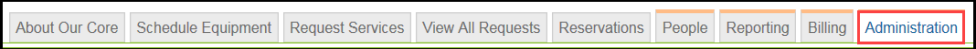
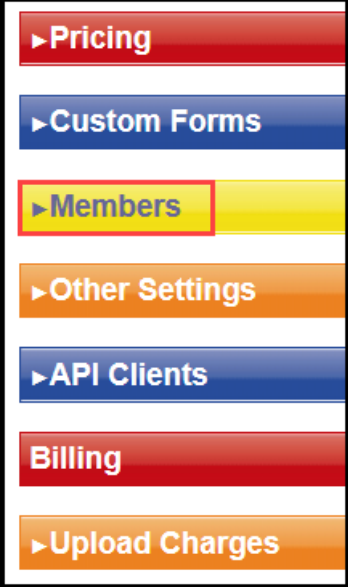
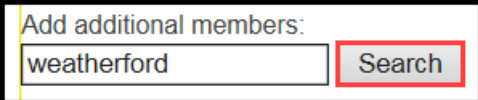


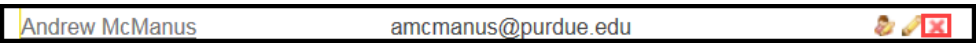

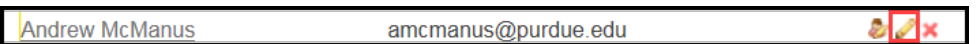
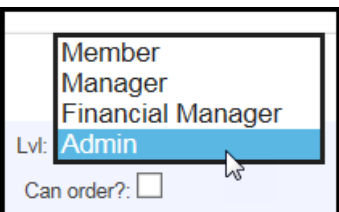


The following table contains descriptions of core membership levels and corresponding permissions and how to edit permissions for individual users.

<b>Members</b>	
<b>Standard Permissions</b>	
Initiate requests.	
Manage requests.	
Manage resource calendars.	
<b>Custom Settings</b>	
Allow core members to confirm usage on events.	Useful for cores where administration would like technicians to confirm usage on equipment.
Do not allow core members to update custom forms.	Useful for cores that would prefer only administration be able to edit customer submitted forms.
Block core members from completing service requests.	Useful for cores where facility management would like to review each service request before it is marked as complete.
<b>Managers</b>	
Edit content on the About Our Core, Request Services, and Schedule Equipment tabs.	
Manage requests and calendars.	
Edit custom forms.	
Manage facility users.	
Report on facility usage.	
Bill for facility usage.	
<b>Financial Manager</b>	
Edit contact on the About Our Core, Request Services, and Schedule Equipment tabs.	
Manage requests and calendars.	
Edit custom forms.	
Manage facility users.	
Report on facility usage.	
Billing panel.	
<b>Core Admin</b>	
Full access to site.	
All administrative settings.	
All editing functions.	

<b>Membership Management</b>	
From core site, click <b>Administration</b> tab.	
Click <b>Members</b> .	
To add a new member, enter user name in search box and click <b>Search</b> .	
Click <b>Invite</b> to add.	
To remove a member, click  next to a member's name.	
To edit a user's membership level, click  .	
Click <b>Lvl</b> drop-down menu and select membership level.	
Click <b>save</b> .	