



GRANT MANAGEMENT ACCESS AUTHORITY IN OLGA

OVERVIEW

The Master User sets up users and their authority in OLGA. Once you log in to OLGA navigate to Grantee Information/Employee User Management and then select Modify to change the access for an existing employee or select the Add Employee button to add a new user. If you select Modify you will see the screen below.

The screenshot shows a web browser window titled "OLGA - Grantee Information - Update Employee". The address bar shows the URL: <https://olga.drpt.virginia.gov/GranteeInfo/EditEmployee.aspx?uid=547>. The page content is titled "Roles" and contains a table of permissions for various roles. The table has columns for "Yes", "No", and "No Access". Below the table are several checkboxes for specific actions, and "Save" and "Close" buttons at the bottom.

	Yes	No	
Limit user access to subsidiary only ?	<input checked="" type="radio"/>	<input type="radio"/>	
	Update	Read Only	No Access
User Access	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Contact Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Inventory	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Capital Budget / Six Year Plan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grant Applications	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grant Administration	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Performance Data	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Allow			
Submit Grant Applications	<input type="checkbox"/>		
Sign Certifications & Assurances	<input checked="" type="checkbox"/>		
Approve & Submit Reimbursement Requests	<input checked="" type="checkbox"/>		
Approve & Submit Extension Requests	<input checked="" type="checkbox"/>		
Certify Grantee Information	<input type="checkbox"/>		
Approve Contracts	<input checked="" type="checkbox"/>		
View Tax Information	<input type="checkbox"/>		

Save Close

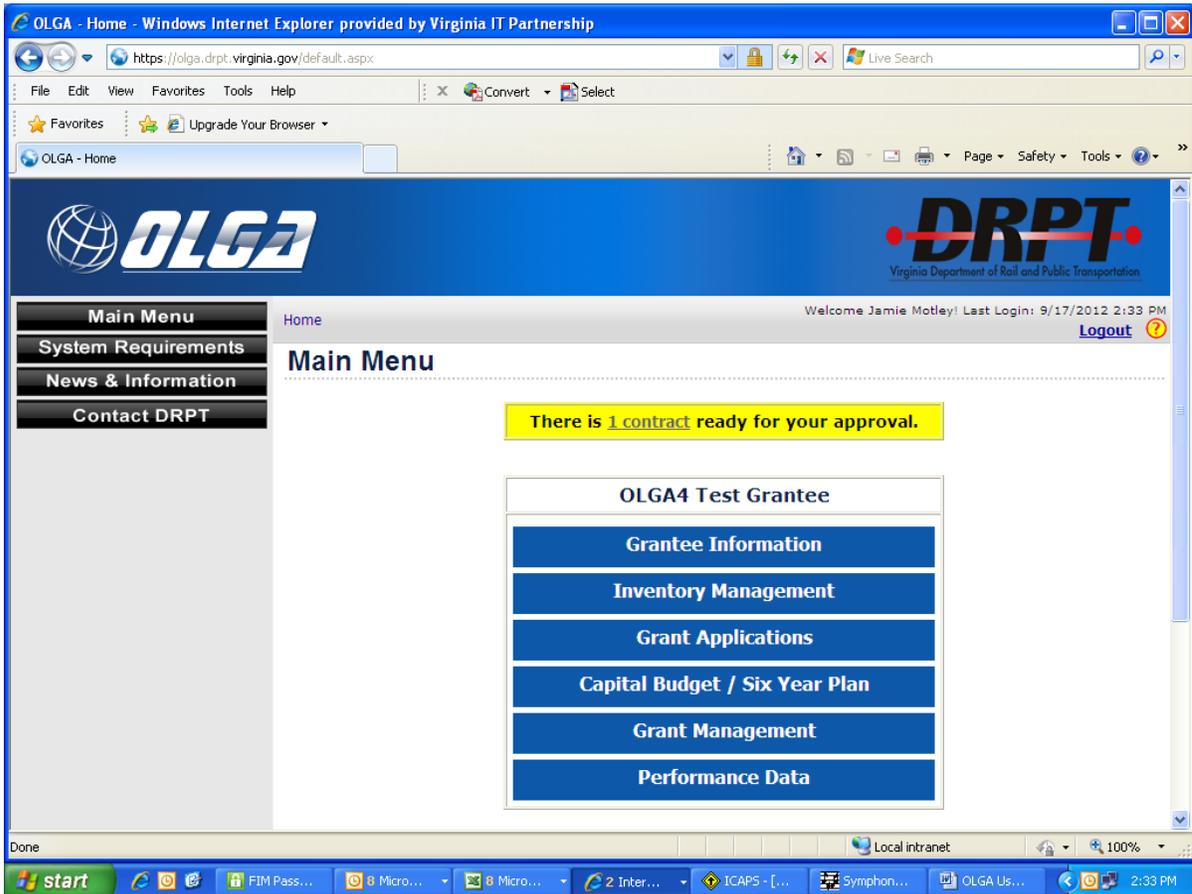
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There are several levels of access for Grant Management.



