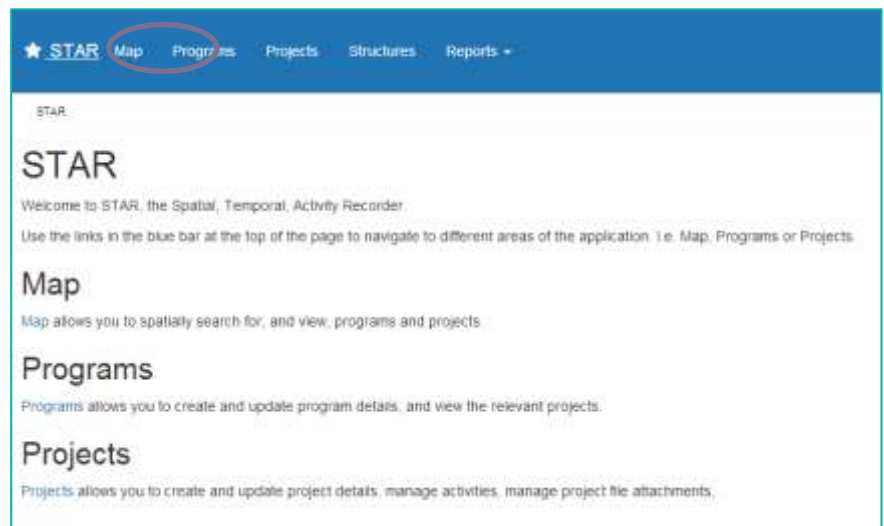## How to allocate Permissions

Context: STAR users each have a User Role which denotes the highest level of permission that a user can be allocated within a Program in STAR.

A Program Manager is the highest level of permission that can be allocated in STAR. Usually the Program Manager will give 'Add' permission to a Project Manager which will allow the Project Manager to create and edit their own projects within that program.

A Project Manager can give 'Edit' permission to another user allowing them to edit their project and any activities within it, or they can give 'Add' permission allowing another user to add activities to their project.

The example below describes a Program Manager allocating 'Add' permission to a Project Manager.

From the Home Page, click Program in the main menu.	
Click the Program Name hyperlink of the Program that you have 'Edit' permission.	
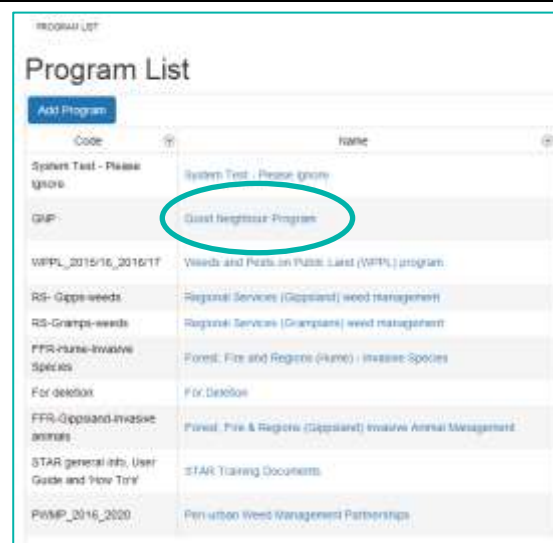
The page will refresh displaying the Program details and map and the Quick Menu on the left of the screen.

Click the Program Permissions hyperlink in the quick menu
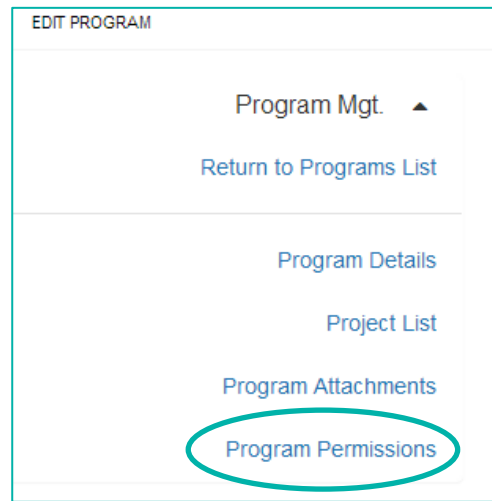
The Permissions page opens, and the list contains all registered STAR users with their user name and (user) role.
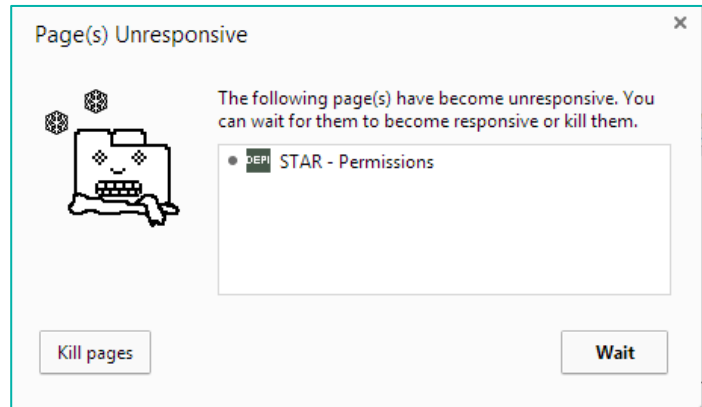
To allow users to add projects to the program check the Add Permission tick box next to the selected user(s).
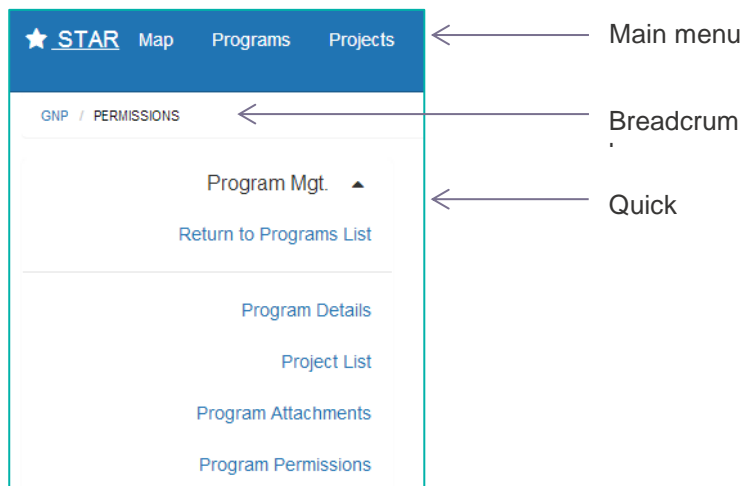
Click the Save Permissions button.

The curser will have the 'hand/pointer' while the change is being saved, once saved the curser becomes the arrow /pointer.

NOTE: this action does take some time and the Page(s) Unresponsive message may appear – click 'Wait'.

Page(s) Unresponsive ✕

The following page(s) have become unresponsive. You can wait for them to become responsive or kill them.

• DEPI STAR - Permissions

Kill pages   Wait

Navigate either back to the program page via the 'breadcrumb at the top of the screen under the main menu or select an option from the main menu or quick menu.

★ STAR   Map   Programs   Projects   ← Main menu

GNP / PERMISSIONS   ← Breadcrum

Program Mgt. ▲   ← Quick
Return to Programs List

Program Details

Project List

Program Attachments

Program Permissions

Accessibility

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