

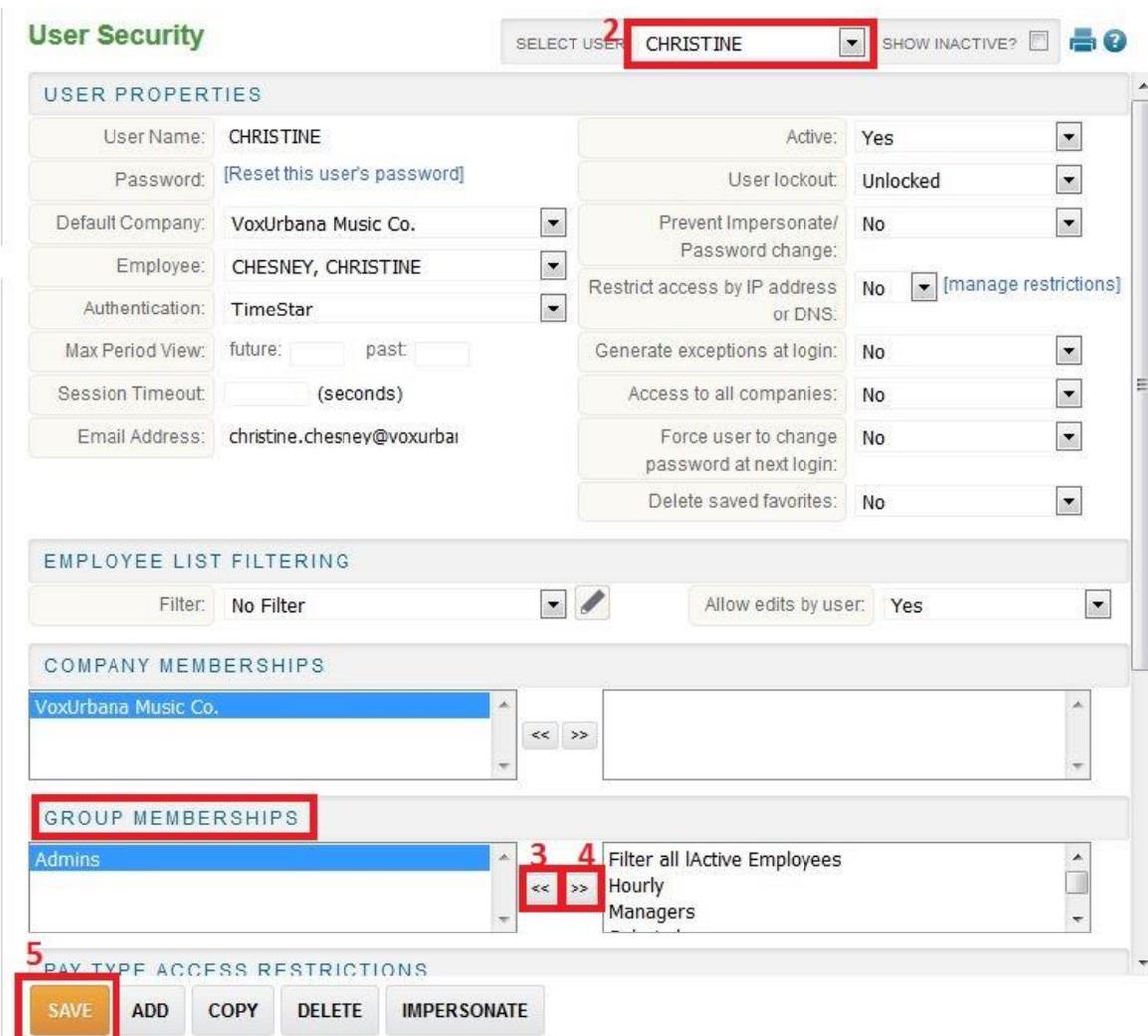
User Security Changes

In cases where you need to change an employee's security level (e.g. making someone an administrator or manager), follow these guidelines:

1. Navigate to Security Setup > User Security
2. Choose the user from the drop down at the very top, or if they are not an employee in the system, choose their username from the Select User drop down.
3. Under Group Memberships, remove the current group membership by clicking the >> button.
4. Highlight the new group to which you want to assign them, and choose it by clicking the << button.

NOTE: Assigning more than one Security Group Membership will cause conflicts in their profile and cause errors when they try to log in.

5. Click the Save button at the bottom of the screen.



User Security SELECT USER **CHRISTINE** SHOW INACTIVE?  

USER PROPERTIES

User Name:	CHRISTINE	Active:	Yes
Password:	[Reset this user's password]	User lockout:	Unlocked
Default Company:	VoxUrbana Music Co.	Prevent Impersonate/Password change:	No
Employee:	CHESNEY, CHRISTINE	Restrict access by IP address or DNS:	No [manage restrictions]
Authentication:	TimeStar	Generate exceptions at login:	No
Max Period View:	future: <input type="text"/> past: <input type="text"/>	Access to all companies:	No
Session Timeout:	<input type="text"/> (seconds)	Force user to change password at next login:	No
Email Address:	christine.chesney@voxurba	Delete saved favorites:	No

EMPLOYEE LIST FILTERING

Filter: No Filter  Allow edits by user: Yes

COMPANY MEMBERSHIPS

VoxUrbana Music Co. << >>

GROUP MEMBERSHIPS

Admins << >> Filter all IActive Employees
Hourly
Managers

PAY TYPE ACCESS RESTRICTIONS

SAVE ADD COPY DELETE IMPERSONATE