

Contract Authority - Regional

BACKGROUND: Users can be set up with Contract Authority by role for an entire region using Administrative Offices. This is useful for Project Managers, Rovers, etc. so their Contract Authority can be set up once for the user role, but give them access to all contracts for their region.

ROLES: CM Module Admin

NAVIGATION:

System Administration > Users

1. In the User Information Overview, use the search bar and filters to find the User for which you will be adding contract authority and select them.
2. Click the **Contract Authority** tab.
3. Click the **New** button.
4. Enter the **Administrative Office, Role, Effective Date, Expiration Date** (optional), and **Status**.
 - a. Note: **All Contract Access** will give Contract Authority for this User in the entered Role to *all contracts* in the system, regardless of the region. This should only be used when the user needs to access contracts for other regions (Example: A regional lab user who may process tests for contracts from other regions). When this box is checked, Administrative Office is hidden and no longer applies.
5. Click **Save**.