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Manage System Users

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CBPF GRANT MANAGEMENT SYSTEM (GMS)

III. **Managing someone's else profile / access on GMS**(#managing_someone_else_profile)

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I) **How to access the System Users module**

To access the System Users module, follow this navigation:


System Setup -> User Management -> System Users

CBPF GRANT MANAGEMENT SYSTEM (GMS)



Fund Name: Yemen ▼

Role: Humanitarian Financing Unit (HFU) ▼



Yemen
(Humanitarian Financing Unit (HFU))

Home
Allocations ▼
SharePoint Project ▼
CBPF Management
Risk Management ▼
System Setup ▼
Report ▼
Others ▼

Tasks Overview

Projects Task List Exclude configured project statuses

Date Assigned ▼	Code	Budget	Cluster

Financial Report Task List Exclude configured Financial Report Statuses

Date Assigned ▼	Code	Report Type	Report Name


Narrative Report Task List Exclude configured Narrative Report Statuses

Date Assigned ▼	Code	Report Type	Report Name

Configuration Setup >

Configuration Setup

Workflow Management >

Workflow Management Count:0 Export 

User Management >

User Management >


System Users >

System Users

Allocation Management >

Allocation Management >


Project Management >

Project Management Count:0 Export 

Due Diligence >

Due Diligence [Status](#)

PI Management >

Performance Index Mgmt Count:0 Export 

Fund Specific Documents >

Fund Specific Documents [Status](#)

This section is divided into 2 tabs. The first tab “User details” helps to manage (create/modify) system users(#managing_own_profile_access). The “User list”(#excel_list_users) can be used both to generate a list of all users and to access another’s user profile information.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

System Users

User Details User List

Click here to add new profile

User details

Full names

II) Managing your own profile / access on GMS_

a. WHAT INFORMATION IS INCLUDED IN MY USER'S AND PROFILES' DETAILS?

Your user details and primary profile information are automatically displayed when you reach the System Users – User Details tab.

System Users

User Details User List

Click here to add new profile

User details

Full names

User names

E-mail

Note:
 - Agencies/Partners: Should be selected by CHF Implementing Partners, i.e. recipients of CHF funding
 - Cluster leads and support officers: Should be selected by the sector lead and sector lead staff (i.e. M&E, reporting officers etc.)

Creation date: 11-04-2017 01:17:11 PM Last login date: 15-03-2021 03:33:11 PM Login count: 1275

CBPF GRANT MANAGEMENT SYSTEM (GMS)

You can find below a short description of all elements of this tab.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

CBPF GRANT MANAGEMENT SYSTEM (GMS)

System Users

User Details User List

[Click here to add new profile](#) **1**

User details

Full names **2**

User names

E-mail

Approve

Send Mail Notification on Approval of this user

Is Active?

Note:
 - Agencies/Partners: Should be selected by CHF Implementing Partners, i.e. recipients of CHF funding
 - Cluster leads and support officers: Should be selected by the sector lead and sector lead staff (i.e. M&E, reporting officers etc.)

5 Creation date: 11-04-2017 01:17:11 PM Last login date: 15-03-2021 03:33:11 PM Login count: 1275

Profile details

Pooled Fund * **3**

User Group

Business Role

Is Primary Group?

Organization **1**

Cluster

Allow workflow Mail Notifications

Clusters for Notification

[Save profile](#)



Yemen								
User Group	Organization	Cluster	Is Primary Group	Country	Allow workflow mail notification	Clusters for notification	Action	
GMS Admin team (HQ FCS)			yes	Yemen	no			
Humanitarian Financing Unit (HFU)			no	Yemen	no		Edit	
OCHA FCS			no	Yemen	no		Edit	
FCS Finance			no	Yemen	no			
Clusters leads and support officers		Health	no	Yemen	no		Edit	
Agencies/Partners	Anonymous2172		no	Yemen	no		Edit	
Auditors			no	Yemen	no		Edit	
HQ Senior Management			no	Yemen	no		Edit	

CBPF GRANT MANAGEMENT SYSTEM (GMS)



- 1- **[Click here to add new profile]**: this command allows you to create another user profile for a registered user. This is where you need to click if you wish to assign a new role to the user. *Please read the full guidance on how to create user profiles carefully before proceeding. It is accessible [HERE.\(#creating_profile\)](#).*
- 2- **User Details section**: this section includes the user's details (name, email address, registration status). These fields are non-editable. If you wish to change your email address or user name, *please refer to the guidance in the user registration article, accessible [HERE\(/content/how-edit-my-profiles-info-0?query=00487946-1370-4f1f-b349-e2d6f4426c56\)](#).*
- 3- **Profile Details section**: this section includes the details of the user profile, e.g. its user role and subsequent rights.
- 4- **Pooled Funds' User groups**: you will find at the bottom of the page the list of Pooled Fund(s) you are registered in and have access to, as well as the user group(s) linked to your access. To view the profile of a specific user group in a specific Pooled Fund, click on **[Edit]** on the right-hand side of its line.
- 5- The system displays here **the login information pertaining to the user's details and profiles**, including the creation date of the profile displayed, the last login date of the user, and the number of times the user logged in the GMS.

Your User Details include the following information (section 2 of the above screenshot):

CBPF GRANT MANAGEMENT SYSTEM (GMS)

User details

Full names	<input type="text" value="GMS Support CBPF"/>
User names	<input type="text" value="gms-support@un.org"/>
E-mail	<input type="text" value="gms-support@un.org"/>
Approve	<input checked="" type="checkbox"/>
Send Mail Notification on Approval of this user	<input type="checkbox"/>
Is Active?	<input checked="" type="checkbox"/>

Fields description :

- **Full names:** User's first and last name (non-editable field). *Please refer to [this article\(/content/how-edit-my-profiles-info-0?query=00487946-1370-4f1f-b349-e2d6f4426c56#I\)%20Change%20the%20username](/content/how-edit-my-profiles-info-0?query=00487946-1370-4f1f-b349-e2d6f4426c56#I)%20Change%20the%20username), to know more about changing the full name linked to your profile.*
- **Usernames:** User's registered email address (non-editable field). *(/content/user-registration#change%20email)Please refer to [this article\(/content/how-edit-my-profiles-info-0?query=00487946-1370-4f1f-b349-e2d6f4426c56#I\)%20Change%20the%20email%20ID%C2%A0](/content/how-edit-my-profiles-info-0?query=00487946-1370-4f1f-b349-e2d6f4426c56#I)%20Change%20the%20email%20ID%C2%A0), to know more about changing the email address linked to your profile.*
- **E-mail:** User's registered email address (non-editable field). *Please refer to [this article\(/content/how-edit-my-profiles-info-0?query=00487946-1370-4f1f-b349-e2d6f4426c56#I\)%20Change%20the%20email%20ID%C2%A0](/content/how-edit-my-profiles-info-0?query=00487946-1370-4f1f-b349-e2d6f4426c56#I)%20Change%20the%20email%20ID%C2%A0), to know more about changing the email address linked to your profile.*
- **Approve (checkbox):** This check box indicates whether this user's registration request has been approved. *Please click [here\(/content/how-approve-users-registration-onegms?query=00487946-1370-4f1f-b349-e2d6f4426c56\)](/content/how-approve-users-registration-onegms?query=00487946-1370-4f1f-b349-e2d6f4426c56), to know how to approve a registration request.*
- **Send Mail Notification on Approval of this user (checkbox):** This checkbox indicates whether the user will receive an email notification on registration approval. *Please refer to the registration approval guidance to learn more about this. ([#approving_registration](#)).*

CBPF GRANT MANAGEMENT SYSTEM (GMS)

• **Is Active?** (*checkbox*) – This checkbox, if ticked, indicates that this user is active in the system and able to perform functions assigned to this user's group. If unticked, it indicates that the user is not active, and therefore unable to perform any function related to its user group. *To learn more about this checkbox, please refer to the guidance: [how to deactivate a user's access to the GMS. \(#deactivating_another_user_profile\)](#).*

b. ADDING/EDITING ANOTHER USER ROLE TO YOUR PRIMARY PROFILE

i. How to create a new user role profile?

