

ADDING AND DELETING DATA SHARING PERMISSIONS FOR A FUNDING AGENCY

Adding Data Sharing Permissions for a Funding Agency

1. Click **Data Transfer** on the module menu.
 - ▶ The *Maintain Sharing Permissions* screen displays.
2. Click **Data Sharing** on the submodule menu.
 - ▶ The *Maintain Sharing Permissions* screen displays.
3. In the Sharing Permission section, click **Add New Sharing Permissions**.
 - ▶ The *Add Sharing Permissions—Select Funding Agency* screen displays.
4. Click the **Funding Agency** dropdown box, and then select the desired funding agency.
5. Click **Continue**.
 - ▶ The *Add Sharing Permissions—Select Program Models* screen displays showing the available program model in the *Select Program Model(s) to Share* section.
 - ▶ The program models displayed are either from the user's agency or from other agencies that have shared their program models with the user's agency.
6. Click the desired Program Model **checkbox**.
 - ▶ Multiple program models can be selected. To select all the program models, click the *Check to select all displayed Program Models* checkbox.
 - ▶ Click *View* under the *Program Model Details* column to display additional information about a particular program model.
7. Click **Add to List**.
 - ▶ The *Add Sharing Permissions—Select Program Models* screen refreshes and displays the *Program Model(s) to Share* section.
 - ▶ Click the *Remove* checkbox to deselect a program model.
 - ▶ Clicking *Cancel* will not save the selection and the program model(s) will not be shared with the funding agency.
8. Click **Continue**.
 - ▶ The *Add Sharing Permissions—Confirm* screen displays.
9. Click **Submit**.
 - ▶ The *Maintain Sharing Permissions* screen displays the message "The Sharing Permissions have been successfully assigned."



Deleting Sharing Permissions

The five most recently entered sharing permissions will display on the *Maintain Sharing Permissions* screen. If the sharing permission you want to delete is not shown, simply use the search function at the top of the page.

1. Click **Data Transfer** on the module menu.
 - ▶ The *Maintain Sharing Permissions* screen displays.
2. Click **Data Sharing** on the submodule menu.
 - ▶ The *Maintain Sharing Permissions* screen displays
3. In the *Sharing Permission* section, click **Delete** under the *Sharing* column for the agency you want to remove sharing permissions from.
 - ▶ The delete confirmation window displays.
4. Click **OK**.
 - ▶ The *Maintain Sharing Permissions* screen refreshes and displays the message, "The sharing relationship has been removed successfully."