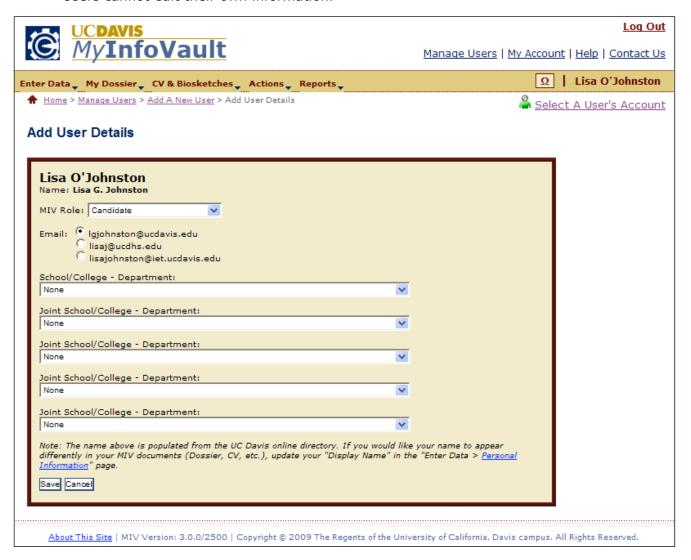


Prototype for "Add User Details"

- 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.



"MIV Roles" available:

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

Prototype for "Add A New User: Confirmation"



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Lisa O'Johnston

♠ 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

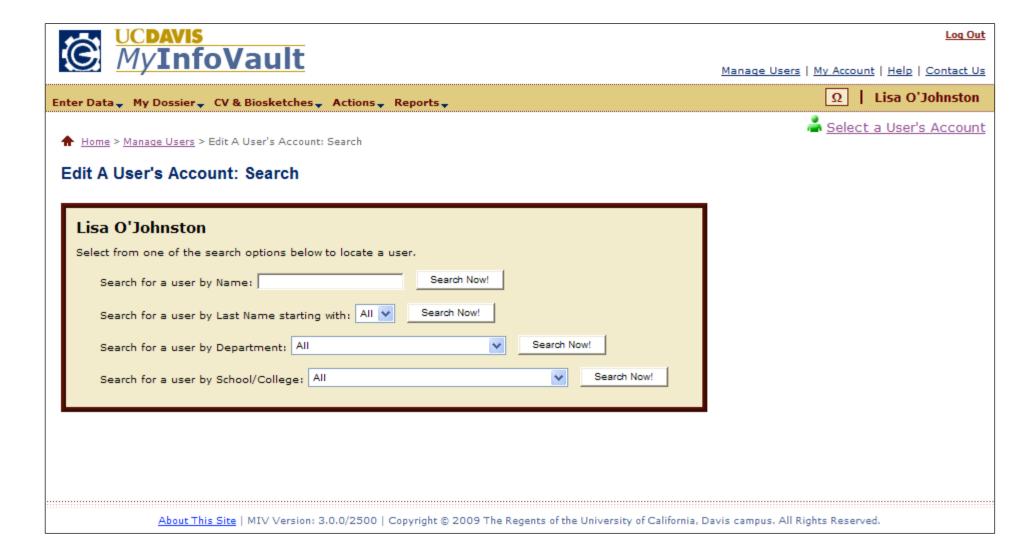
Email: lgjohnston@ucdavis.edu

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

Joint School/College - Department: Letters and Science - Science and Technology Studies

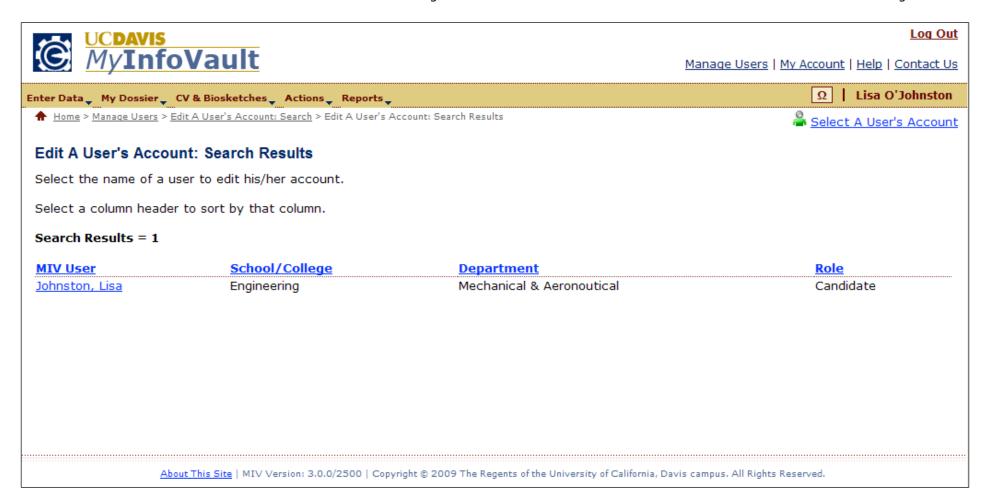
Prototype for "Edit A User's Account"