The system allows HFU staff to have several profiles saved under one email address (i.e. one Humanitarian ID user profile). This means that one user can be associated to several user roles, and can switch from a user role to another, with according rights and homepage dashboards.

***Note:** Before creating a new profile, please check that it does not already exist! You can check so in the Pooled Funds' section, at the bottom of the page ([section 4 of the above screenshot](#))([#profile_info](#)). If the profile you wish to add already exists, you can edit/update it. (*to learn how [to edit/update a profile](#), please refer to this section of the [article](#) (#editing_profile)*)

To create a new user role access/profile to your account, click on **[Click here to add new profile]**.

System Users

User Details

User List

Click here to add new profile

User details

Full names	<input type="text" value="GMS Support CBPF"/>
User names	<input type="text" value="gms-support@un.org"/>
E-mail	<input type="text" value="gms-support@un.org"/>
Approve	<input checked="" type="checkbox"/>
Send Mail Notification on Approval of this user	<input type="checkbox"/>
Is Active?	<input checked="" type="checkbox"/>

Profile details

Upon clicking on **click here to add new profile**, you will notice that the Profile Details section is now blank and has to be filled in. Fill in the fields as explained below :

CBPF GRANT MANAGEMENT SYSTEM (GMS)

System Users

User Details

User List


[Click here to add new profile](#)

Press **F11** to ex

User details

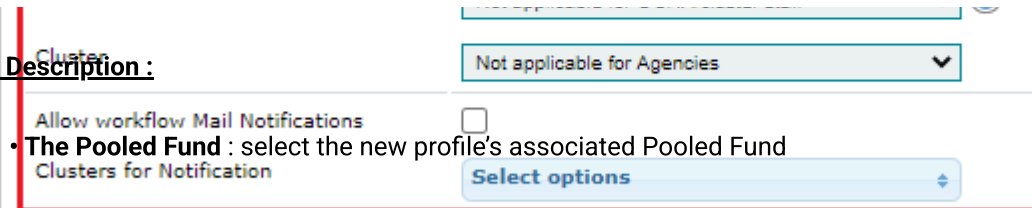
Full names	<input type="text" value="GMS Support CBPF"/>
User names	<input type="text" value="gms-support@un.org"/>
E-mail	<input type="text" value="gms-support@un.org"/>
Approve	<input checked="" type="checkbox"/>
Send Mail Notification on Approval of this user	<input type="checkbox"/>
Is Active?	<input checked="" type="checkbox"/>

Profile details

Pooled Fund *	<input type="text" value="-- Select Country --"/>
User Group	<input type="text" value="Advisor cross cutting issues"/>
Business Role	Not Applicable
Is Primary Group?	<input type="checkbox"/>
Organization	<input type="text" value="Not applicable for OCHA/cluster staff"/> 

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Fields Description :



**Please note, you can only create/edit profiles in the GMS Pooled Funds you are registered in. For instance, if you are only registered in GMS Yemen Pooled Fund, you cannot create profiles in a different Pooled Fund. Please contact GMS Support for more information.*

- **The User group** : select the new user group from the drop-down list
- **The Business role** : this option is only configurable by GMS Admin for the Business Role related to HFU. If you wish to grant a business role to a HFU user profile, please contact GMS support at this address: gms-support@un.org(mailto:gms-support@un.org). You can learn more about Business Roles [HERE](#).(#business_roles).
- **'Is Primary Group'**: If you wish this new user role to be your primary user group, tick the box 'Is Primary Group'. The Primary User Group is the User Group you set out to be your main user role on the GMS. It is usually the first user role you register as, before you create additional profiles. It is the primary user role which is displayed automatically when accessing the System users - Users Details tab.
- **The Organization**: If you are creating a profile as a Partner/Agency, select the organization this profile is linked to. If the user is not an Agency/Partner, then this field should be 'Not applicable for OCHA/cluster staff' users.
- **The Cluster**: If you are creating a profile as a Cluster Lead, please select a specific cluster. If the user is not a Cluster Coordinator, this field should be 'Not applicable for Agencies'.
- **Allow workflow mail notification**: if you wish the user to receive email notifications from the GMS, tick this box.
- **Cluster for notification**: This drop-down list is only relevant to Cluster Users profiles. You can select from this list the different clusters which notification you wish to receive by email.

If the Business role 'restricted cluster lead' (#restricted_cluster_business_role), was associated by GMS Support to this user, they will only receive notification related to their associated cluster, regardless of what you select in this list.

Please note, in order for this to work, the checkbox 'Allow workflow email notification' must be ticked.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Then, click on **[Save Profile]** to save your new profile.

You can double check that the profile was created by scrolling down to the according Pooled Fund section below. A new line corresponding to the new user group profile should have been created.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Is Primary Group?
 Organization: ⓘ
 Cluster:
 Allow workflow Mail Notifications
 Clusters for Notification:

Save profile



Yemen							
User Group	Organization	Cluster	Is Primary Group	Country	Allow workflow mail notification	Clusters for notification	Action
GMS Admin team (HQ FCS)			yes	Yemen	no		
Humanitarian Financing Unit (HFU)			no	Yemen	no		Edit
OCHA FCS			no	Yemen	no		Edit
FCS Finance			no	Yemen	no		
Clusters leads and support officers		Health	no	Yemen	no		Edit
Agencies/Partners	Anonymous2172		no	Yemen	no		Edit
Auditors			no	Yemen	no		Edit
HQ Senior Management			no	Yemen	no		Edit
Oversight & Compliance			no	Yemen	no		Edit
OCHA Field Officers, Guest users			no	Yemen	no		Edit
Humanitarian Coordinator (HC)			no	Yemen	no		Edit
M & R Specialist Group (Yemen)			no	Yemen	no		Edit
OIOS Investigators			no	Yemen	no		Edit
Third Party M&E (project-based) (Yemen)			no	Yemen	no		Edit

GMS Focus: What are the different Business Roles in the GMS?_

Business Roles exist in the GMS to differentiate access and rights within one user group. There are several Business Roles on the GMS:

Business Roles related to HFU users:

