RADR Roles for Users

There are certain roles in RADR that enable a user to give other users RADR roles. If you have this type of role, then you will have the Define Users tab in RADR.

Defining Users

1. Click on the Define Users.

2. Enter a portion of the person’s name in the field and click on Go.

3. If the person is found, then click on the Edit and skip to step #8.

4. If you get the message No data found, then click on the Create button.

5. Click on the Search icon to search for the person.
6. A Search Dialog pop-up window will open. Enter a portion of the person’s name and click on Search.

**IMPORTANT:** You have access to all people with an active Oracle account, even if they are not part of your organization.

7. Click on the person’s name.

**PLEASE NOTE:** If the person doesn’t appear then that person doesn’t have an active account in Oracle. Please contact IMSS Data Security for assistance.

8. Click on the Add Role to select the role for the person.

9. A dropdown list will appear. Pick the role for the user.

10. When you are done adding a role or roles, then click on the Create button.

11. To delete a row, click on the Delete icon.
End-dating Users

1. To End-date a user, enter the date in the *End Date* field.

2. To ensure the correct date format click on the date icon to use a calendar to select a date.

**PLEASE NOTE:** You can only end-date people that have roles that you are able to define. If a user has at least one role outside your authority, then you will not be able to end-date that user.