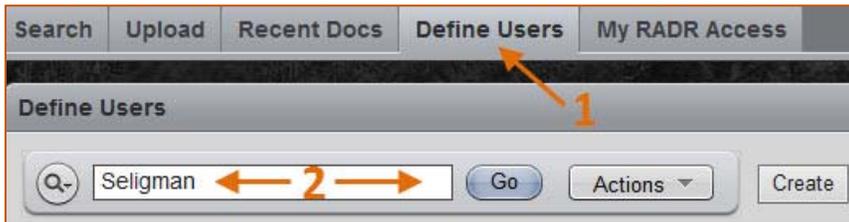


## RADR Roles for Users

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*.



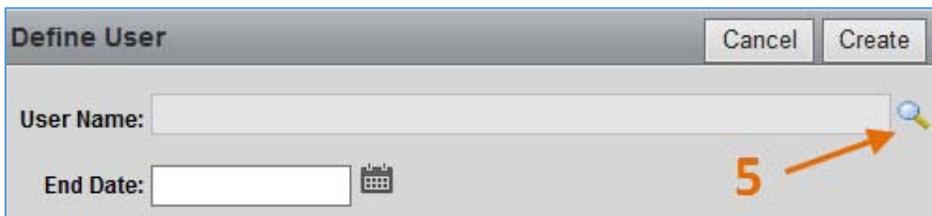
3. If the person is found, then click on the *Edit* and skip to step #8.

3	User Name	End Date	Roles Granted
	Brewer, Matthew W	-	Controller's Office

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



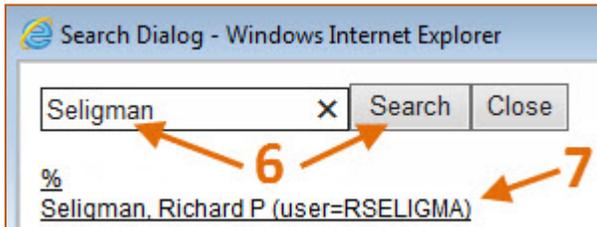
5. Click on the *Search* icon to search for the person.



6. A *Search Dialog* pop-up window will open. Enter a portion of the person’s name and click on *Search*.

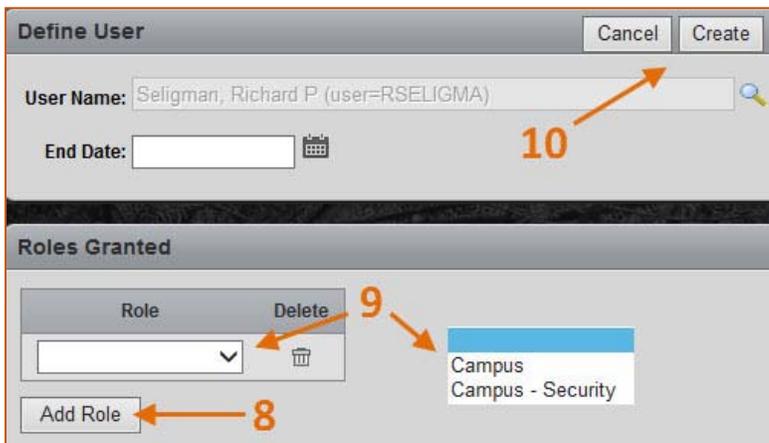
**IMPORTANT:** You have access to all people with an active Oracle account, even if they are not part of your organization.

7. Click on the person’s name.

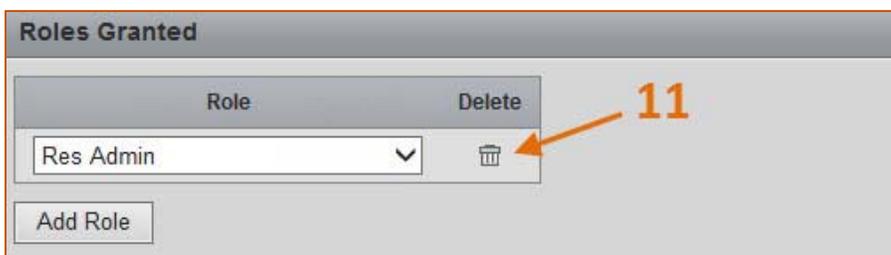


**PLEASE NOTE:** If the person doesn’t appear then that person doesn’t have an active account in Oracle. Please contact IMSS Data Security for assistance.

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.

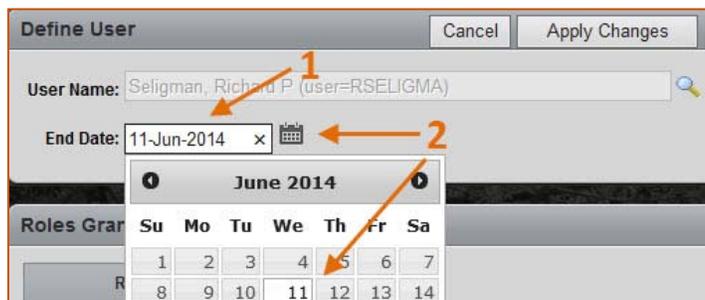


11. To delete a row, click on the *Delete* icon.



## 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.