- The Fund Manager Business Role: only granted to Fund Managers, it allows Fund Managers to perform different actions which regular HFU staff do not have rights to do, more specifically, full access to the Case Management Module and the following rights on the Project Timelines(</content/timelines?query=00487946-1370-4f1f-b349-e2d6f4426c56#OneGMS%20Focus:%20WHO%20can%20do%20WHAT%20in%20the%20Timelines'%20tab?>): Adding, editing and deleting waivers, Marking/Unmarking the OM Compliant checkbox, Authorizing the Timelines.
- The HFU Program Officer Business Role (*Also available to FCS Finance user role*): Granted to HFU officers who work on Timelines' validation on behalf of the Fund Manager. Users linked to this business role can, in the Timelines' tab of projects, edit a waiver; mark/unmark the OM Compliant checkbox of report/monitoring instances and authorize/un-authorize the Timelines.
- The Compliance HFU team Business Role: Granted to HFU officers who have been assigned the task to follow up and work on fraud / case management. The fraud related mail notification alerts will be sent only to HFU users linked with this business role. This business role is assigned upon request from the Fund Manager and approval from the Oversight and Compliance Unit.
- The HFU GMS Admin Business Role: Granted to HFU officers who have been assigned the task to fill in the relevant information in the COVID app. (<https://cbpf.unocha.org/COVID19/>).
- The HFU Risk Management Group Business Role (*also available to FCS Finance and OCU user roles*): Only users linked to this Business Role can access the Due Diligence module on GMS.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

To FCS Finance user role:

- The HFU Program Officer Business Role: Granted to FCS officers who work on Timelines' validation. Users linked to this business role can, in the Timelines' tab of projects, edit a waiver; mark/unmark the OM Compliant checkbox of report/monitoring instances and authorize/un-authorize the Timelines.
- The HFU Risk Management Group Business Role *(also available to HFU and OCU user roles)*: Only users linked to this Business Roles can access the Due Diligence module.

To Cluster Leads and Support Officers User Role:

- The restricted Cluster Lead Business Role: Granted to Cluster Coordinators, this business role restricts the search of projects in the GMS to those linked to the cluster which is associated to the Cluster Coordinator user. If a user is linked with this Business role, the user will not be allowed to search/access projects from other clusters.

To Agency/Partner user role:

- The Compliance Agency Team Business Role: Granted to the Implementing Partner's staff who have been assigned the task to fill in and edit the Due Diligence form. Please note, this business role is not currently used in the system, meaning that all Agency/Partners users can fill in and edit the Due Diligence form.

To Oversight and Compliance user role:

- The Compliance CASE manager Business Role: Granted to OCU officers who have been assigned the task to manage fraud / case and are listed as Case Manager in the Partner Portal. This business role grants the access and rights of a Case Manager to the user, i.e. access to the assurance measures and case management modules in both the GMS and the Partner Portal.
- The HFU Risk Management group **(also available to FCS Finance and HFU user roles)**: Only users linked to this Business Roles can access the Due Diligence module.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

ii. How to edit one of my existing user role profiles?

Before editing your profile, please take a moment to read our GMS tip on the common mistakes to avoid, available [HERE](#).(#mistakes_to_avoid)

To edit one of your user role profiles, go to the Pooled Funds section at the bottom after accessing the page.

Make sure to select the User group's line that you wish to edit in the correct Pooled Fund and click on **[edit]** of its line, in the 'Action' column.

Yemen							
User Group	Organization	Cluster	Is Primary Group	Country	Allow workflow mail notification	Clusters for notification	Action
GMS Admin team (HQ FCS)			yes	Yemen	no		
Humanitarian Financing Unit (HFU)			no	Yemen	no		Edit
OCHA FCS			no	Yemen	no		Edit
FCS Finance			no	Yemen	no		
Clusters leads and support officers		Health	no	Yemen	no		Edit
Agencies/Partners	Annoymous2172		no	Yemen	no		Edit
Auditors			no	Yemen	no		Edit
HQ Senior Management			no	Yemen	no		Edit
Oversight & Compliance			no	Yemen	no		Edit
OCHA Field Officers, Guest users			no	Yemen	no		Edit
Humanitarian Coordinator (HC)			no	Yemen	no		Edit
M & R Specialist Group (Yemen)			no	Yemen	no		Edit
OIOS Investigators			no	Yemen	no		Edit
Third Party M&E (project-based) (Yemen)			no	Yemen	no		Edit

Then, go back to the top of the page, the selected profile should be displayed in the User/Profile's Details section. Double-check that it is the correct username (in this case, yours) that is displayed in the user details section. Edit the information (for instance, change the organization, as in the screenshot below) and click on **[save profile]**.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Approve
 Send Mail Notification on Approval of this user
 Is Active?

Profile details

Pooled Fund * Yemen

User Group Agencies/Partners

Business Role Not Applicable

Is Primary Group?

Organization Annoymous2172 (Annoymous2172)

Cluster

Allow workflow Mail Notifications

Clusters for Notification

Save profile

Yemen	
User Group	Is Primary Group
GMS Admin team (HQ FCS)	yes
Humanitarian Financing Unit (HFU)	no

CBPF GRANT MANAGEMENT SYSTEM (GMS)

***Please note**, you can only create/edit profiles in the GMS Pooled Funds you are registered in. For instance, if you are only registered in GMS Yemen Pooled Fund, you cannot create/edit profiles in a different Pooled Fund. To have access to multiple Pooled Funds, please contact GMS Support at this address: gms-support@un.org(<mailto:gms-support@un.org>).

CBPF GRANT MANAGEMENT SYSTEM (GMS)

One of the most common action to perform on your own user role profiles in the System users – User Details tab is to access a specific cluster / partner organization homepage and view of the GMS.

There is no need to create a new profile for each cluster or for each organization! You can simply edit the user role access you created in the first place.

You will find the guidance below for the two cases mentioned:

- [How to change the Cluster of your Cluster Leads user role access\(#edit_cluster\)](#)
- [How to change the Organization of your Agency/Partner user role access\(#edit_organization\)](#)

GMS Focus: How to change the Cluster of your Cluster Leads user role access (for HFU)_

To change the cluster, go to System users – Users Details tab, and go down to the Pooled fund section to find your Cluster Lead user role access you wish to edit. Click on **[edit]** of its line.

CBPF GRANT MANAGEMENT SYSTEM (GMS)


Organization: Not applicable for OCHA/cluster staff ⓘ

Cluster: Not applicable for Agencies ▼

Allow workflow Mail Notifications:

Clusters for Notification: Select options ▼

[Save profile](#)



Yemen							
User Group	Organization	Cluster	Is Primary Group	Country	Allow workflow mail notification	Clusters for notification	Action
GMS Admin team (HQ FCS)			yes	Yemen	no		
Humanitarian Financing Unit (HFU)			no	Yemen	no		Edit
OCHA FCS			no	Yemen	no		Edit
FCS Finance			no	Yemen	no		
Clusters leads and support officers		Health	no	Yemen	no		Edit
Agencies/Partners	Anonymous2172		no	Yemen	no		Edit
Auditors			no	Yemen	no		Edit
HQ Senior Management			no	Yemen	no		Edit

Go back up, the information displayed in the 'Profile details' section should be your Cluster Leads user role access.

In the Cluster drop-down list, select the cluster you wish to have access to, and then click on **[save profile]**.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

CBPF GRANT MANAGEMENT SYSTEM (GMS)

User details

Full names

User names

E-mail

Approve

Send Mail Notification on Approval of this user

Is Active?

Profile details

Pooled Fund *

User Group

Business Role

Is Primary Group?

