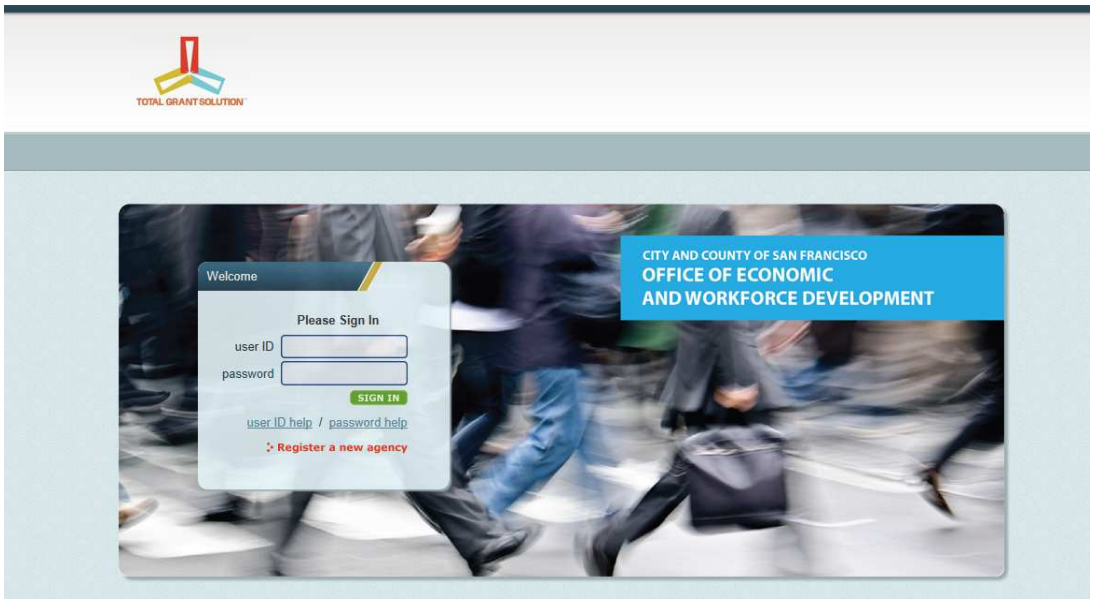
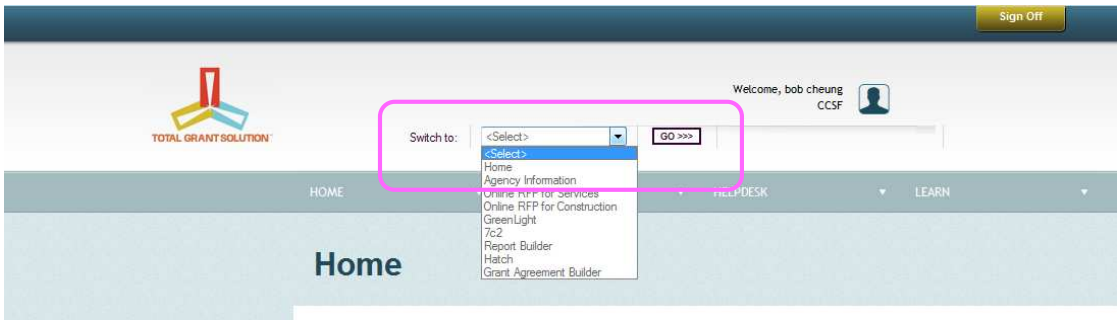
How to add a user, delete a user, or change a user's permissions in TGS:

OEWD's version of TGS can be found at:
https://totalgrantsolution.org/tgsewd/MasterLogon/

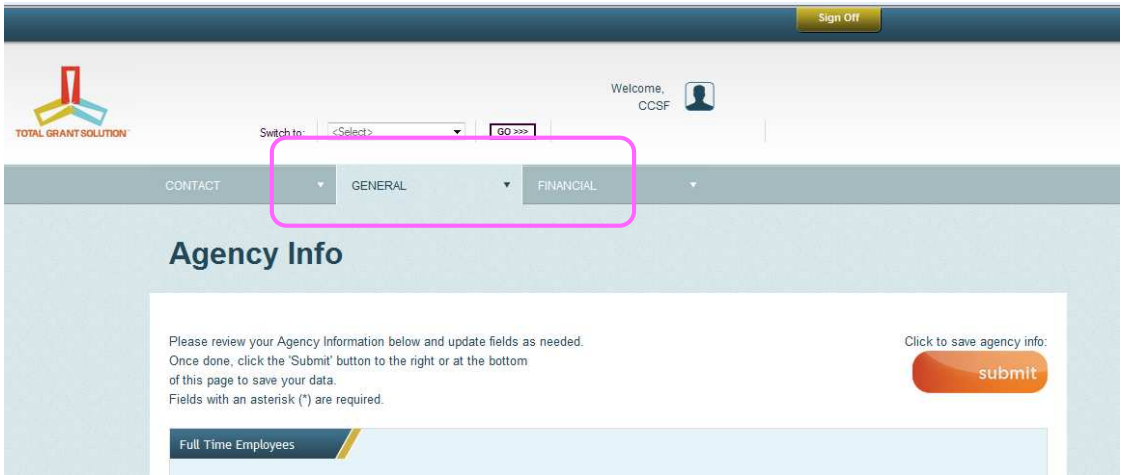


Log onto TGS with an organizational level log on and password – these are generally held by the Executive Director or their designee.

Choose "agency information" from the drop down list.

