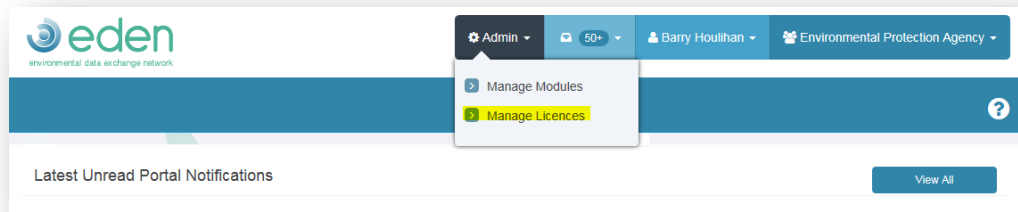


How to manage user access to a Licence

Option 1: Module Administrator

The Admin menu option is available to all Module administrators. Select the menu option shown below to take you to the Manage Licences screen where you can manage which users have access to a Licence



Click on the Manage button of the Licence you wish to manage. The Number of Requests column indicates any Licences that have pending access requests

The screenshot shows the 'Manage Licences' screen. At the top is a breadcrumb 'Home / Manage Licences'. Below is a search bar and a 'Show 10 entries' dropdown. The main content is a table with columns: Licence, Licence No, Licence Type, Number of Requests, and Actions. The table lists six licences for the 'Environmental Protection Agency'. The 'Number of Requests' column shows 'None' for most, and '1' or '2' for others, with red circles indicating pending requests. Each row has a 'Manage' button.

Licence	Licence No	Licence Type	Number of Requests	Actions
Environmental Protection Agency - L0255	L0255	Radiological Protection	None	Manage
Environmental Protection Agency - L1050	L1050	Radiological Protection	None	Manage
Environmental Protection Agency - L3111	L3111	Radiological Protection	None	Manage
Environmental Protection Agency - L3112	L3112	Radiological Protection	None	Manage
Environmental Protection Agency - L3113	L3113	Radiological Protection	1	Manage
Environmental Protection Agency - L3126	L3126	Radiological Protection	2	Manage

The Licence Administration screen shows all users that have access to the Licence. The Grant Users access to this Licence button allows you to grant access to additional users. The Revoke access button allows you to individually revoke a user's access.

The screenshot shows the 'Licence Administration' screen for 'Environmental Protection Agency - L3111'. It has two tabs: 'Members' (selected) and 'Licence Access Requests'. Below the tabs is a button '+ Grant Users Access to this Licence'. Under the 'Members' tab, there is a search bar and a 'Show 10 entries' dropdown. The main content is a table with columns: First Name, Last Name, Email, and Actions. The table lists two members: 'NIECETest' and 'Aquarius'. Each row has a 'Revoke Access' button.

First Name	Last Name	Email	Actions
NIECETest	ApplicationChange	[REDACTED]	Revoke Access
Aquarius	Aquarius	[REDACTED]	Revoke Access

How to manage user access to a Licence

On the Grant Access to screen, you can individually select users that you want to grant access to a licence, or use the Select All X Users button to add all available users to the Selected Users list.

(NOTE: You only see available users here who are registered to your organisation, have access to the Authorisation Module and do not already have access to the selected Licence).

Grant Users Access to LEMA Test Site - D9999

Licence: LEMA Test Site - D9999
Organisation: LEMA Test Organization
Administrators: [View Administrators \(4\)](#)

Available Users

[+ Select All 1 Users](#)

Show 10 entries Search:

User	Email	Actions
Sharon Wade	[REDACTED]	+ Select

Showing 1 to 1 of 1 entries Previous 1 Next

Selected Users

Show 10 entries Search:

User	Email	Actions
Michael Somers	[REDACTED]	Remove

Showing 1 to 1 of 1 entries Previous 1 Next

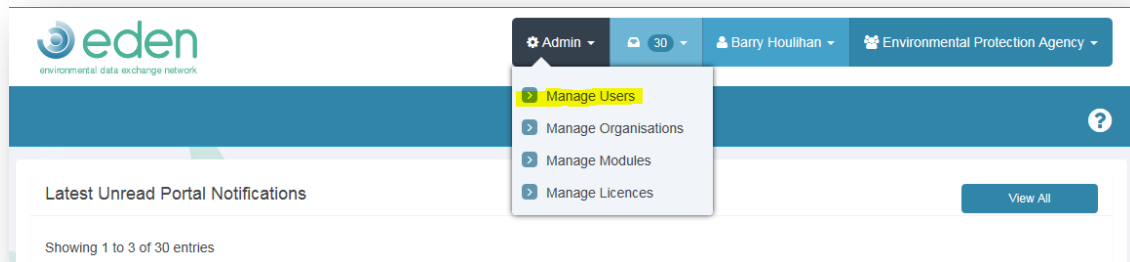
[Save Selections](#)

Clicking on the Save selections button grants access to the selected users.

How to manage user access to a Licence

Option 2 – Module and Organisation Admin

The 'Manage Users' Admin menu option is available to all Organisation and Module administrators. Select the menu option shown below to take you to the Manage Users screen where you can manage which Licences a user has access to.



The 'Manage Licences' button for each user allows you to view which Licences they have access to, and grant the user access to further Licences. (**NOTE:** If the user has 'Yes' in the inactive column, you won't be able to grant them access to any additional Licences).



Click on the 'Revoke Access' button to remove access to a Licence from the user. The user is notified when Licence access is revoked. Click on the Grant Access to Other Licences button to grant the user access to other available Licences.

How to manage user access to a Licence

Display Licence Access Details for Barry Houlihan

Email Address [REDACTED]
Organisation LEMA Test Organization
Administrators [View Administrators \(4\)](#)

[+ Grant Access to Other Licences](#)

Show entries Search:

Licence	Licence No	Licence Type	Action...
LEMA Test Site - D9999	D9999	WWDA	Revoke Access
LEMA Test Site - H9997	H9997	Historic Landfill	Revoke Access
LEMA Test Site - L9999	L9999	Radiological Protection	Revoke Access

Click on the Select button to add a Licence to the Selected Licence list. Click on the Select All (x) Licences button to add all the available licences to the Selected Licences list

Grant Barry Houlihan Access to Licences

Email Address [REDACTED]
Organisation Environmental Protection Agency
Administrators [View Administrators \(65\)](#)

Available Licences

[+ Select All 1 Licences](#)

Show entries Search:

Licence	Licence Type	Action
LANDFILL TEST SITE - H0443	Historic Landfill	+ Select

Showing 1 to 1 of 1 entries Previous **1** Next

Selected Licences

Show entries Search:

Licence	Licence Type	Action
Please select licence from available licences list		

Showing 0 to 0 of 0 entries Previous Next

Click on the Save Selections button to grant access to all the Licences in the Selected Licences list.

Available Licences

[+ Select All Licences](#)

Show entries Search:

Licence	Licence Type	Action
There are no available licences		

Showing 0 to 0 of 0 entries Previous Next

Selected Licences

Show entries Search:

Licence	Licence Type	Action
LANDFILL TEST SITE - H0443	Historic Landfill	Remove

Showing 1 to 1 of 1 entries Previous **1** Next

[Save Selections](#)