Organization

Cluster

Allow workflow Mail Notifications

Clusters for Notification

- Health
- Not applicable for Agencies
- Camp Coordination / Management
- Coordination and Support Services
- Education
- Emergency Employment and Community Rehabilitation
- Emergency Telecommunications
- Food Security and Agriculture
- GBV Sub-Cluster
- Health
- Logistics
- Multi-sector for refugees and migrants
- Nutrition
- ProCap

Save profile

Yemen

CBPF GRANT MANAGEMENT SYSTEM (GMS)

User Group: Protection Rapid Response Mechanism | Primary Group: | Count: |

[Save profile](#)

User profile is updated successfully.

Yemen

User Group	Organization	Cluster	Is Primary Group	Country	Allow w
GMS Admin team (HQ FCS)			yes	Yemen	no
Humanitarian Financing Unit (HFU)			no	Yemen	no
OCHA FCS			no	Yemen	no
FCS Finance			no	Yemen	no
Clusters leads and support officers		Education	no	Yemen	no
Agencies/Partners	Annoymous2172		no	Yemen	no
Auditors			no	Yemen	no
HQ Senior Management			no	Yemen	no

Refresh the page, or go back to the homepage, then, switch to your cluster lead user role, (#switch_user_roles) the wanted cluster should now be displayed.

GMS Focus: How to change the Partner Organization of your Agency/Partner user role access_

CBPF GRANT MANAGEMENT SYSTEM (GMS)

To change the cluster, go to System users – Users Details tab, and go down to the Pooled fund section to find your Agency / Partner user role access you wish to edit. Click on **[edit]** of its line.

Is Primary Group?

Organization: Not applicable for OCHA/cluster staff ?


Cluster: Education

Allow workflow Mail Notifications:

Clusters for Notification: Select options

[Save profile](#)

User profile is updated successfully.



Yemen							
User Group	Organization	Cluster	Is Primary Group	Country	Allow workflow mail notification	Clusters for notification	Action
GMS Admin team (HQ FCS)			yes	Yemen	no		
Humanitarian Financing Unit (HFU)			no	Yemen	no		Edit
OCHA FCS			no	Yemen	no		Edit
FCS Finance			no	Yemen	no		
Clusters leads and support officers		Education	no	Yemen	no		Edit
Agencies/Partners	Anonymous2172		no	Yemen	no		Edit
Auditors			no	Yemen	no		Edit
HQ Senior Management			no	Yemen	no		Edit
Oversight & Compliance			no	Yemen	no		Edit

Go back up, the information displayed in the 'Profile details' section should be your Agency/Partner user role access.

In the Organization drop-down list, select the cluster you wish to have access to, and then click on **[save profile]**.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Approve

Send Mail Notification on Approval of this user

Is Active?

Profile details

Pooled Fund * Yemen

User Group Agencies/Partners

Business Role Not Applicable

Is Primary Group?

Organization Annoymous2172 (Annoymous2172)

Cluster

Allow workflow Mail Notifications


Clusters for Notification

Save profile

- Annoymous2172 (Annoymous2172)
- Annoymous587 (Annoymous587)
- Annoymous588 (Annoymous588)
- Annoymous590 (Annoymous590)
- Annoymous592 (Annoymous592)
- Annoymous599 (Annoymous599)
- Annoymous600 (Annoymous600)
- Annoymous638 (Annoymous638)
- Annoymous639 (Annoymous639)
- Annoymous66 (Annoymous66)**
- Annoymous72 (Annoymous72)
- Annoymous729 (Annoymous729)
- Annoymous756 (Annoymous756)
- Annoymous757 (Annoymous757)
- Annoymous759 (Annoymous759)
- Annoymous782 (Annoymous782)
- Annoymous783 (Annoymous783)
- Annoymous927 (Annoymous927)
- Annoymous928 (Annoymous928)
- Annoymous929 (Annoymous929)
- Annoymous930 (Annoymous930)

Yemen	
User Group	Is Primary Group
GMS Admin team (HQ FCS)	yes
Humanitarian Financing Unit (HFU)	no

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Organization	Anonymous66 (Anonymous66) 
Cluster	Not applicable for Agencies
Allow workflow Mail Notifications	<input type="checkbox"/>
Clusters for Notification	Select options

Save profile

User profile is updated successfully.

Yemen

User Group	Organization	Cluster	Is Primary Group
GMS Admin team (HQ FCS)			yes
Humanitarian Financing Unit (HFU)			no
OCHA FCS			no
FCS Finance			no
Clusters leads and support officers		Education	no
Agencies/Partners	Anonymous66		no
Auditors			no

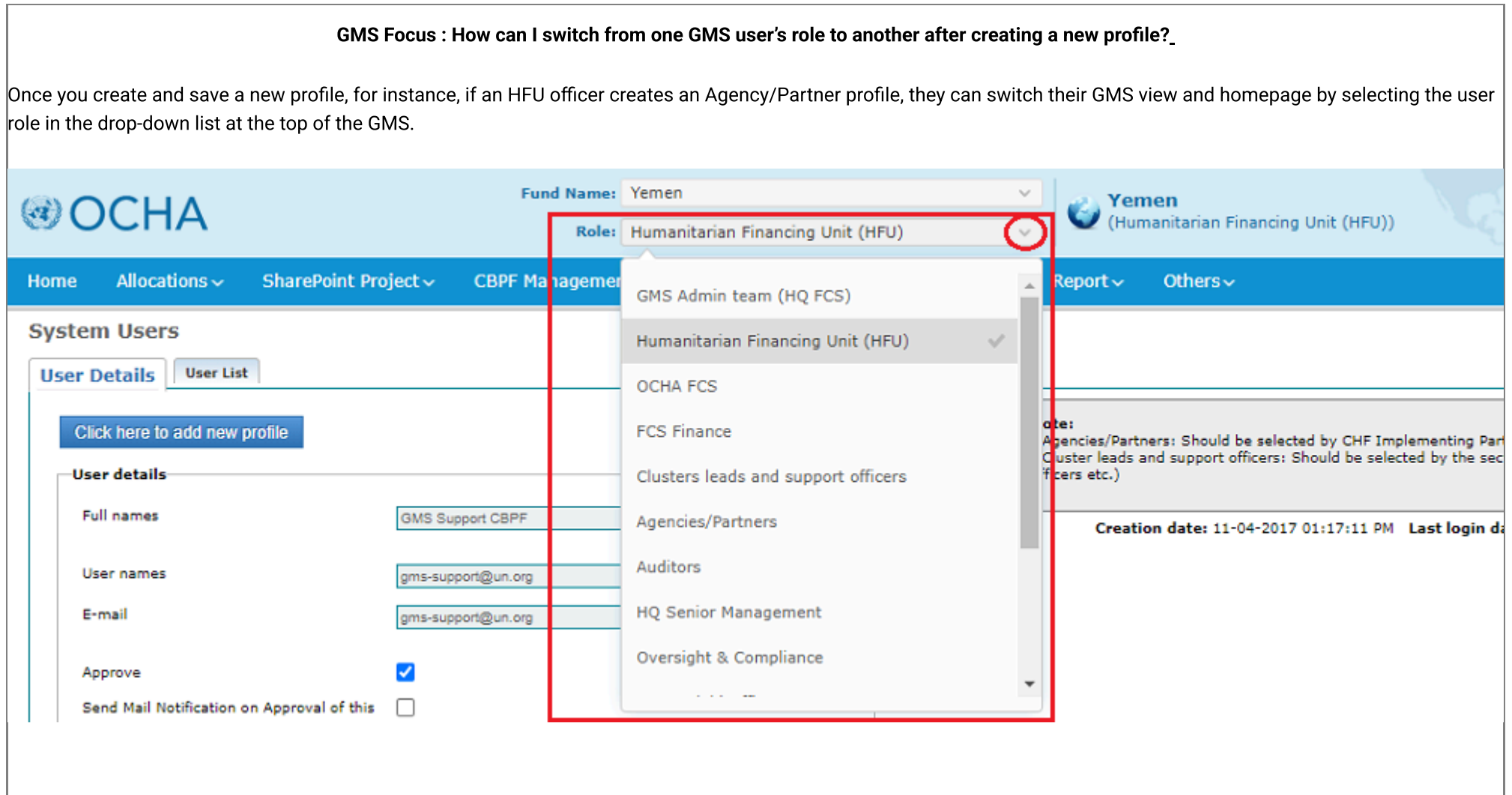
Refresh the page, or go back to the homepage, then, switch to your Agency/Partner user role(#switch_user_roles), the wanted Organization should now be displayed.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

