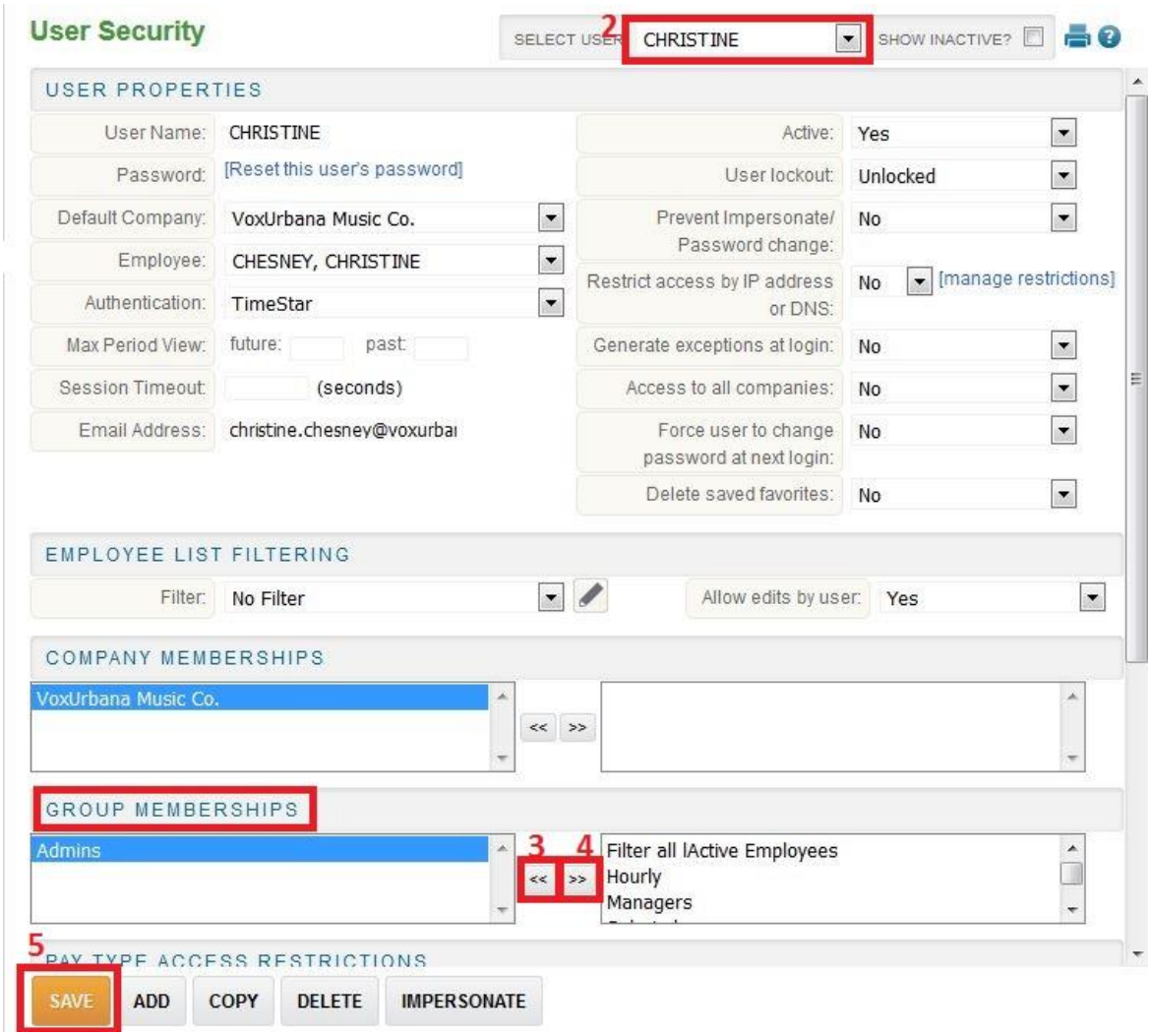
User Security Changes

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.