

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

Members		
Standard Permissions		
Initiate requests.		
Manage requests.		
Manage resource calendars.		
Custom Settings		
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.	
Managers		
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.		
Financial Manager		
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.		
Core Admin		
Full access to site.		
All administrative settings.		
All editing functions.		



Membership Management	
From core site, click Administration tab.	About Our Core Schedule Equipment Request Services View All Requests Reservations People Reporting Billing Administration
Click Members.	 ▶ Pricing ▶ Custom Forms ▶ Members ▶ Other Settings ▶ API Clients Billing ▶ Upload Charges
To add a new member, enter user name in search box and click Search .	Add additional members: weatherford Search
Click Invite to add.	Tiffany LB Weatherford member V Invite
To remove a member, click 💌 next to a member's name.	Andrew McManus amcmanus@purdue.edu 🗞 🖉 🔀
To edit a user's membership level, click Click LvI drop-down menu and select membership level.	Andrew McManus amcmanus@purdue.edu
Click save .	save cancel