

User Admin Role

Users with the User Admin role can assign Coordinator, Reviewer, and Tester roles to DAR-Q users within the agency and add or remove users to groups.

- Click 'Users View' to switch into User Admin view.
- Adding user to group: Click the user in the list (right pane) and click the desired group (left pane).
- Adding a role: Click the open circle to add a role to a user.
- Revoking a role: Click the checked circle to remove a role from a user.
- Click the count below each role to filter the list of users to only display names with that role.
- Click the minus symbol to collapse group hierarchy and the plus symbol to expand group hierarchy.
- Click 'Collapse Groups' to collapse all group hierarchies and 'Expand Groups' to expand all group hierarchies.

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ADVANA

ACCESS ADMIN
USERS VIEW
GROUP VIEW

Agency: MOCK NAVY Selected User: Atosha McCloud Your Admin roles: Access Admin, User Admin, Group Admin

COLLAPSE GROUPS

Current member
 Can be added
 Not available

Coordinator 2 Coordinator 3 Reviewer 1 Reviewer 2

C2 Test Group C3 Test Group R1 Test Group R2 Test Group

Coordinator2 Group Reviewer1 Group Reviewer2 Group

Sprint 80 C2 Reviewer A Group

Reassign C2

User	Coordinator 2	Coordinator 3	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4
Search	14	12	15	12	10	10
Alice Rice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Andrae Rose	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Andy Cha	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anisha Puri	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Antonio Jones	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Atosha McCloud	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Bremna Klein	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carlos Glover	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cathy Kimmel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Christine Rivera	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cynthia Hufty	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
David Prusse	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Note: Users should utilize the **User and Group Admin Report** to identify which User or Group Admin they should contact to add roles or assign them to a Coordinator/Reviewer Group.

Group Admin Role

Users with the Group Admin role can create new groups and manage existing groups.

- A. Click the 'Group View' tab to switch into Group Admin view.
- B. Click the dots to view the following options:
 1. Edit existing group
 2. Add new group for current role or below
 3. Move the order of group
 4. Delete existing group

Note: Option to delete group will only appear if no users are assigned and no records are assigned to the group during an open review.

- C. If user holds both User Admin and Group Admin roles, he/she can add or remove users to the group, after the group is created.
- D. Adding Group ID: Double click field to add or edit user's group ID. Separate multiple Group IDs by comma.
- E. Click the minus symbol to collapse group hierarchy and the plus symbol to expand group hierarchy.
- F. Click the plus symbol to create a new root group at the Coordinator 2 or Reviewer 1 level.

Note: Only Group Admins with the Coordinator 1 role have the ability to create a new root group.

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Agency: MOCK NAVY
Group: Reviewer1 Group
Your Admin roles: Access Admin, User Admin, Group Admin

ACCESS ADMIN | **USERS VIEW** | GROUP VIEW

Coordinator 2 +

C2 Test Group -

C3 Test Group

Sprint 80 C2 +

Reassign C2 -

Reassign C3

Coordinator 1 +

R1 Test Group

Reviewer 1 Group -

Reviewer A Group

Reassign R1

Reviewer 2 +

R2 Test Group

Add Reviewer 2 Group

Move Down

Reassign R2

Reviewer 1 Users	Is Member?	Group Identifier
Search		
Andrae Rose	4	OUSD C
Antonio Jones	<input type="radio"/>	BSO 15 (NIA)
Atosha McCloud	<input checked="" type="radio"/>	OUSD C, FIAR
Brenna Klein	<input type="radio"/>	OUSD C
Cynthia Hufty	<input type="radio"/>	OUSD C
Donna Wilson	<input type="radio"/>	OUSD-C
Felix Tan	<input checked="" type="radio"/>	OUSD C
Gary Drozdowski	<input checked="" type="radio"/>	OUSD C
Nora Cayetano	<input type="radio"/>	FMB
Rebecca Castleman	<input checked="" type="radio"/>	DAR-Q OSD Administration
Roselle Potes	<input checked="" type="radio"/>	BSO 39 (NAVWAR)
Ryan McNicholas	<input type="radio"/>	
Sarah Seo	<input checked="" type="radio"/>	OUSD C
Tayana Harrison	<input type="radio"/>	OUSD C
Teddy Wellington	<input type="radio"/>	FMB

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ADVANA / DAR-Q User Guide

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33