**[F]** – Field **DD** – Drop-Down **C** **DD** – Conditional Drop-Down **DC** **DD** – Double-Conditional Drop-Down

What administrative action would you like to take?

**General**

Add a division.

What is the name of the new division? **[F]**

Remove a division.

Which division would you like to remove? **[DD]**

Add a school.

Which division is the new school in? **[DD]**

What is the name of the new school? **[F]**

What is the new school’s abbreviation (<=3 characters)? **[F]**

Remove a school.

Which division is the school being removed from? **[DD]**

Which school would you like to remove? **[C DD]**

Add a department.

What is the name of the new department? **[F]**

Remove a department.

Which department would you like to remove? **[DD]**

Add a position.

Which division is the new position in? **[DD]**

Which school or department is the new position in? **[C DD]**

What is the title of the new position? **[F]**

Remove a position.

Which division is the position being removed from? **[DD]**

Which school or department is the position being removed from? **[C DD]**

Which position is being removed? **[DC DD]**

**Source**

Add a Source directory.

What is the name of the new Source directory? **[F]**

What is the parent of the new Source directory? **[DD tree]**

Remove a Source directory.

Which Source directory is being removed? **[DD tree]**

Add a Source directory owner.

Which Source directory has a new owner? **[DD tree]**

Which division is the owner in? **[DD]**

Which school or department is the owner in? **[C DD]**

What is the owner’s position? **[DC DD]**

Remove a Source directory owner.

Which Source directory’s owner is being removed? **[DD tree]**

Which position is no longer an owner? **[C DD]**

Add Source directory read permissions.

Which Source directory has new read permissions? **[DD tree]**

Which division is the position with new permissions in? **[DD]**

Which school or department is the position with new permissions in? **[C DD]**

Which position has new read permissions? **[DC DD]**

Remove Source directory read permissions.

Which Source directory has new read restrictions? **[DD tree]**

Which division is the position losing read permissions in? **[DD]**

Which school or department is the position losing read permissions in? **[C DD]**

Which position is losing read permissions? **[DC DD]**

Add Source directory edit permissions.

Which Source directory has new edit permissions? **[DD tree]**

Which division is the position with new permissions in? **[DD]**

Which school or department is the position with new permissions in? **[C DD]**

Which position has new edit permissions? **[DC DD]**

Remove Source directory edit permissions.

Which Source directory has new edit restrictions? **[DD tree]**

Which division is the position losing edit permissions in? **[DD]**

Which school or department is the position losing edit permissions in? **[C DD]**

Which position is losing edit permissions? **[DC DD]**

**Distribution Groups**

Add an email distribution group.

What is the name of the new distribution group? **[F]**

Remove an email distribution group.

Which distribution group is being removed? **[DD]**

Give new distribution group send permissions.

Which distribution group is getting new send permissions? **[DD]**

Which division is the position getting new send permissions in? **[DD]**

Which school or department is the position getting new send permissions in? **[C DD]**

Which position is getting new send permissions? **[DC DD]**

Give new distribution group receive permissions.

Which distribution group is restricting send permissions? **[DD]**

Which division is the position losing send permissions in? **[DD]**

Which school or department is the position losing send permissions in? **[C DD]**

Which position is losing send permissions? **[DC DD]**