

Change User Security and Permission

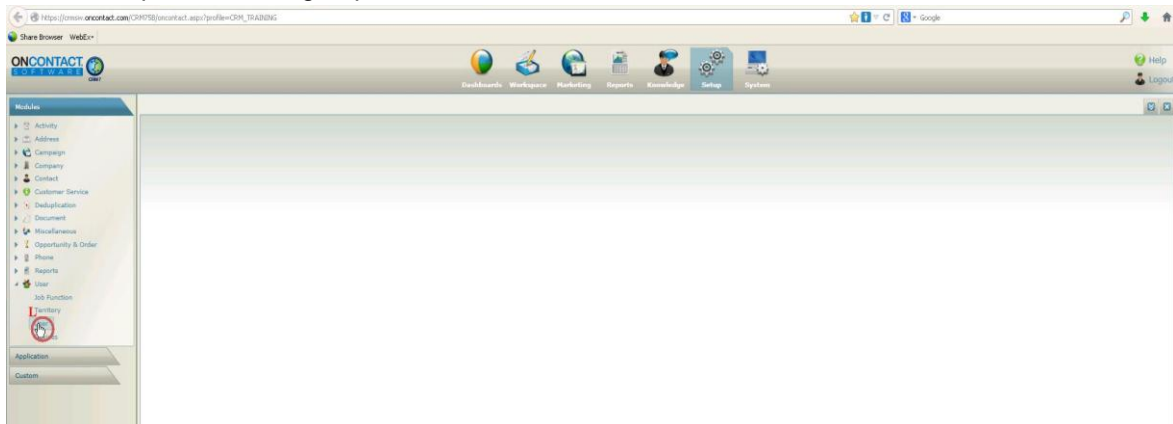
1. Click the Setup icon.