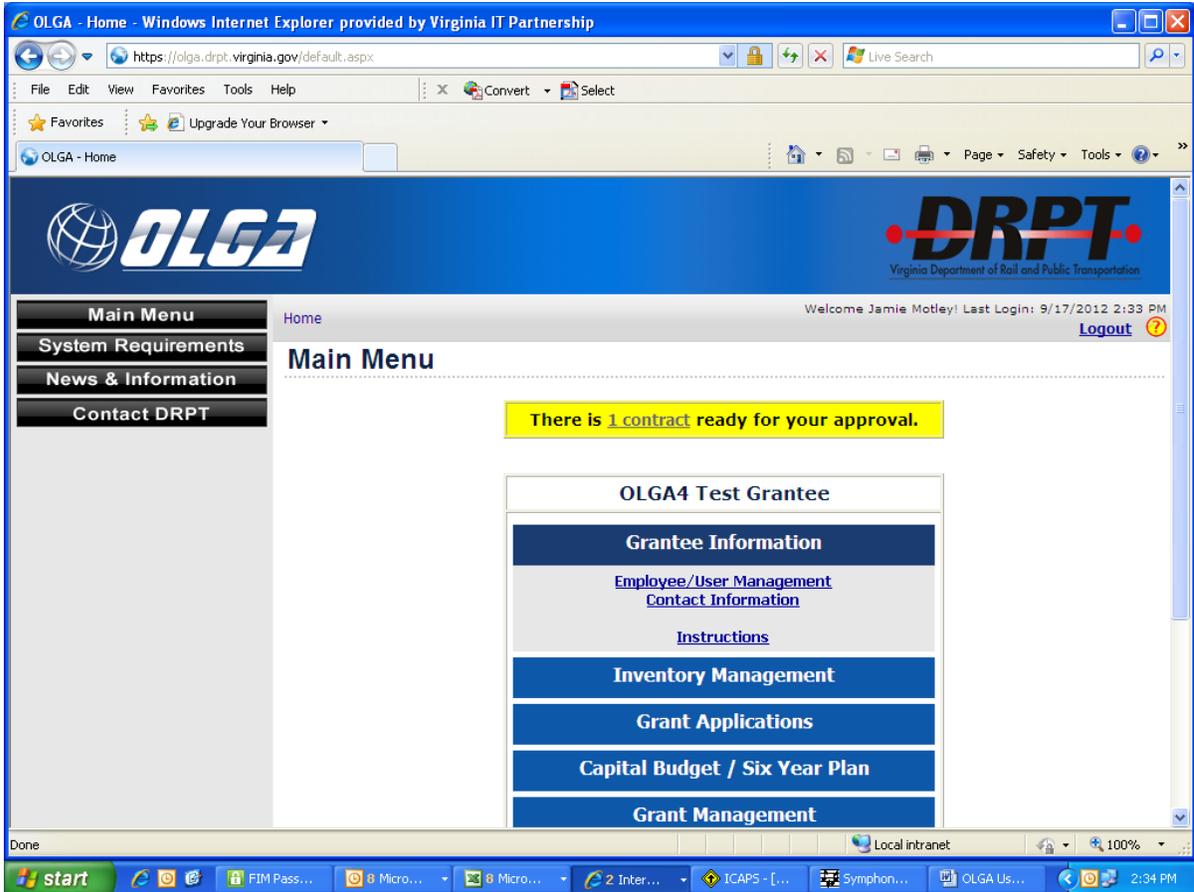
- A user can have Update, Read Only, or No Access to Grant Management as shown above. This is accomplished by selecting the Update, Read Only, or No Access radio button next to Grant Administration.
- To approve contracts, the user must have Update access to Grant Management as explained above, AND the authority to Approve contracts. This is accomplished by selecting the Approve Contracts field under Allow as shown above.