CBPF GRANT MANAGEMENT SYSTEM (GMS)

GMS Focus : How can I switch from one GMS user's role to another after creating a new profile?_

Once you create and save a new profile, for instance, if an HFU officer creates an Agency/Partner profile, they can switch their GMS view and homepage by selecting the user role in the drop-down list at the top of the GMS.



The screenshot displays the OCHA GMS interface for the 'Yemen' fund. At the top, the 'Fund Name' is set to 'Yemen'. A 'Role' dropdown menu is open, showing a list of roles: 'GMS Admin team (HQ FCS)', 'Humanitarian Financing Unit (HFU)' (which is selected and has a checkmark), 'OCHA FCS', 'FCS Finance', 'Clusters leads and support officers', 'Agencies/Partners', 'Auditors', 'HQ Senior Management', and 'Oversight & Compliance'. The dropdown menu is highlighted with a red box. Below the dropdown, the 'System Users' section is visible, showing a form for adding a new profile. The form includes fields for 'Full names' (GMS Support CBPF), 'User names' (gms-support@un.org), and 'E-mail' (gms-support@un.org). There are also checkboxes for 'Approve' (checked) and 'Send Mail Notification on Approval of this' (unchecked). The 'Creation date' is 11-04-2017 01:17:11 PM and the 'Last login date' is blank.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Important Note: When you add a new role to your HFU access, make sure you refresh the page before selecting it in the “Role” drop-down menu.

***Please note,** if, as an HFU logged in with the Agency/Partner user role, you wish to have access to a different Organization than the one currently displayed by the system, you will need to edit the Agency/Partner profile you created, and select the organization you wish to view. This is also valid with the Cluster Leads user role and the specific cluster. *Please refer to the section above to know how to change to a different Organization(#edit_organization), or to a different Cluster(#edit_cluster).*

GMS tip: 2 common mistakes you want to avoid while modifying your user roles/ profile details

1st mistake: 'Wanting to add a new profile but modifying the user's own primary HFU user role instead'

How could users make this mistake?

This mistake happens when a user wishes to create a new access, e.g. as an Agency/Partner, but they do not click on [click here to create a new profile], OR when they wish to edit one of their existing user role profiles, but do not search for it in the Pooled Funds section and do not click on [edit].

Hence, they edit the information automatically displayed in the System Users- User details tab, which is their PRIMARY HFU profile, and click on [save profile].

Why is it an issue?

If you modify your primary profile, e.g. because you wanted to create an 'Agency/Partner' access, without first clicking on [click here to add new profile], **you will be automatically logged out of GMS, with no possibility of logging back in as an HFU user role.**

How to avoid it?

As a general rule, **DO NOT EVER CHANGE YOUR PRIMARY PROFILE.** Your primary profile is the one that is automatically displayed when you log in the GMS and access the System Users – User Details tab. *If you wish to create/edit another user role access to your profile, please refer to this guidance below*

- [How to create another user role access to my_profile?\(#creating_profile\)](#)

- [How to edit one my_profile's user role access?\(#editing_profile\)](#)

What should I do if this happened to me?

If you have been kicked out of GMS and find yourself unable to log in as your original primary profile after editing it, you need to request a member of your HFU to reinstate your HFU access, or contact GMS Support at this address : gms-support@un.org (mailto:gms-support@un.org).

2nd mistake : 'Wanting to delete a user role profile (e.g. Agency/Partner access) but actually ending up deactivating/unapproving the whole access to GMS'

CBPF GRANT MANAGEMENT SYSTEM (GMS)

How could users make this mistake?

This mistake happens when a user wishes to delete one of their profile user role, for instance Cluster Leads, and to do so, they untick the 'Is Active' or 'Approve' checkbox of the said profile and click on [Save].

Why is it an issue?

It is a mistake as the 'Approve' / 'is Active' checkboxes are linked to your USER DETAILS, not the specific profile. Hence, if you deactivate your user details thinking it would delete the specific profile, **the GMS will log you out, with no possibility of logging in again, as it will consider that your whole account is no longer active/approved.**

How to avoid making this issue?

IT IS IMPOSSIBLE FOR HFU USERS TO DELETE A PROFILE ONCE IT HAS BEEN CREATED. Only GMS Admin can do this. If you wish to delete one of your profile's user roles, please contact GMS Support at this address: gms-support@un.org(mailto:gms-support@un.org).

What should I do if this happened to me?

If you have been kicked out of GMS and find yourself unable to log in after deactivating/unapproving your GMS access, you need to request a member of your HFU to re-activate/approve your account, or contact GMS Support at this address : gms-support@un.org.(mailto:gms-support@un.org).

III) Managing someone's else profile / access on GMS_

HFU officers have the possibility to edit another user's profile on GMS. This is for instance required when you wish to approve a user's registration, to activate/deactivate the user's profile, to allow the workflow email notifications or to edit the information of the profile in case of a mistake during the registration.

a. APPROVING USERS' REGISTRATIONS_

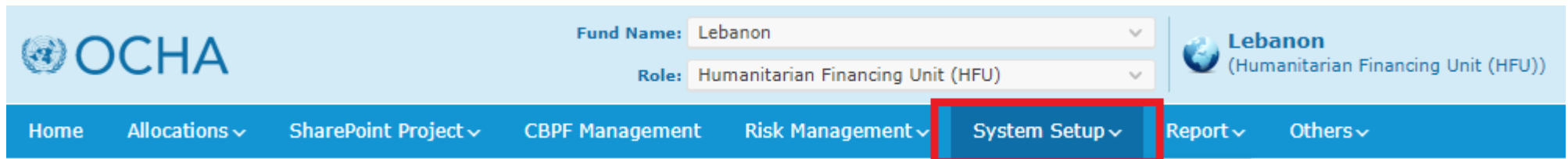
CBPF GRANT MANAGEMENT SYSTEM (GMS)

To approve a user's registration, you will need to filter and access their user details. To do so, you can use either the User's List tab of the System Users module, or the Online User Registration page.