2. Click the Modules Menu.

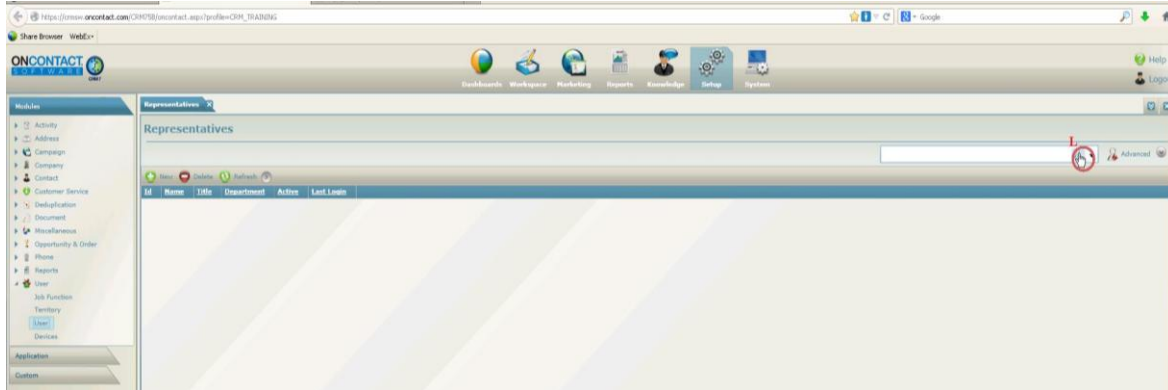


3. Click to open the User group.

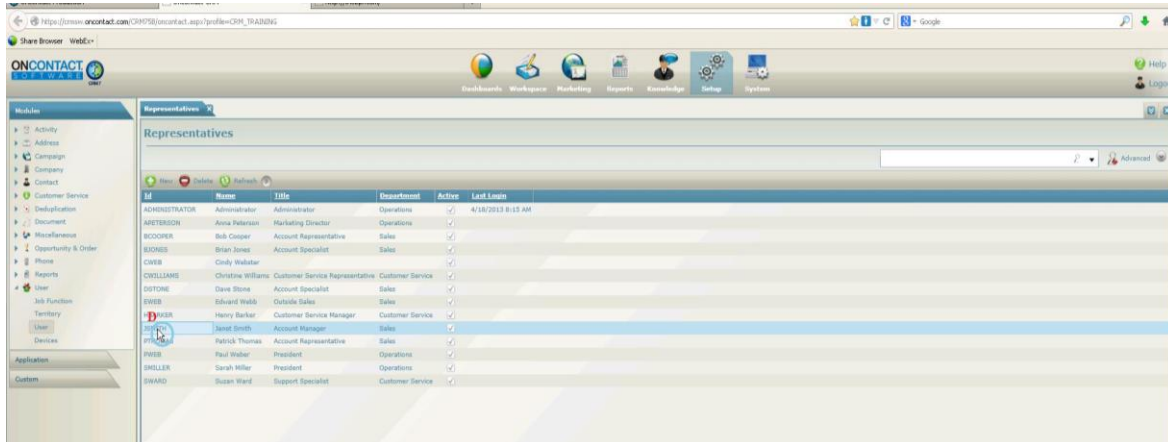


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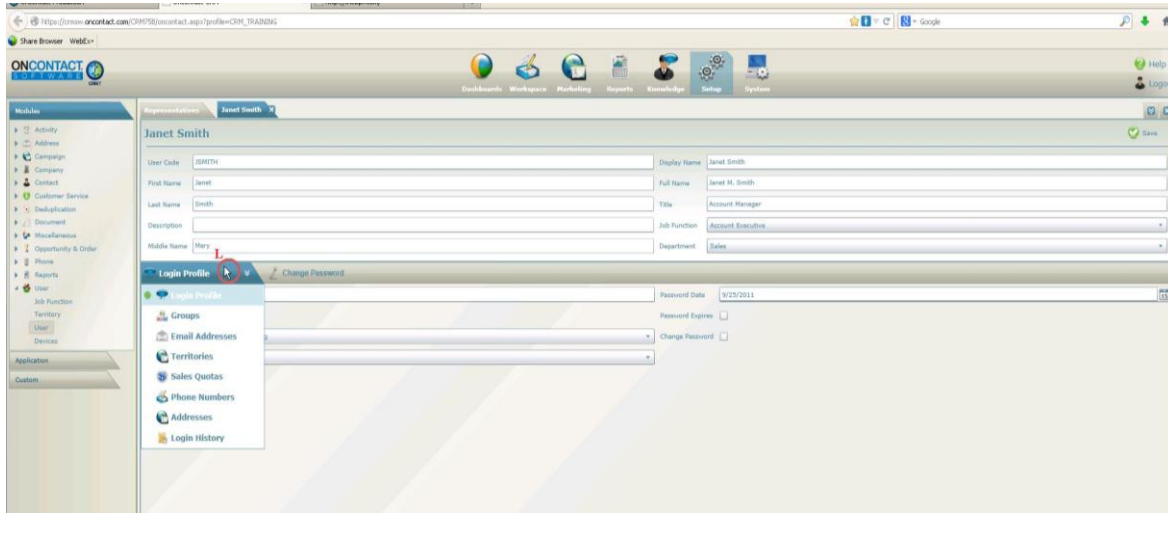
4. Click User and search for the user ID you want to change.



