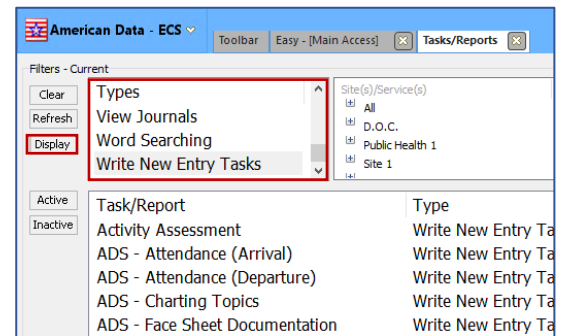
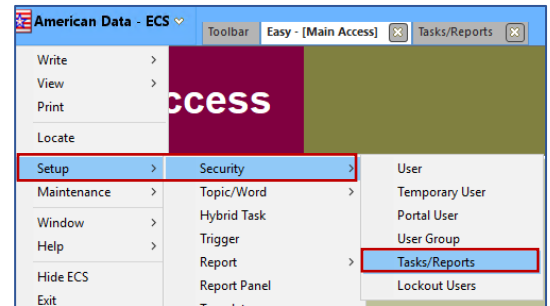


Adding Rights to Tasks/Reports

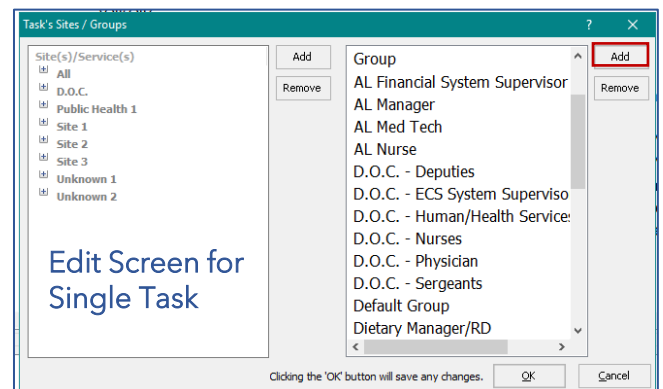
Updating a single task or report

- Go to the American Data - ECS dropdown menu.
- Then Setup > Security > Tasks/Reports
- Choose the type of task/report in the box in the upper left-hand corner of the screen.
- Click "Display" on the left of that box.
- The list of available tasks/reports will show up in the large pane in the center of the screen.
- Locate the task that you want to give the user rights to
- Right-click on it, and then choose 'edit.'
- In the box that pops up, select "Add" in the upper right corner.
- Pick the desired user groups from the box and then click 'ok'. Hold 'control' on your keyboard to select more than one.
- Select 'Ok" on the Tasks Sites/Groups box, and you are done.
- Remind the user to log out and back in for the change to take effect.



Updating multiple tasks or reports

1. Go to the American Data - ECS dropdown menu.
2. Then Setup > Security > Tasks/Reports
3. Choose the type of task/report in the box in the upper left-hand corner of the screen.
4. Click "Display" on the left.
5. The list of available tasks/reports will show up in the large pane in the center of the screen.
6. While holding the 'control' key on your keyboard, select all the tasks/reports that you want to give rights to.
7. Once the desired tasks are highlighted, right-click onto any of them and choose "Edit."
8. The 'Task's Sites/Groups' box will pop up.





9. You will want to make sure that the radio button on the bottom of the pop-up box is set to 'add' and not 'replace.'
10. Click twice on "Add" in the right corner.
11. Select user groups from the box that pops up (hold 'control' to select multiple).
12. Select 'OK' on the user group box, and again on the 'Task's Sites/Groups' box.
13. You did it!
14. Remind the user to log out and back in for the change to take effect.

