

1. On the home page, click **Administration**.
2. In the **Administration** area, click **Customers**.
3. Right-click the customer name, and from the menu that appears, select **Manage Users and Groups**.
4. In the **Users** area, click **Add Existing User**.
5. In the Add Existing Users window, click the triangle beside a customer's name and, in the expanded list of users, select the check box beside the users who need access to this customer.
6. Click **Add**.
7. By default, user's roles are inherited with restricted job access.
8. Click **Apply Changes**.
9. To change the roles or to allow access to all jobs:
 - a. Right-click the user's name, and from the menu that appears, select **Edit User**.
 - b. In the left pane, select **Default user Role**.
 - c. Select appropriate roles and **Access All Jobs** check box.