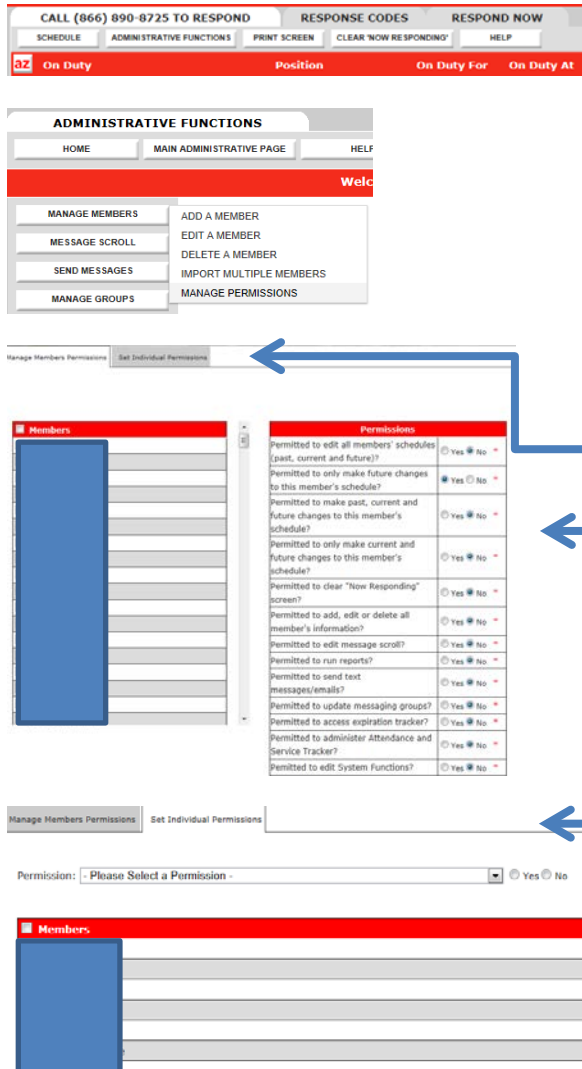


MANAGE PERMISSIONS

There are two methods to managing permissions of the members:

- The first method is to set the privileges in each member’s profile (See, Adding/Editing Members).
- The second method is to utilize the “Manage Permissions” feature to set the privileges for multiple members at one time.



Managing Member Permissions:

- From the main IamResponding page, go to “Administrative Functions.” You must have privileges to be able to navigate to this page.
- On the Administrative Functions page, hover the mouse over “Manage Members”. You must have privileges to perform this function.
- Select “Manage Permissions”.
- There are two tabs at the top of the page:
 - “Manage Member Permissions”

This function allows the user to select various individuals and then set **numerous** permissions the **SAME** for each of the selected individuals.

WARNING: Be careful not to accidentally set your own settings to the same as the other individuals.

“Set Individual Permissions”

This function permits you to select a **single permission**, and then set that permission for numerous individuals.