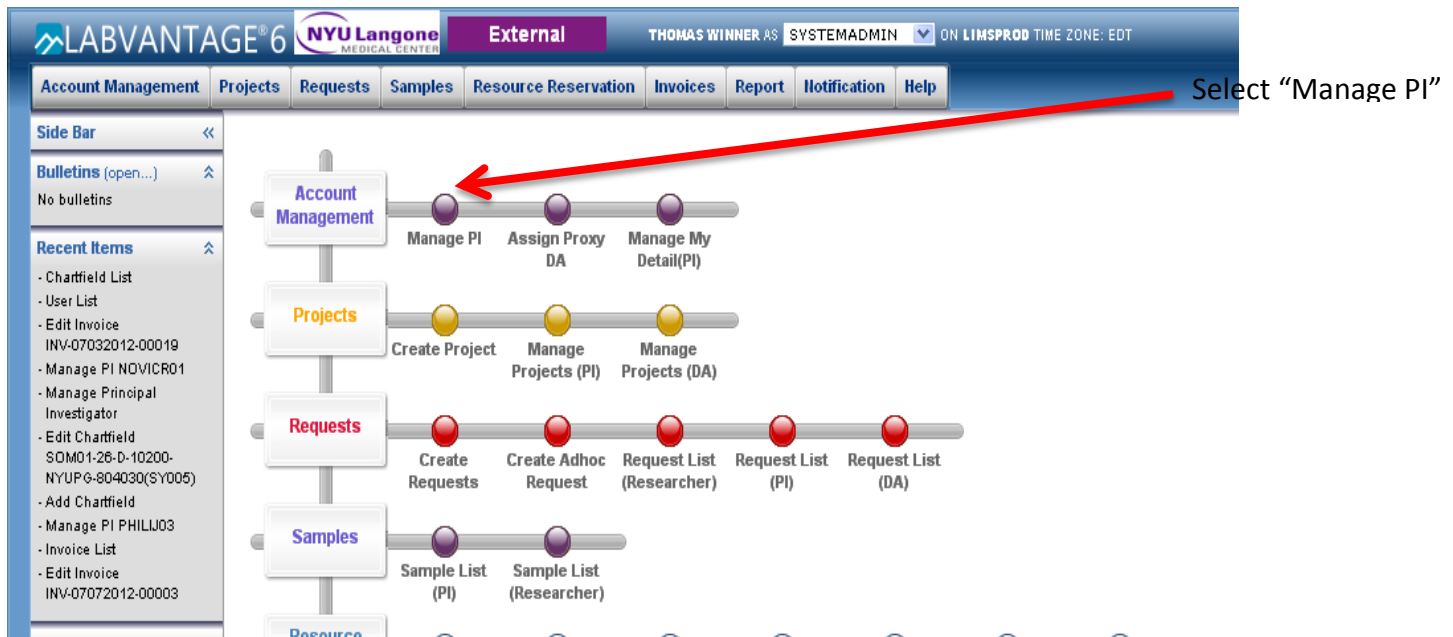


# Manage the Lab Roster

Managing lab personnel can be done from the “Account Management” tramline under the SystemAdmin site map.

1. Click on “Manage PI” (as indicated in the screenshot below). From the list of PIs, select a PI and click on the “Manage” button.



2. To add a submitter, click on the “Add Submitter” button and select users from the list of users.
3. To remove a submitter, select the user by checking next to the “Submitter KID”, and then click on the “Remove Submitter” button.
4. Save changes.

The screenshot shows the 'Manage PI' form in the LABVANTAGE 6 SystemAdmin interface. The form is titled 'Manage PI DEL243'. It contains fields for 'Kerberos ID', 'Full Name', 'Status', 'Email', 'Phone', 'DA?', 'Restricted DA', 'Lab Member?', 'External Type', 'Associated Core', 'Proxy DA?', 'PI?', 'External to NYU?', and 'Institution'. Below the form is a table with columns 'Submitter KID', 'Name', and 'Proxy to PI? Core'. The table lists several submitters: ABDULM01, SANTAF02, GOUGH01, MARIEI01, and DENG01. At the bottom of the form are buttons for 'Add Submitter', 'Assign Core', and 'Remove Submitter'. A red arrow points to the 'Save' button.

1. Add or remove

2. Save all changes