You will find below guidance on how to access a user's profile details through both ways.

1/ The Online User Registration page

The Online User Registration page is a list of all pending user registrations. All names on this list are users awaiting their registration approval. To access the Online User Registration page, click on **[System Setup]** from your homepage menu options.



In the Online User Registration page, click on the username of the user whose registration you wish to approve.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

OCHA Fund Name: Lebanon Role: Humanitarian Financing Unit (HFU) Welcome: gms-support@un.org [FUND HOME](#) [LOGOUT](#)

Home Allocations ▾ SharePoint Project ▾ CBPF Management Risk Management ▾ System Setup ▾ Report ▾ Others ▾ ?

Online User Registration

Pending applications user to approve.

#	User Name	Full Names	Organization	User group	Cluster	Created Date	Last Login Date
1.	sa: [redacted]	[redacted]		OCHA Field Officers, Guest users		19-Apr-2020 09:51:43	18-Jun-2020 02:34:41
2.	bht[redacted]@gmail.com	BHTest BHTestLname	Annoymous103	Agencies/Partners		25-Jun-2020 03:43:09	25-Jun-2020 03:47:11

2/ Accessing the user registration request through the User's List tab

The User's List tab is part of the System Users Module (which can be accessed through: *System Setup > User Management > System User*, from the menu bar).

System Users

User Details **User List**

Agency: [Export All Users List](#)

User Group:

Search:

[Click to filter](#)

CBPF GRANT MANAGEMENT SYSTEM (GMS)

The user list's tab enables users to generate a list of all registered GMS user of the Pooled Fund you are currently logged in. You can apply filters to the list. Then click on **[Click to Filter]** to generate the users' list.

System Users

User Details **User List**

Agency: All

User Group: All

Search: gms support

Click to filter

[Export All Users List](#)

User Name	Full Name	Organization	User group	Is primary user group	Cluster	Is Approved	Created date	Last login date
gms-support@un.org	GMS Support CBPF		GMS Admin team (HQ FCS)	yes	No	1	11-04-2017 02:07:02 PM	16-03-2021 05:51:40 PM
gms-support@un.org	GMS Support CBPF		Humanitarian Financing Unit (HFU)	no	No	1	08-05-2017 03:08:58 PM	16-03-2021 05:51:51 PM
gms-support@un.org	GMS Support CBPF		OCHA FCS	no	No	1	11-07-2017 04:37:25 PM	25-02-2021 03:27:44 PM
gms-support@un.org	GMS Support CBPF		FCS Finance	no	No	1	11-07-2017 04:38:12 PM	11-02-2021 02:32:37 PM
gms-support@un.org	GMS Support CBPF		Clusters leads and support officers	no	No	1	04-10-2017 10:13:45 AM	10-12-2020 09:43:05 AM
gms-support@un.org	GMS Support CBPF	Annoymous2172	Agencies/Partners	no	No	1	19-10-2017 10:28:54 AM	25-02-2021 03:28:42 PM
gms-support@un.org	GMS Support CBPF		Auditors	no	No	1	05-03-2018 04:07:08 PM	03-03-2021 10:27:21 AM
gms-support@un.org	GMS Support CBPF		HQ Senior Management	no	No	1	06-04-2018 01:46:30 PM	27-01-2021 01:43:52 PM
gms-support@un.org	GMS Support CBPF		Oversight & Compliance	no	No	1	14-08-2018 04:02:41 PM	16-12-2020 01:31:24 PM
gms-support@un.org	GMS Support CBPF		OCHA Field Officers, Guest users	no	No	1	26-11-2018 10:11:42 AM	11-02-2020 02:53:14 PM
gms-support@un.org	GMS Support CBPF		Humanitarian Coordinator (HC)	no	No	1	08-03-2019 10:55:23 AM	28-01-2021 02:23:50 PM

The Username (far-left column) displays the login ID of the user (their email address). Click on the email address (which contains a hyperlink), to be redirected to the User Details' tab, allowing you to approve their registration request or edit their profile.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Approving the User Registration

Whether you used the Online Registration Page or the User's List tab, clicking on the user's email address will redirect you to the 'System Users' page - User Details tab.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Once you are redirected to the “System Users-User Details’ tab, displaying the user’s details and profile’s information, there are 6 steps to approve the user’s registration:

CBPF GRANT MANAGEMENT SYSTEM (GMS)

System Users

User Details User List

User details

Full names	<input type="text"/>
User names	<input type="text"/>
E-mail	<input type="text"/>
Approve	<input checked="" type="checkbox"/> 1
Send Mail Notification on Approval of this user	<input checked="" type="checkbox"/> (3)
Is Active?	<input checked="" type="checkbox"/> 2

Profile details

Pooled Fund *	<input type="text" value="Yemen"/>
User Group	<input type="text" value="Agencies/Partners"/>
Business Role	Not Applicable 4
Is Primary Group?	<input checked="" type="checkbox"/>
Organization	<input type="text" value="Anonymous1132 (Anonymous1132)"/> ⓘ
Cluster	<input type="text" value="Not applicable for Agencies"/>
Allow workflow Mail Notifications	<input checked="" type="checkbox"/> (5)
Clusters for Notification	<input type="text" value="Select options"/>

Save profile **6**

CBPF GRANT MANAGEMENT SYSTEM (GMS)

1. Tick the 'Approve' box,
2. Ensure the profile is ticked as 'Active',
3. You can tick the box 'Send Mail Notification on Approval of the user' if you wish the user to be notified of this registration approval – please note this only works if the user is registering under Agency/Partner user group (optional),
4. Verify all other profile information is correct,

For example, make sure you select 'Not applicable for OCHA / cluster staff' in the Organization field for any user role that is not Agencies/Partner. For Agencies/Partner, make sure you select the correct organization.

Also, make sure you select 'Not applicable for Agencies' in the Cluster field for any user role that is not Cluster Leads. For Cluster Leads, make sure you select the correct cluster.

***Please note**, a user registration request cannot be approved with the role "Others". When HFUs try to approve a request with "Others" as a user role, the system will display an error message and the registration will not be completed.

If you are in this case, you need to select for the user which user group they belong to. This will be the case for instance, for new HFU staff, as the option to register requesting a HFU role is not displayed in the registration form. Hence, when approving such a registration request, you will need to select for the user the HFU user role.

5. Tick the 'Allow workflow Mail Notifications' box (optional),
In addition, if the user is a Cluster Leads, you can select from the 'Cluster for notification' drop-down list the clusters the user will receive notification from.

6. Then, click on [Save profile].

The user registration is now approved! The user can access their GMS homepage using their Humanitarian ID credentials.

b. EDITING ANOTHER USER'S PROFILE

To edit another user's profile, you first need to select them by using the User's list tab of the System Users module.

