

# Manage Users

You can view/manage users from the institution in PAMS. Managing the users involves adding, editing or removing the user from the institution. Managing users requires you to have the Manage Users privilege.

## Users in PAMS can be managed at the following levels:

- By Preproposals
- By Letters of Intent
- By Proposals
- By Users

## Follow the steps mentioned below to be able to view/manage users:

1. If you are assigned Manage Users privilege then click on Manage Users link. Otherwise click on View Users link. Only one of these links will be displayed to you depending on the privileges assigned to you.
2. To manage user in PAMS, you must first search for the user.
3. If you wish to manage user at the institution level click on the icon labeled By Users. Provide inputs for first name and last name. Click on Search button.
4. If you wish to manage existing users, click on the Actions/Views link and then choose either Manage Privileges or Remove from Institution link.
5. If you wish to invite a new user to register to the institution click on the Invite New Person link.
6. Provide all mandatory inputs on the Invite New Person form and click on Send Invitation button.
7. Once the invitation is submitted successfully, you will be navigated to the User List screen and displayed the success message.
8. If you wish to manage users by submission, click on icon labeled By Preproposals or By Letters of Intent or By Proposals. Enter the tracking number (Preproposal Id, LOI Id, and Proposal ID) or the Project Title and click on Search.
9. Clicking on search will navigate you to a screen listing the submissions available in the institutions.
10. Click on the Action link against the submission. If you have Manage User privileges, click on Add/Update Users link. Otherwise click on View Users link.
11. You will be able to view a list of all users who have access to the submission. In case you wish to add more users from the institution to the submission, click on Add New person link.
12. If you know the first name, last name or username of the new person, search the user within PAMS by entering the first name, last name or username and clicking on Search button.
13. Choose the user click on Actions link and then click on Add User link. Once the user is added, you need to set the privileges for the user and click on Save and Continue.
  - a. Note: You can add only those users to the submission who are already registered to the institution.