

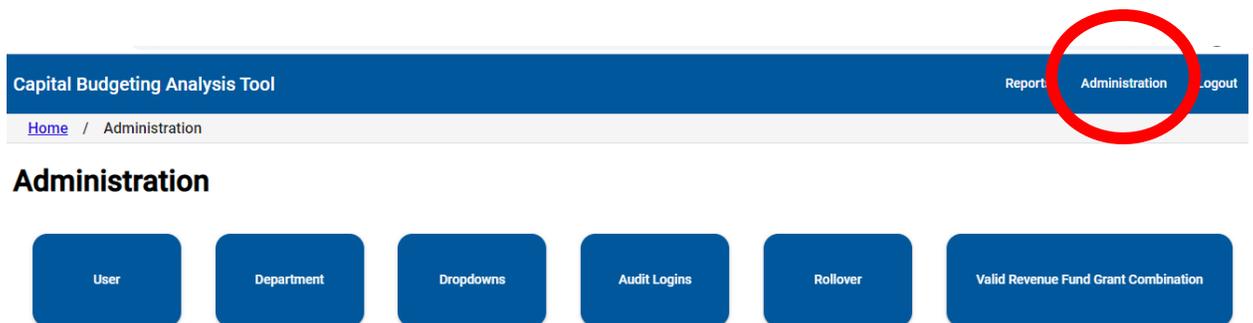
CBAT Job Aide (1)

How to Grant a USER Department access in the CBAT system

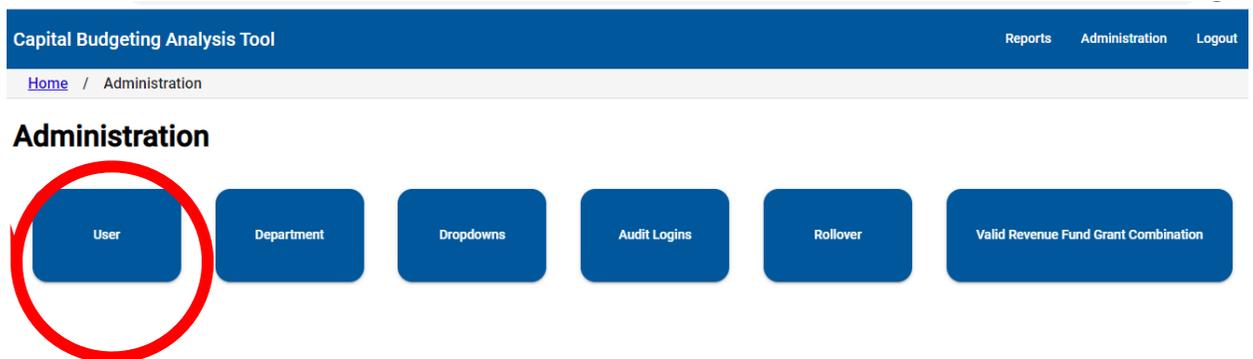
- 1) The CBAT Administrative Team will create the **new USER** profile in the CBAT system <https://capprd.miamidade.gov/administration>

Only those individuals with administrative rights will be able to grant **new user** profile and/or **change a USER's access privilege**

- 2) To create a **new USER** profile and/or **change a USER's access privilege** in the CBAT system, the CBAT Administrative Team will need to select the "Administration" icon in the upper right hand of the CBAT system



- 3) Next, select the "USER" icon



4) Type in the USER's full name or ekey number on the "Search Users" line

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Search Users

Name	Access Level
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5) Once the USER's name and/or ekey # has been typed in on the "Search Users" line, the CBAT system will either provide a list of departments the USER has already been granted access to.. or

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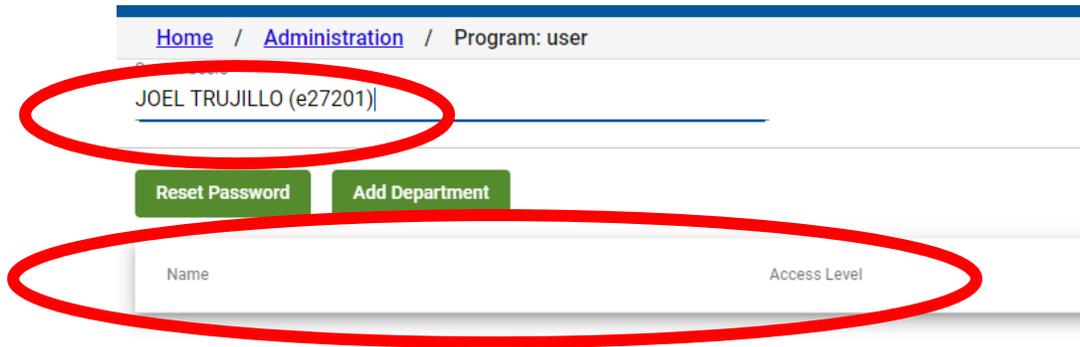
Search Users

