



Subject and Task: Manage CWRU lab members

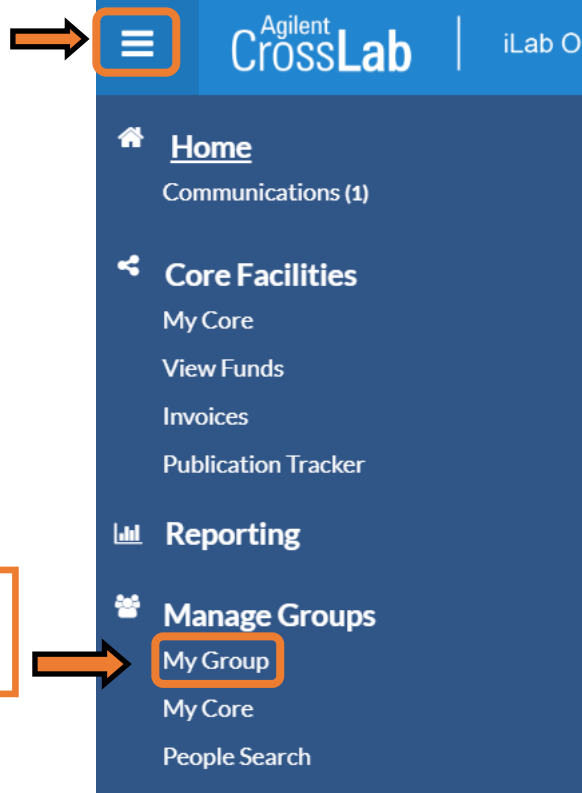
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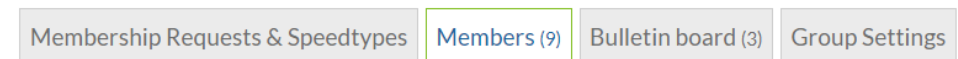
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1.) After logging in, select the hamburger symbol in the top left corner.

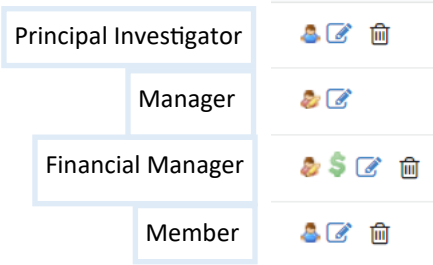


2.) Hover over "My Group" and select your lab from the list.

3.) Select Members



Note: If a **Billing Error** occurs, CWRU Research Administration will contact the Principal Investigator and Financial Managers listed for a *timely* response. There should be a *minimum* of 1 Principal Investigator and 1 Financial Manager per Lab.



How to: Create a Financial Manager

1.) Select Edit Member

Lab members and settings

Name	Auto Approval Amount	ERP ID	Email	Phone	Start Date	End Date	
Michael Piccirillo	Lab default (\$0.00)		mxp744@case.edu	4407964392			
Harleigh Tennant	Lab default (\$0.00)		harleigh.tennant@case.edu				
Nichole Thomas	Lab default (\$0.00)		nmt26@case.edu	2163684593			
Test User	Lab default (\$0.00)		testuser@ilabx.com				

Link Existing User

Association Information

2.) Permission = manager

Permission
manager

3.) Check Core Financial Contact

Can order?
 Core Financial Contact?

How to: Add a Member

1.) Select Link Existing User

Note: If the user is not existing and not expired, contact cwrucores@case.edu to add new user.

Lab membership and settings

Active Members | Expired Members

Name	Auto Approval Amount	ERP ID	Email	Phone	Start Date	End Date
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Link Existing User

Add an existing user

Invite additional members to this group

Internal iLab Test user - internal.te

Internal iLab Test user

member (dropdown) Start Date: [] End Date: [] Invite

2.) Search Member Name

3.) Choose membership permission

4.) Invite

How to: Accept/Reject Lab access requests

1.) Select Membership Requests & Fund Numbers

Membership Requests & Fund Numbers | Members (35) | Budgets | Bulletin board (27)

Membership Requests

An Access Request requires approval

Date	Name	Email	Actions
Mar 09 '18	Mirna Gonzalez	hgupta1@case.edu	Accept Reject

Note: If you Accept a new Member, please verify their Speedtype access.

2.) Accept/Reject Request