Maintain Structure Administrator (USAD)

The **USAD** function is divided into several sections.

- Assign a New Administrator
- Remove an Administrator
- Global Add New Administrator
- Global Replace Administrator
- Global Removal of Administrator

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**Assign a New Administrator**

Once a structure is created, the creator of the structure can use the **USAD** function to add, change or delete structure stewards (administrators) originally entered.

At **NEXT FUNCTION**, type **USAD** ( Maintain Structure Administrator) and press **Enter**.

![Image of USAD function interface]

This function allows the structure creator to add a new administrator and give them the capability to
update structures that were created by the structure creator.

To assign a new administrator:

1. At **Next Key**, enter the Budget and/or **Fund** or **Cost Center** or **CostCtr/Activity** or **Mnemonic** that you would like to assign update capabilities.

   > **Note:**
   Activities are currently not available.

   **Press PF5.**

   ![Structure Administrators Image]

   1. At **Structure Administrators**, enter the **userID(s)** of the new administrator(s).

   **Press PF12 to add the new structure administrators.**

   You will receive the message: **Structure Administrator(s) Assigned.**

Remove an Administrator
This function allows the structure creator to remove an administrator that was added so that the individual will not have the capability of updating the specified structures.

**Example:**
If the administrator is leaving that department.

To remove an administrator:

1. At **Next Key**, enter the Budget and/or **Fund** or **Cost Center** or **CostCtr/Activity** or **Mnemonic** that you would like revoke.

> **Note:**
Activities are currently not available.

**Press PF6.**
1. At **User ID**, enter the **userID** of the administrator listed above that you want to remove.

**Press PF12 to remove this administrator.**

You will receive the message: **Structure Administrator Has Been Deleted.**

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**Global Add New Administrator — USAD**

This function allows the structure creator to add a new administrator to all of the structures that they have created.

1. At **Global Add New Administrator**, enter the new administrator's **userID**.

**Press PF12.**
**Global Replace Administrator — USAD**

This function allows the structure creator to enter a new administrator to replace a current structure administrator when, for instance, a turnover occurs.

1. At **Global Replace Administrator**, enter the current structure creator's userID.

2. At **to**, enter the new structure administrator's userID that is replacing the userID entered above.

   **Press PF12.**

   You will receive the message: **Global Replace has been completed.**

**Global Removal of Administrator USAD**

This function allows the structure creator to remove a structure administrator from all structures the creator created.

1. At **Global Removal of Administrator**, enter the userID of the structure administrator to be removed.
Press PF12.

| You will receive the message: | **Global Delete has been completed.** |

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