5. Double Click to select and open the User's record.

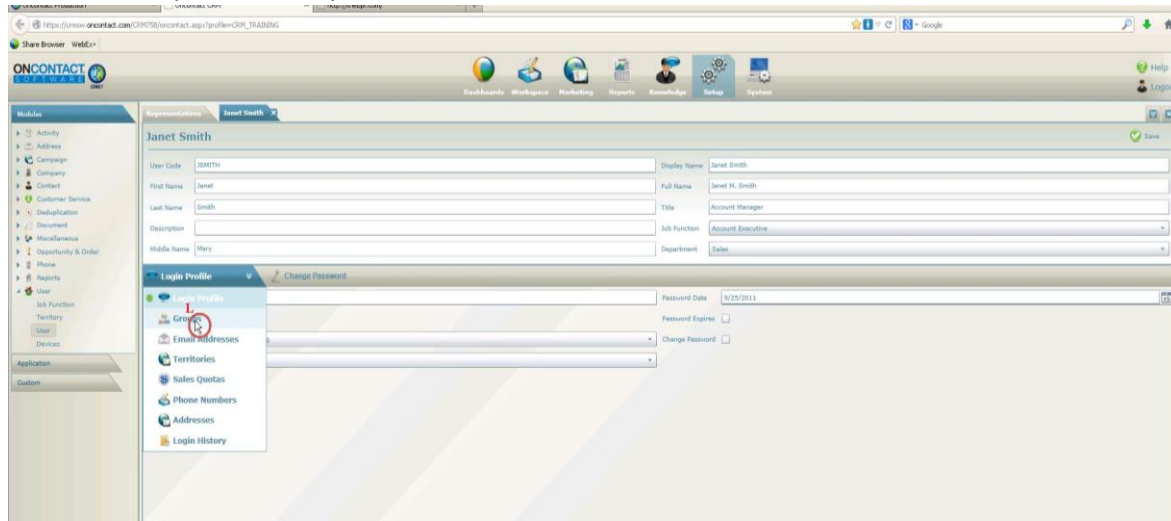


6. Display options for the record.

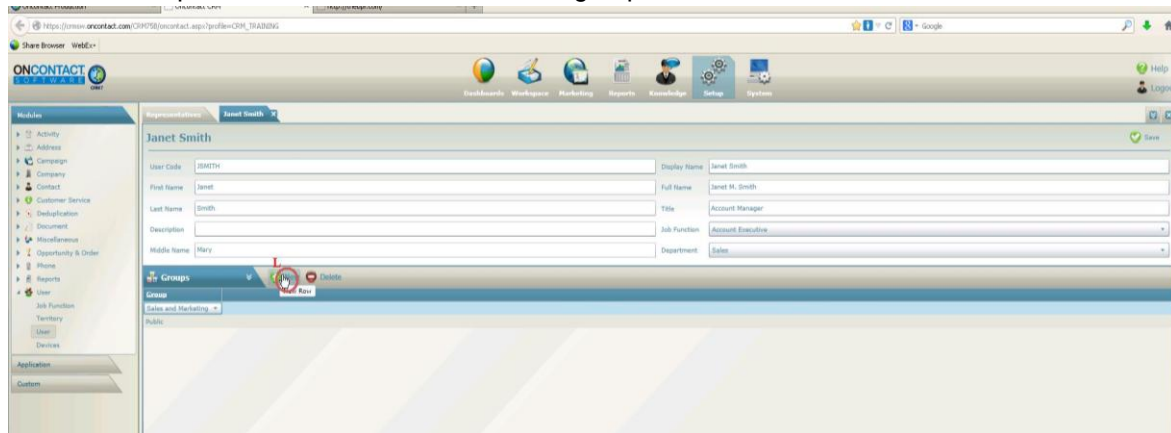


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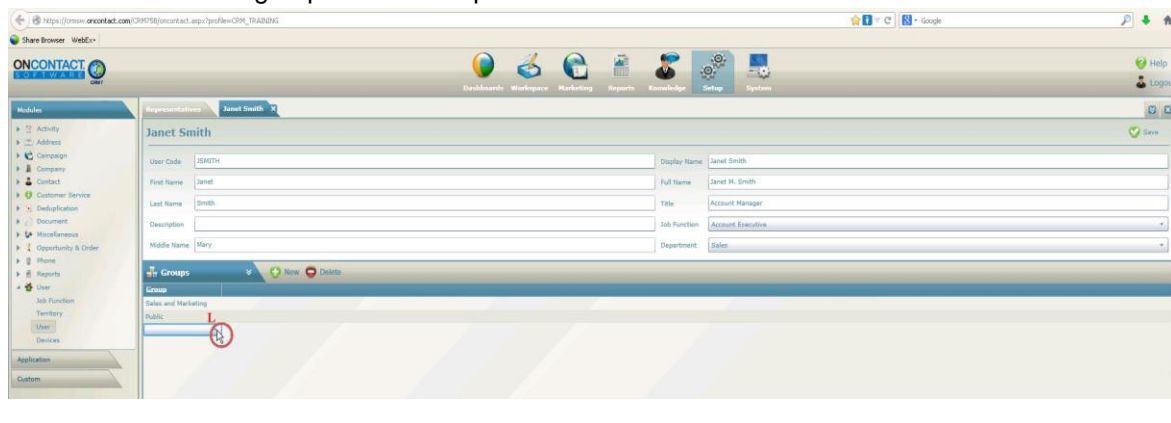
7. Select Groups from the options available.



8. In this example, we will add the Administrator group to this record. Click New.

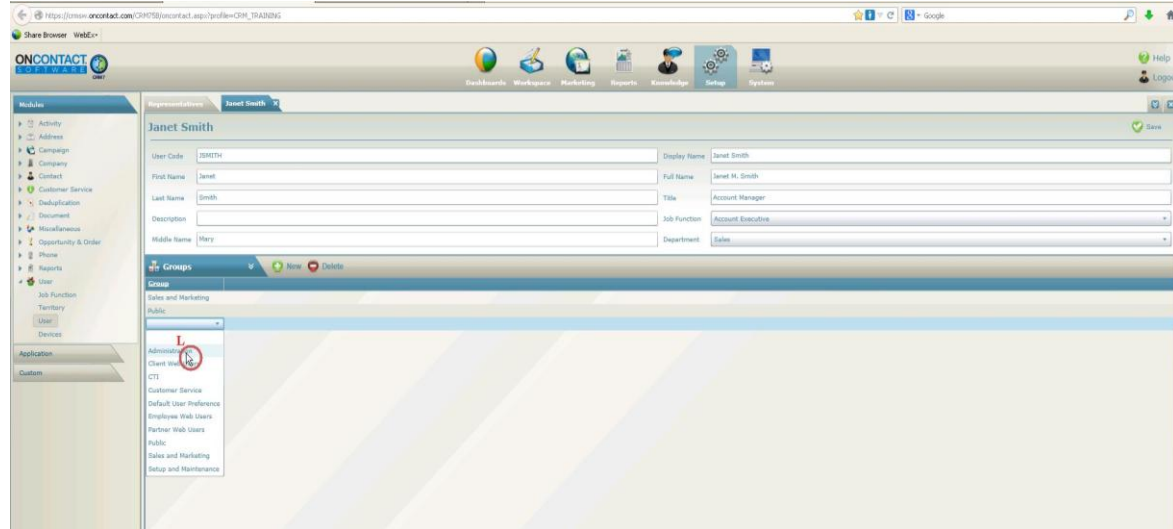


9. Select the desired group from the drop-down menu.



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10. In this example, we selected Administrator.



11. Save the changes.

