Add an Individual User Permission

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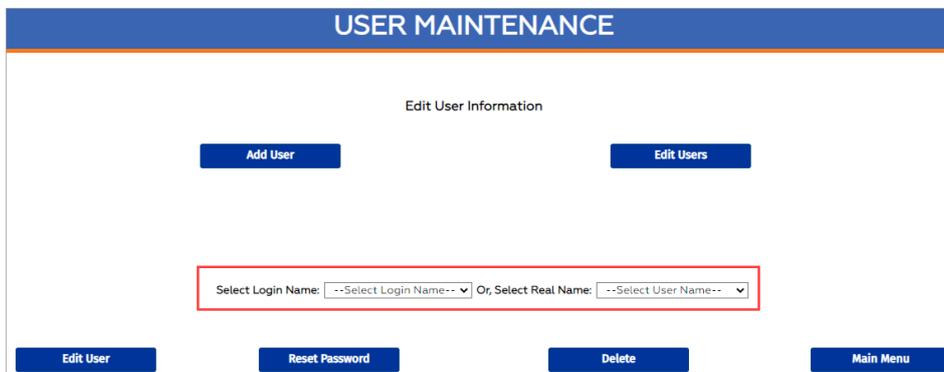
Path: Navigation Menu > Maintain Users

About

Main Menu privileges can be set by**User Roles**. However, you can add or remove individual user permissions for certain staff members as needed.

Manage Individual User Permissions

1. Navigate to Maintain Users following the path above.
2. Click the **Edit Users** button.
3. Select a **Login Name** or **Real Name** from the drop-down menus.

4. Click the **Edit User** button.
5. Under Main Menu Privileges, select a checkbox to add a permission or deselect a checkbox to remove a permission for this specific user.
6. Click the **Update** button.