- "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.



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

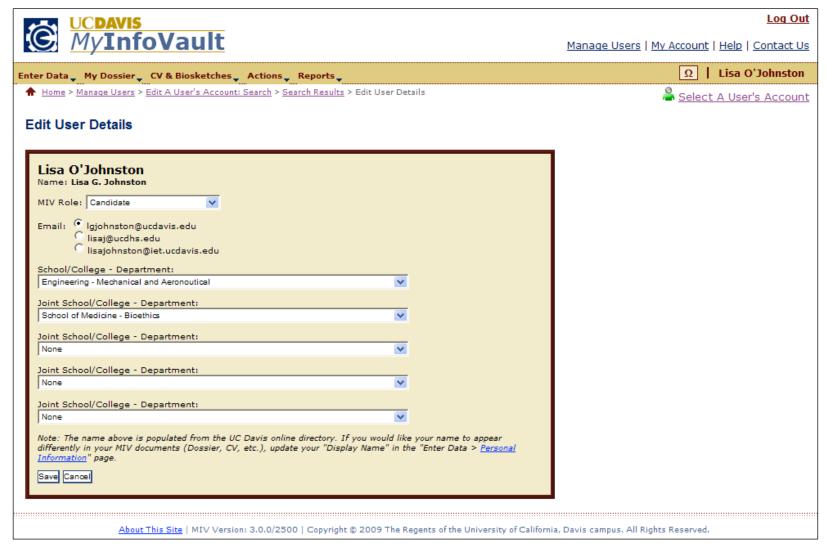
- Search results display result count at the top of the page.
- All search results display on the results page. "Next 100 Records" buttons not will be displayed.
- Only Active MIV Users will be included in the results.
- Search results are limited to the user's role:
 - a. Candidate N/A: Access denied
 - 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.



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.



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



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Lisa O'Johnston

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

鴼 <u>Select A User's Account</u>

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.

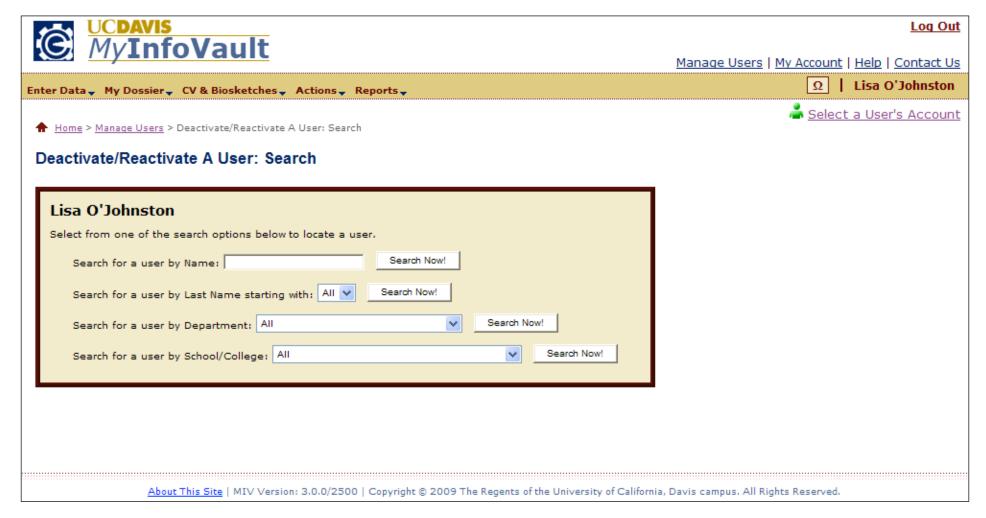
Name: Lisa G. Johnston MIV Role: MIV Administrator Email: lgjohnston@ucdavis.edu

