

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

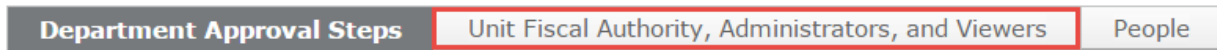
Log into UFIRST and access the GWA Management Module



Step 2

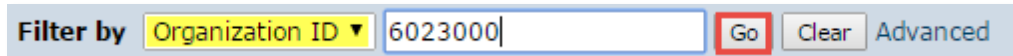
From the GWA Management Module, select the Unit Fiscal Authority, Administrators, and Viewers tab.

GWA Management



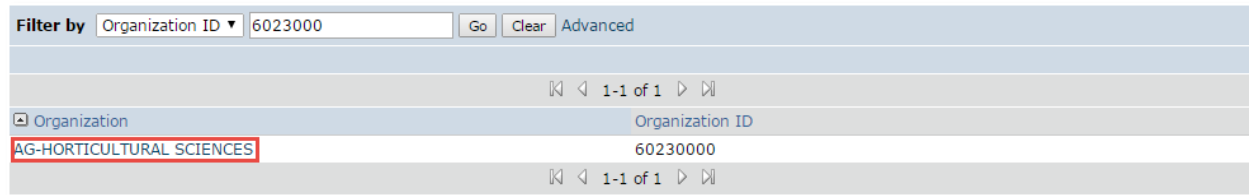
Step 3

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.

Edit Organization

Organization:
AG-HORTICULTURAL SCIENCES

Submitting Department Administrators:

Add

Name
Melanie Hill Remove
Robin Barber Remove

Unit Fiscal Authority:

Add

Name
Rebecca Darnell Remove

Additional Viewers:

Add

Last	First	Organization	Employer Name
Burkett	Amanda	AG-MCCARTY HALL	

* Required

OK OK and Add Another Cancel