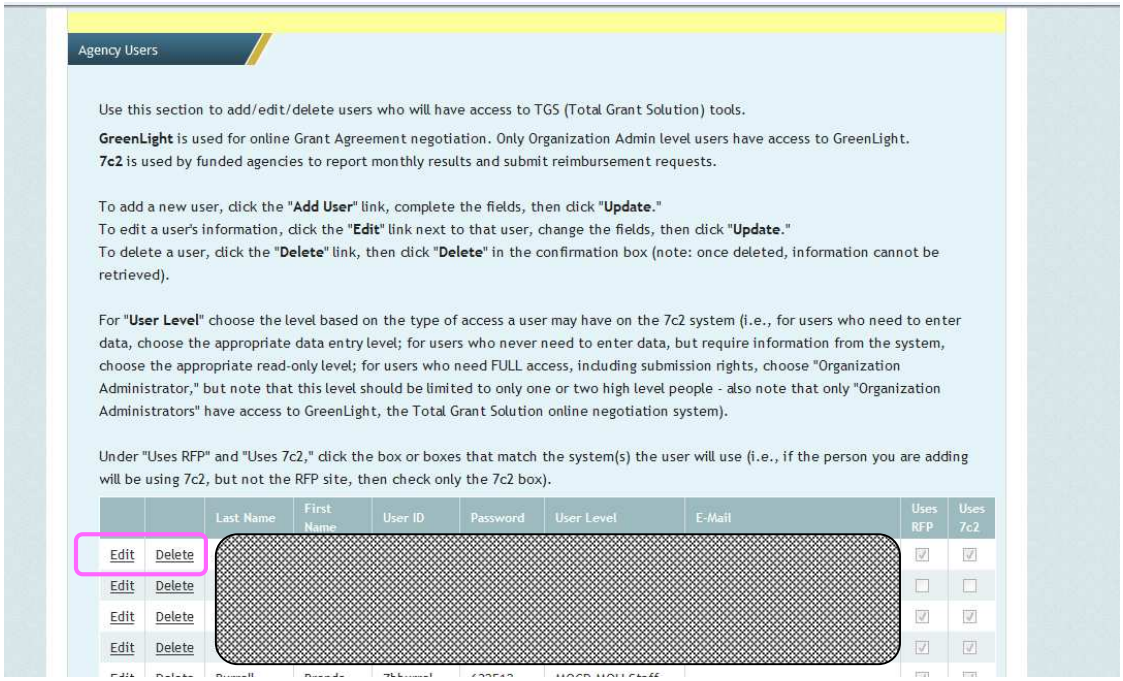


Once the agency information page appears, choose the "general" tab at the top of the screen then scroll to the middle of the page where users are displayed.



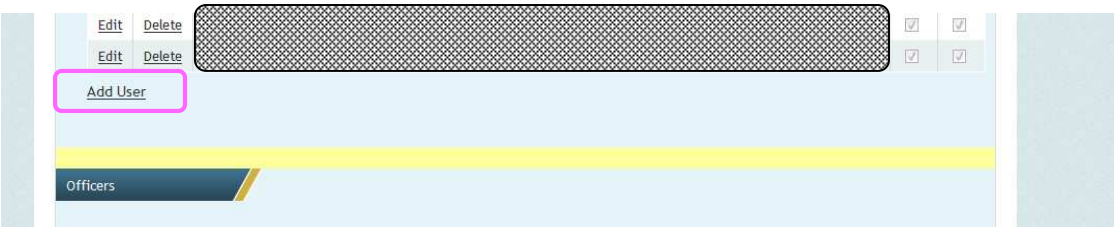
To edit or delete a user: Click on the appropriate link at the far left of the line and follow the instructions on the screen. This is the area where you can change permissions for users. An organization may have one or many users with "organizational administrator" designation.

Note: "Organizational Administrator" is the only permission level allowed to submit a proposal on an agency's behalf in the online RFP module and the only permission level allowed to submit monthly invoices. Data entry level access will allow users to enter the assigned level of information (financial or program) but those users will not have a "submit" button available to them.

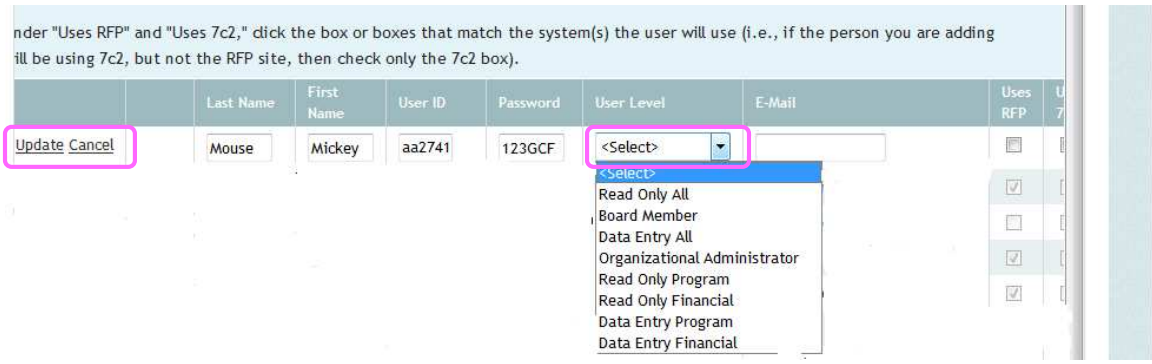


To add users:

Below the table of users, click on "add user"



A new line will appear in the user table where the new user's name, password, user level, and types of uses can be set. The instructions on the screen give additional information about each field. When finished, click "update" to the left of the line where the new user has been added.



Scroll back to the top or down to the bottom of the screen and click the orange "submit" button for the changes to be saved.