

Granting Access to Others

PREREQUISITES: Editable Proposal Record, Aggregator Role

!!! Under no circumstances should existing accesses be removed from a proposal!!!

Please contact coeuslitehelp@purdue.edu for assistance with access removal.

Available accesses

- **Aggregator** - A proposal owner, with rights to do everything. If someone has the aggregator role, there is no need to add the other roles as well.
- **Approver - DO NOT USE**
- **Budget Creator** - Allowed to create, modify, and view budgets on the proposal.
- **Narrative Writer** - Allowed to create, modify, and view narratives on the proposal.
- **Viewer** - Only able to open the proposal and its budget, narrative, etc in display mode.

Grant Access to Another

The screenshot displays the COEUS Lite interface for managing proposal roles. The left sidebar contains a navigation menu with 'Proposal Roles' circled in red. The main content area shows details for a proposal by Christopher M. Tompkins. Under 'Proposal Roles', several roles are listed: Aggregator, Approver, Narrative Writer (circled in red), Budget Creator, Viewer, and SPSTestB. Each role has an 'Add User' link. The 'Narrative Writer' role's 'Add User' link is also circled in red. A table below the roles lists assigned users with columns for User ID, User Name, and Home Unit, and a 'Remove' link for each.

User ID	User Name	Home Unit	
BURTON4	REHMEL, SALLY L.	40922000 : Sponsored Prog Svcs	Remove
TOMPKINC	TOMPKINS, CHRISTOPHER M	000001 : Purdue University	Remove
AKPRIOR	PRIOR, AMY K	000001 : Purdue University	Remove
coeus006	TESTER T006	000001 : Purdue University	Remove

1. The Proposal Roles window must first be open
2. To add a specific access, click the "Add User" link next to an available Role
3. A standard User search screen will open.
4. Complete the search for the desired individual.
5. Click on the desired person from the resulting list.
6. That person will now be listed under the specific role selected and be able to complete all tasks for this proposal record allowed by that access role.