

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](#)

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**.

```
ENTER KEY FOR ADD/REVOKE OR USER ID(S) FOR GLOBAL CHANGE
04/30/96                                IBIS FINANCIAL SYSTEM                                USAD
13:44:37.2                             MAINTAIN STRUCTURE ADMINISTRATOR                    MLP3

Are you planning to: (select one)
PF 5 Assign A New Administrator
PF 6 Remove An Administrator
PF 12 Global Add New Administrator      _____
PF 12 Global Replace Administrator     _____ to _____
PF 12 Global Removal of Administrator  _____

Next Key: ①                               Budget: 01 - 042 - 44 UP and/or Fund: 100 10_
or                                               Cost Center: _____
or                                               Cost Ctr/Activity: _____ / _____
or                                               Mnemonic: _____

NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF 1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF 10---PF 11---PF 12---
HELP MENU CMPS END ADD REVK CNCL . . . PRNT PROC
```

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.

```
ENTER NEW ADMINISTRATORS AND PRESS PF 12
04/30/96          IBIS FINANCIAL SYSTEM          USAD
13:42:56.6       ASSIGN NEW ADMINISTRATOR       MLP3

                               Structure Administrators

LAB1__ XXX3 1  _____

Next Key:          Budget: 01 - 042 - 44 UP and/or Fund: 100 10_
                  or      Cost Center: _____
                  or      Cost Ctr/Activity: _____ / _____
                  or      Mnemonic: _____

NEXT FUNCTION:    _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP  MENU  CMPS  END  .  .  CNCL  .  RTRN  .  PRNT  PROC
```

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.
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Remove an Administrator

```

ENTER KEY FOR ADD/REVOKE OR USER ID(S) FOR GLOBAL CHANGE
04/30/96                                IBIS FINANCIAL SYSTEM                                USAD
13:58:22.9                              MAINTAIN STRUCTURE ADMINISTRATOR                       MLP3

Are you planning to: (select one)

PF 5 Assign A New Administrator
PF 6 Remove An Administrator
PF 12 Global Add New Administrator
PF 12 Global Replace Administrator
PF 12 Global Removal of Administrator

Next Key: 1 Budget: __ - __ - __UP and/or Fund: 100 10_
or Cost Center: OASSC_
or Cost Ctr/Activity: /
or Mnemonic:

NEXT FUNCTION: (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP MENU CMPS END ADD REVK CNCL . . . PRNT PROC

```

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.

```

ENTER DELETE REQUEST AND PRESS PF12 TO UPDATE
04/30/96          IBIS FINANCIAL SYSTEM          USAID
13:58:59.4       REMOVE AN ADMINISTRATOR        MLP3

Ctr: AA: 046

Structure Administrators

JCL1__ RXS1__ MLP3__ _____

User Id: 1 (to be removed)

Next Key:          Budget: __ - __ - __UP and/or Fund: 100 10_
or               Cost Center: 0ASSC_____
or               Cost Ctr/Activity: _____ / _____
or               Mnemonic: _____

NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP MENU CMPS END . . CNCL . RTRN . PRNT PROC

```

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 — USAID

```

Are you planning to: (select one)

PF 5 Assign A New Administrator
PF 6 Remove An Administrator
PF 12 Global Add New Administrator      XXX4.1
PF 12 Global Replace Administrator    _____ to _____
PF 12 Global Removal of Administrator  _____

```

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.

You will receive the message:

Global Add has been completed.

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.

```
Are you planning to: (select one)
PF 5 Assign A New Administrator
PF 6 Remove An Administrator
PF 12 Global Add New Administrator
PF 12 Global Replace Administrator  XXX4_1 to YYY4_
PF 12 Global Removal of Administrator
```

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

```
Are you planning to: (select one)
PF 5 Assign A New Administrator
PF 6 Remove An Administrator
PF 12 Global Add New Administrator
PF 12 Global Replace Administrator
PF 12 Global Removal of Administrator  YYY4_1
```

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.

Last Revised: 10/26/2003