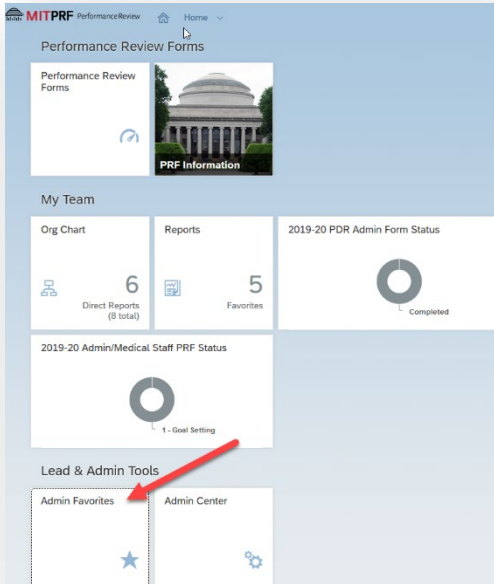


## What is the Manage Users tool?

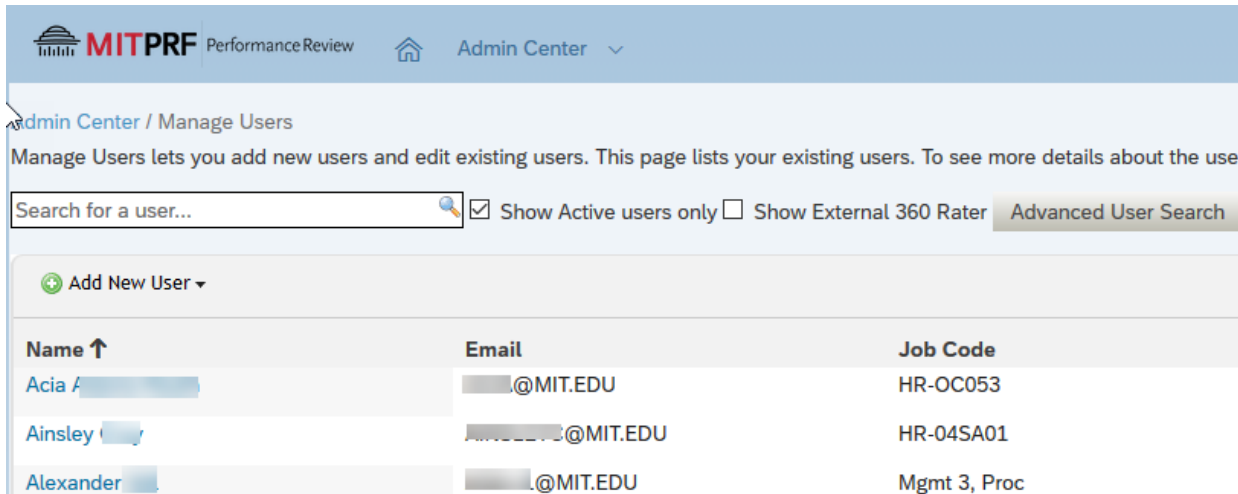
The Manage Users tool allows you to change your employee’s manager assignments. Only PRF Leads and Admins have access to this tool.

## How Do I use this tool?

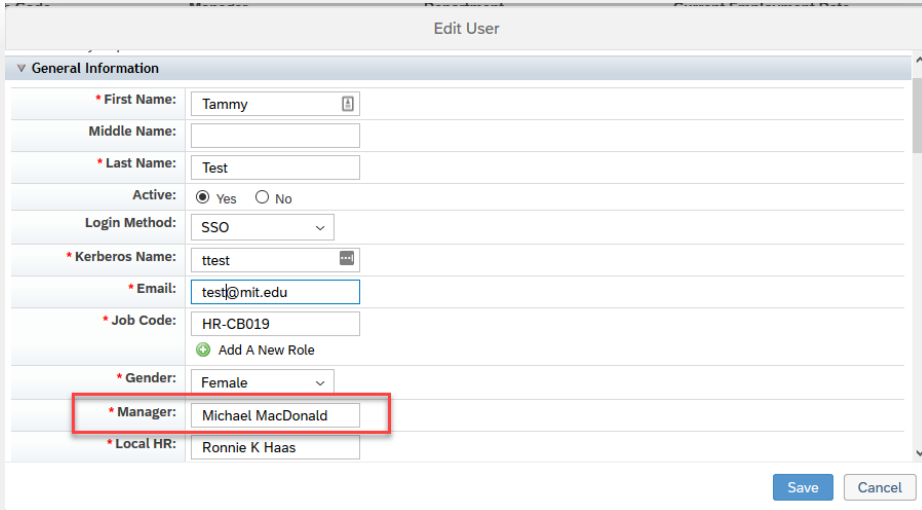


**Step 1:** From the PRF Home Page, **select Manage Users** from the **Admin Favorites** tile. (see screenshot to the left)

**Step 2:** On the **Manage Users** screen, search for the employee in which you want to change the manager for by clicking the name in the list or using the “Search for a user...” search box. (see screenshot below)



**Step 3:** Start typing the name of the new employee in the **Manager** field. Be careful not to change the Local HR field. (Local HR is the PRF Lead)

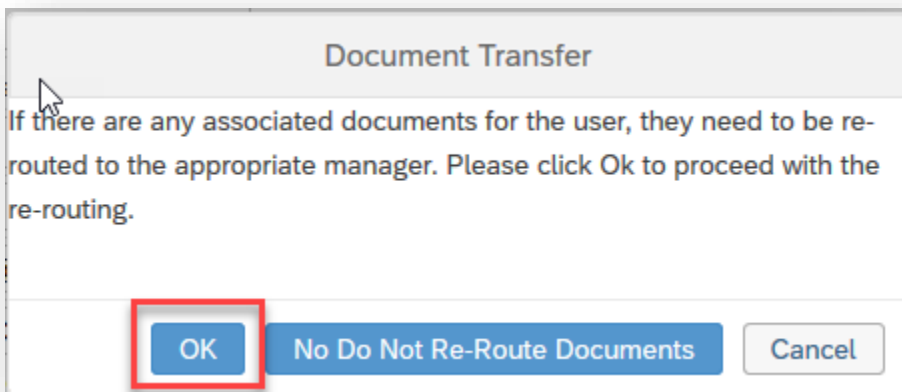


The screenshot shows the 'Edit User' form with the following fields and values:

* First Name:	Tammy
Middle Name:	
* Last Name:	Test
Active:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Login Method:	SSO
* Kerberos Name:	ttest
* Email:	test@mit.edu
* Job Code:	HR-CB019
* Gender:	Female
* Manager:	Michael MacDonald
* Local HR:	Ronnie K Haas

Buttons: Save, Cancel

**Step 4:** Click **Save**. You will see a pop-up window asking if you want to transfer associated documents to the new manager. Click OK. This will allow the new manager to see all of the employee’s PRF forms. You have now successfully changed the employee’s manager.



The screenshot shows the 'Document Transfer' dialog box with the following text:

If there are any associated documents for the user, they need to be re-routed to the appropriate manager. Please click Ok to proceed with the re-routing.

Buttons: OK, No Do Not Re-Route Documents, Cancel