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

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

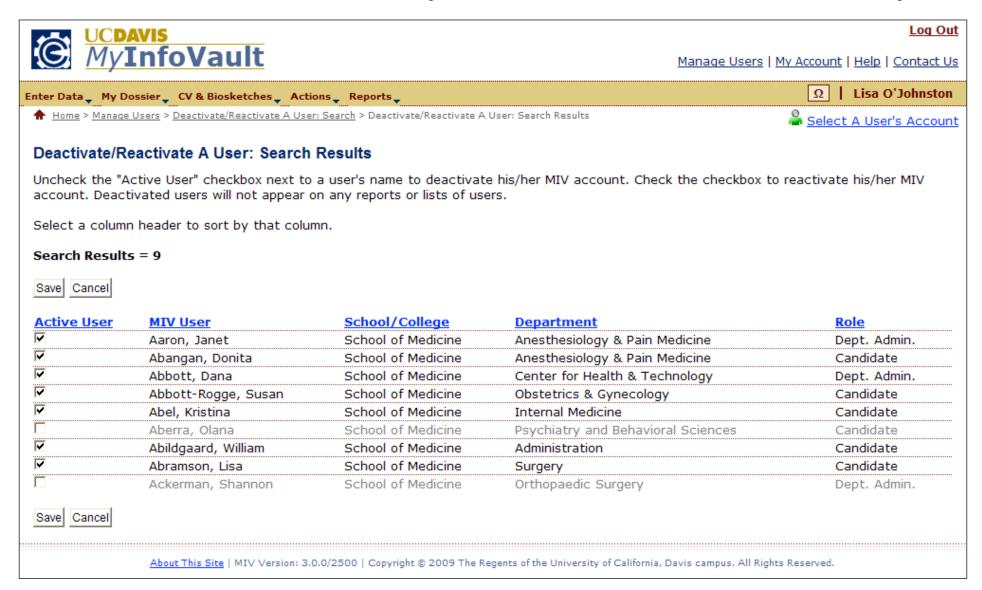
Prototype for "Deactivate/Reactivate A User"

- "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.



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.



Prototype for "Deactivate/Reactivate A User: Confirmation"



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♠ Home > Manage Users > Deactivate/Reactivate A User: Search > Search Results > Deactivate/Reactivate A User: Confirmation

鴼 <u>Select A User's Account</u>

Deactivate/Reactivate A User: Confirmation

The following user's account status has been updated.

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

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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★ Home > Manage Users > Manage Dean's Signature Authorization

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

Save Cancel

Dean's Signature Authorization MIV	V User	School/College	<u>Department</u>	<u>Role</u>
☐ And	ders, Thomas	School of Medicine	Psychiatry and Behavioral Sciences	School/College Administrator
☑ Bilh	neimer, Marian	College of Biological Sciences	Dean's Office	MIV Administrator
□ Blou	unt, Cameron	School of Medicine	Academic Affairs	School/College Administrator
▽ Boz	zorgmehri, Shohreh I	UC Irvine	Academic Personnel	School/College Administrator
☑ Bris	stowe, Nanci	College of Biological Sciences	Dean's Office	School/College Administrator
□ Bro	own, Mary	Engineering	Academic Personnel Services	School/College Administrator
□ Brui	ınner, Chris	Veterinary Medicine	Academic Affairs	MIV Administrator
□ Bull	llard, Linda	School of Medicine	Academic Affairs	MIV Administrator
□ Bun	nn, Dean	College of Biological Sciences	Academic Affairs	School/College Administrator
☑ Byri	rns, Lesley I	Letters and Science	Linguistics	School/College Administrator
☑ Call	llahan, Edward	School of Medicine	Family & Community Medicine	School/College Administrator
▽ Calv	lvert, Christopher	College of Agricultural & Environmental Sciences	Animal Science	School/College Administrator
□ Cas	sarez, Gail	School of Medicine	Academic Affairs	School/College Administrator
□ Caz	zares, Marta	Veterinary Medicine	Dean's Office	School/College Administrator

Save Cancel

Prototype for "Manage Dean's Signature Authorization: Confirmation"

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Lisa O'Johnston

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

🏯 <u>Select A User's Account</u>

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