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.

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.
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.
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.