The following pages show the step by step process to add access for the Grant Management module in OLGA.





This is the Main Menu in OLGA. Select Grantee Information and you will see the following screen.



Select Employee/User Management and you will see the following screen.



OLGA - Grantee Information - Employee/User Management - Windows Internet Explorer provided by Virginia IT Partnership

https://olga.drpt.virginia.gov/GranteeInfo/EmployeeList.aspx

OLGA - Grantee Information - Employee/User Manage...

OLGA **DRPT**
Virginia Department of Rail and Public Transportation

Home > Grantee Information > Employee/User Management Welcome Jamie Motley! Last Login: 9/17/2012 2:33 PM [Logout](#)

Employee List for OLGA4 Test Grantee

Please list all key personnel in your organization below. At a minimum, this list should include your top executives, anyone who will serve as a point of contact with DRPT, and anyone who will be using the OLGA system.

OLGA User	Subsidiary	Last Name	First Name	Middle	Office Phone	Cell Phone	Fax	Email	Delete	Modify
		Motley	Jamie		(804) 786-3440			jamie.motley@drpt.virginia.gov		
		Cando	Withpin	I	(804) 867-5309			marie.berry@drpt.virginia.gov		
		Cannotdo	Withoutpin	j	(804) 432-1456			marie.berry@drpt.virginia		

- Organization Administrator
 - OLGA User

Add Employee

Select the icon in the Modify column to update an employee and you will see the following screen. You can also select the Add Employee button above to set up a new employee.



The screenshot shows a web browser window titled "OLGA - Grantee Information - Update Employee - Windows Internet Explorer". The address bar shows the URL: <https://olga.drpt.virginia.gov/GranteeInfo/EditEmployee.aspx?uid=547>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with navigation icons.

The page content features a blue header with the OLGA logo on the left and the DRPT logo (Virginia Department of Rail and Public Transportation) on the right. Below the header is a navigation breadcrumb: [Home](#) > [Grantee Information](#) > [Employee/User Management](#) > [Update Employee](#). A user greeting reads: "Welcome Jamie Motley! Last Login: 9/17/2012 10:01 AM [Logout](#)".

The main section is titled "Update Employee" and contains the following form fields and options:

- Organization:
- Remove OLGA User Access
- User ID: [Help with User ID & Password](#)
- Reset Password?: Yes No

The "Employee Details" section includes:

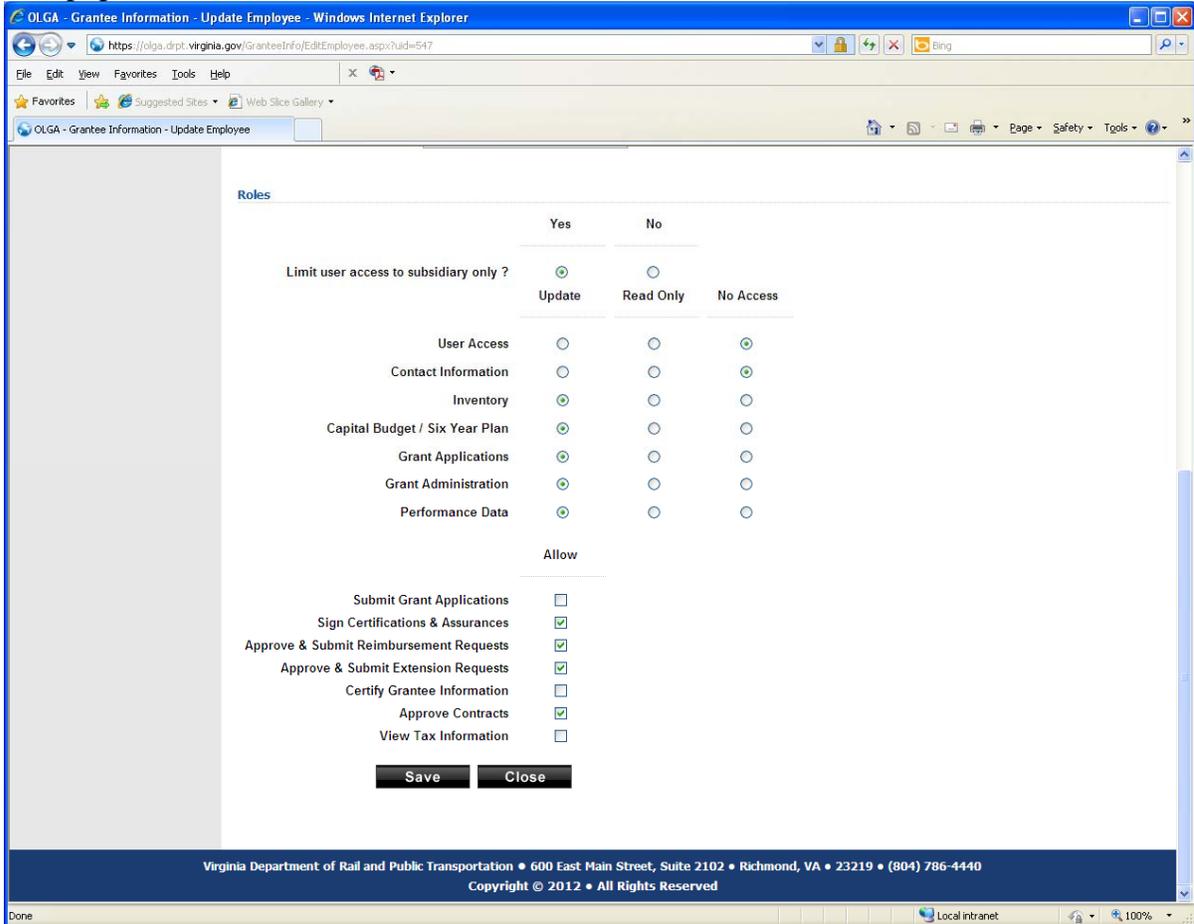
- First Name:
- Middle Initial:
- Last Name:
- Job Title:
- Work Phone:
- Cell Phone:
- Fax:
- Email:

The "Roles" section contains a table for "Limit user access to subsidiary only?":

	Yes	No
Limit user access to subsidiary only ?	<input checked="" type="radio"/>	<input type="radio"/>
	Update	Read Only
		No Access



This screen is long so it is split between the screen on this page and the screenshot on the next page.



If you scroll down you get to the Roles section where you can select what type of access the user needs. If you cannot make changes to these fields you are not the Master User. The Master User has to make changes to User records and their authority.

To update records in Grant Management the button to update under Grant Administration must be selected.

To approve Contracts, you must be able to update in Grant Management and the Approve Contracts field must be checked under the Allow section.



Select Save and the Authority will be updated.