After applying filters in the search tool and clicking on **[click to filter]**, click on the user's username (email address) to access and have the possibility to update its information.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

System Users

User Details **User List**

Agency: All  Export All Users List

User Group: All

Search: gms support

[Click to filter](#)

User Name	Full Name	Organization	User group	Is primary user group	Cluster	Is Approved	Created date	Last login date
gms-support@un.org	GMS Support CBPF		GMS Admin team (HQ FCS)	yes	No	1	11-04-2017 02:07:02 PM	16-03-2021 05:51:40 PM
gms-support@un.org	GMS Support CBPF		Humanitarian Financing Unit (HFU)	no	No	1	08-05-2017 03:08:58 PM	16-03-2021 05:51:51 PM
gms-support@un.org	GMS Support CBPF		OCHA FCS	no	No	1	11-07-2017 04:37:25 PM	25-02-2021 03:27:44 PM
gms-support@un.org	GMS Support CBPF		FCS Finance	no	No	1	11-07-2017 04:38:12 PM	11-02-2021 02:32:37 PM
gms-support@un.org	GMS Support CBPF		Clusters leads and support officers	no	No	1	04-10-2017 10:13:45 AM	10-12-2020 09:43:05 AM
gms-support@un.org	GMS Support CBPF	Annoymous2172	Agencies/Partners	no	No	1	19-10-2017 10:28:54 AM	25-02-2021 03:28:42 PM
gms-support@un.org	GMS Support CBPF		Auditors	no	No	1	05-03-2018 04:07:08 PM	03-03-2021 10:27:21 AM
gms-support@un.org	GMS Support CBPF		HQ Senior Management	no	No	1	06-04-2018 01:46:30 PM	27-01-2021 01:43:52 PM
gms-support@un.org	GMS Support CBPF		Oversight & Compliance	no	No	1	14-08-2018 04:02:41 PM	16-12-2020 01:31:24 PM
gms-support@un.org	GMS Support CBPF		OCHA Field Officers, Guest users	no	No	1	26-11-2018 10:11:42 AM	11-02-2020 02:53:14 PM
gms-support@un.org	GMS Support CBPF		Humanitarian Coordinator (HC)	no	No	1	08-03-2019 10:55:23 AM	28-01-2021 02:23:50 PM

By clicking on one of the user's username (aka email address), the system will redirect you to the Users' Details tab, now filled with the selected user's information.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

System Users

User Details

User List

[Click here to add new profile](#)

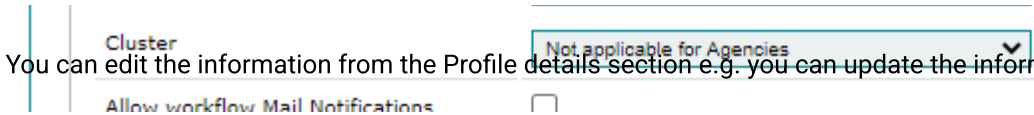
User details

Full names	<input type="text" value="GMS Support CBPF"/>
User names	<input type="text" value="gms-support@un.org"/>
E-mail	<input type="text" value="gms-support@un.org"/>
Approve	<input checked="" type="checkbox"/>
Send Mail Notification on Approval of this user	<input type="checkbox"/>
Is Active?	<input checked="" type="checkbox"/>

Profile details

Pooled Fund *	<input type="text" value="Yemen"/>
User Group	<input type="text" value="Humanitarian Financing Unit (HFU)"/>
Business Role	Not Applicable
Is Primary Group?	<input type="checkbox"/>
Organization	<input type="text" value="Not applicable for OCHA/cluster staff"/>

CBPF GRANT MANAGEMENT SYSTEM (GMS)



The screenshot shows a form with two fields. The first field is labeled 'Cluster' and has a dropdown menu with the text 'Not applicable for Agencies' and a downward arrow. The second field is labeled 'Allow workflow Mail Notifications' and has a checkbox that is currently unchecked.

You can edit the information from the Profile details section e.g. you can update the information, allow notifications, approve registration etc. before clicking on **[save profile]**.

Creating a new profile for a specific user is the same process than creating a new profile for your own user account, except that you must first select the specific user, and then click on **[add new profile]**. *To learn more on how to create a profile, please refer to [this guidance of the article. \(#creating_profile\)](#).*

CBPF GRANT MANAGEMENT SYSTEM (GMS)

System Users

[User Details](#) [User List](#)

[Click here to add new profile](#)

User details

Full names	<input type="text" value="GMS Support CBPF"/>
User names	<input type="text" value="gms-support@un.org"/>
E-mail	<input type="text" value="gms-support@un.org"/>
Approve	<input checked="" type="checkbox"/>
Send Mail Notification on Approval of this user	<input type="checkbox"/>
Is Active?	<input checked="" type="checkbox"/>

Profile details

Pooled Fund *	<input type="text" value="Yemen"/>
User Group	<input type="text" value="Agencies/Partners"/>
Business Role	Not Applicable
Is Primary Group?	<input type="checkbox"/>
Organization	<input type="text" value="Anonymous88 (Anonymous88)"/>
Cluster	<input type="text" value="Not applicable for Agencies"/>
Allow workflow Mail Notifications	<input type="checkbox"/>
Clusters for Notification	<input type="text" value="Select options"/>

[Save profile](#)

CBPF GRANT MANAGEMENT SYSTEM (GMS)

c. DEACTIVATING ANOTHER USER'S PROFILE

To deactivate another user's profile, select them from the User's list tab *(to learn how to do so, please refer to [this guidance of the article](#)).* *(#editing_another_user_profile)*.

***Please be careful not to deactivate your own profile!**

Once on the user's User and Profile details, untick the box 'Is active', and click on **[save profile]**. By unticking the box 'Is Active' and saving, the 'approve' box will automatically be unticked.

***Please note** that this will deactivate the user's account, log them out of the GMS, and prevent them from logging back in the GMS.

System Users

User Details User List

[Click here to add new profile](#)

User details

Full names	<input type="text" value="GMS Support CBPF"/>
User names	<input type="text" value="gms-support@un.org"/>
E-mail	<input type="text" value="gms-support@un.org"/>
Approve	<input checked="" type="checkbox"/>
Send Mail Notification on Approval of this user	<input type="checkbox"/>
Is Active?	<input type="checkbox"/>

Profile details

Pooled Fund *	<input type="text" value="Yemen"/>
User Group	<input type="text" value="Agencies/Partners"/>
Business Role	Not Applicable
Is Primary Group?	<input type="checkbox"/>
Organization	<input type="text" value="Anonymous00 (Anonymous00)"/>
Cluster	<input type="text" value="Not applicable for Agencies"/>
Allow workflow Mail Notifications	<input type="checkbox"/>
Clusters for Notification	<input type="text" value="Select options"/>

[Save profile](#)

CBPF GRANT MANAGEMENT SYSTEM (GMS)

GMS Focus: What is the difference between 'Active' and 'Approved' _

- When a user registers for the first time and submits his/her registration, the user is "active" but "not approved". At this stage, a user can only access the registration page and nothing else in the application.
- On approval of the user's registration, the user is "active" and "approved" (i.e. both checkboxes are checked). Once the user is approved, the user can access GMS based on the permissions assigned to his/her role.
- * By unticking the box 'Is Active' and clicking on [save], the 'Approve' checkbox is automatically un-ticked.
- When the user is neither "active" nor "approved", the user cannot access anything in GMS (including the registration submission page). User cannot perform any action on the system. On login the user is displayed the following message:

OCHA CBPF Grant Management System (GMS)

Please note that your account has been deactivated. For more information on the status of your user profile, or to request its reactivation, contact the respective HFU country team.

