Adding a Viewer

When an individual needs access to a unit’s UFIRST data, but does not need to receive any notifications generated by the system, the Viewer role can be assigned to these individuals via GWA Management in UFIRST.

Note: Individuals that were previously entered as Grant Administrators to obtain this access can also be removed by following steps 1-4 and selecting the **Remove** button besides their name. They should then be added to the “Additional Viewers Section” per Step 5.

A Viewer role can be requested in UFIRST by completing the following steps:

**Step 1**
Log into UFIRST and access the GWA Management Module

**Step 2**
From the GWA Management Module, select the Unit Fiscal Authority, Administrators, and Viewers tab.

**GWA Management**

**Step 3**
Using the search box, use the Organization ID search criteria and enter the department ID.

**Step 4**
Once located, click the department ID link.
Step 5
Under the Additional Viewers section of the Edit Organization Pop-up, use the search box to add the name of the individual to receive Viewer rights. Once all names have been added, click OK.