ANITA GIBBONEY (e156429)

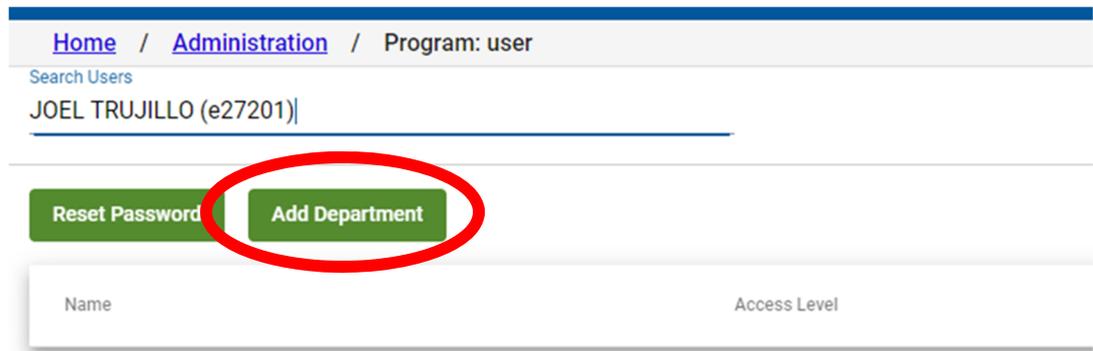
[Reset Password](#) [Add Department](#) [Remove Department](#) [Set Read](#)

Name	Access Level
AV-AVIATION	write
RE-DEPT OF REG & ECON RESOURCES	write
TP-TRANSPORTATION & PUBLIC WORKS	write
CH-COMM.ACTION & HUMAN SRVC. DPT.	write
ME-MEDICAL EXAMINER	write
LB-LIBRARY	write

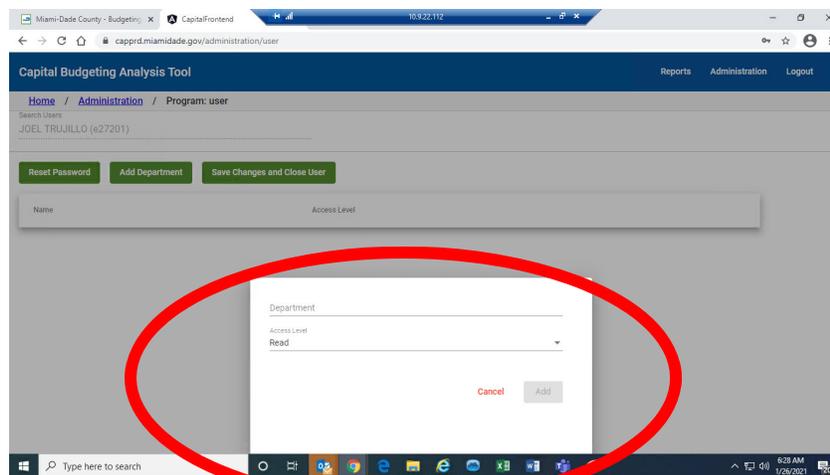
6) Or, the CBAT system will show nothing – indicating the USER has no access



7) To grant the USER access to a department, simply click on the “Add Department” icon



8) Once a CBAT Administrator selects the “Add Department” icon, a box will appear for the Administrator to fill out



- 9) The CBAT Administrator will need to type in on the "Department" line, the name of the department the USER will be granted access privilege to and click on the arrow to select from the dropdown menu

Department
TP-TRANSPORTATION & PUBLIC WORKS |

Access Level
Read

Cancel Add

- 10) Next, the CBAT Administrator will need to select from the drop-down box, the type of USER access privilege to be granted... "Read" or "Write" access and then click on the "Add" icon

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Search Users
JOEL TRUJILLO (e27201)

Reset Password Add Department Save Changes and Close User

Name Access Level

Department
TP-TRANSPORTATION & PUBLIC WORKS

Access Level
Read
Write

Cancel Add

6:33 AM 1/26/2021

Department
TP-TRANSPORTATION & PUBLIC WORKS

Access Level

Read

Cancel

Add

- 11) And now the CBAT system will indicate what department and the type of USER access privilege granted to the individual who's name appears on the "Search Users" line

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Search Users

JOEL TRUJILLO (e27201)

Reset Password

Add Department

Save Changes and Close User

Name

Access Level

TP-TRANSPORTATION & PUBLIC WORKS

read

- 12) After the information is verified and correct, select the "Save Changes and Close User" icon to complete the process

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Search Users

JOEL TRUJILLO (e27201)

Reset Password

Add Department

Save Changes and Close User

Name

Access Level

TP-TRANSPORTATION & PUBLIC WORKS

read