You can perform one of the following actions

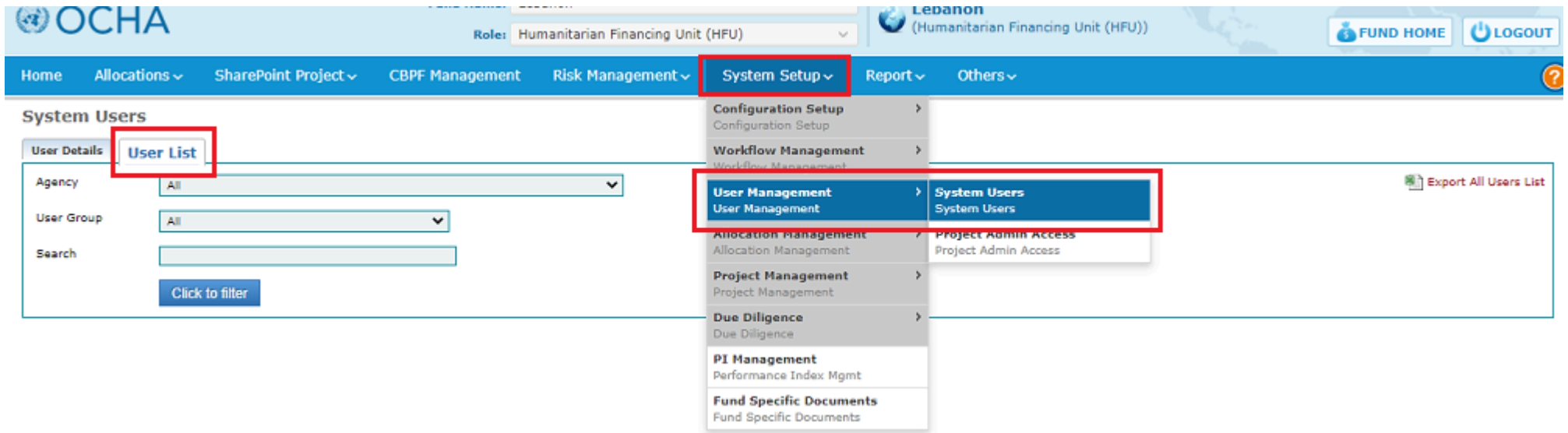
 [GO TO FUND HOME](#)

 [LOGIN USING ANOTHER ACCOUNT](#)

IV) GMS tip: generating and exporting a list of all approved users of the GMS_

CBPF GRANT MANAGEMENT SYSTEM (GMS)

To generate a list of all registered users of the GMS in your Pooled Fund, go to the System Users module, User's List tab.



You can apply the below filters to the list.

The filters available are:

- **Agency** (*drop down box*): List of all partner organizations in the pooled fund.
- **User Group** (*drop down box*): List of all user groups available in the pooled fund.
- **Search** (*text box*): You can enter a name or email address to filter one specific user.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Then click on **[Click to Filter]** to generate the users' list.

System Users

User Details **User List**

Agency: All Export All Users List

User Group: All

Search:

Click to filter

User Name	Full Name	Organization	User group	Is primary user group	Cluster	Is Approved	Created date	Last login date
[Redacted]	[Redacted]		Humanitarian Financing Unit (HFU)	yes	No	1	17-12-2020 04:16:33 PM	15-02-2021 03:49:50 PM
[Redacted]	[Redacted]	Annoymous631	Agencies/Partners	yes	No	0	17-02-2021 12:19:33 PM	
[Redacted]	BHTest BHTestLname	Annoymous103	Agencies/Partners	yes	No	0	25-06-2020 03:43:09 PM	25-06-2020 03:47:11 PM
[Redacted]	[Redacted]	Annoymous103	Agencies/Partners	yes	No	0	17-02-2021 01:47:39 PM	
[Redacted]	[Redacted]	Annoymous1723	Agencies/Partners	yes	No	1	07-10-2020 01:55:59 PM	11-11-2020 05:20:17 PM
[Redacted]	[Redacted]		GMS Admin team (HQ FCS)	yes	No	1	27-07-2020 08:29:23 PM	01-04-2021 12:40:57 AM
[Redacted]	[Redacted]	Annoymous103	Agencies/Partners	no	No	1	17-09-2020 11:45:54 AM	01-04-2021 12:41:16 AM
[Redacted]	GMS TRIGYN		Humanitarian Financing Unit (HFU)	no	No	1	11-09-2015 12:18:14 PM	31-07-2020 02:50:03 PM

Columns description:

- **User name:** Displays the email address used as the HID username login. You can click on this user name to access this user's profile information.
- **Full name:** Displays the user's full name.
- **Organization:** If relevant, displays the Partner Organization the user is linked to.
- **User group:** Displays the role linked to the user.
- **Is primary user group:** This column will indicate if the said user group is the user's primary user group. Please note that this list is a list of all PROFILES. This means that a

CBPF GRANT MANAGEMENT SYSTEM (GMS)

single user who has several user role profile accesses (e.g. a HFU staff with Cluster Leads and Agency/Partner accesses) will be listed several times, as many times as their number of profiles created.

- **Cluster:** If relevant, displays the Cluster this user is linked to.
- **Is Approved:** Indicates whether this user's registration request has been approved or not.
- **Created date:** Indicates the profile's creation date.
- **Last login date:** Indicates the user's last login date.

The displayed user list can be exported in an excel format by clicking on **[Export All Users List]**.

If you applied filters to the list, only the filtered users will be exported, with their related information, as they appear on the list.

CBPF GRANT MANAGEMENT SYSTEM (GMS)


System Users

User Details User List

Agency:

User Group:

Search:

 [Export All Users List](#)

User Name	Full Name	Organization	User group	Is primary user group	Cluster	Is Approved	Created date	Last login date
gms-support@un.org	GMS Support CBPF		GMS Admin team (HQ FCS)	yes	No	1	11-04-2017 02:07:02 PM	16-03-2021 05:51:40 PM
gms-support@un.org	GMS Support CBPF		Humanitarian Financing Unit (HFU)	no	No	1	08-05-2017 03:08:58 PM	16-03-2021 05:51:51 PM
gms-support@un.org	GMS Support CBPF		OCHA FCS	no	No	1	11-07-2017 04:37:25 PM	25-02-2021 03:27:44 PM
gms-support@un.org	GMS Support CBPF		FCS Finance	no	No	1	11-07-2017 04:38:12 PM	11-02-2021 02:32:37 PM
gms-support@un.org	GMS Support CBPF		Clusters leads and support officers	no	No	1	04-10-2017 10:13:45 AM	10-12-2020 09:43:05 AM
gms-support@un.org	GMS Support CBPF	Annoymous2172	Agencies/Partners	no	No	1	19-10-2017 10:28:54 AM	25-02-2021 03:28:42 PM
gms-support@un.org	GMS Support CBPF		Auditors	no	No	1	05-03-2018 04:07:08 PM	03-03-2021 10:27:21 AM
gms-support@un.org	GMS Support CBPF		HQ Senior Management	no	No	1	06-04-2018 01:46:30 PM	27-01-2021 01:43:52 PM
gms-support@un.org	GMS Support CBPF		Oversight & Compliance	no	No	1	14-08-2018 04:02:41 PM	16-12-2020 01:31:24 PM