

Giving customer users access to specific jobs

You can restrict access so that users or user groups can only view specific jobs.

Requirements:

- The users or groups must already have been created.
- In the user or group account, the **Access All Jobs** check box is cleared;
- You must have a customer role that includes the Manage Access right.

1. On the home page, click **Jobs**.
2. In the **Jobs** area, find the job to which you want to give the user or group access, and right-click the job row.
3. From the menu that appears, select **Job Properties**.
4. In the left pane, select **Job Access**.
5. Locate the user's or group's name in the list.
6. Beside the user name, in the **Job Role** column, click the role name, and select the desired job role from the list.
Note: The role you give here overrides the default job role you assigned in the user's or group's account.
7. Click **Update**.
8. Repeat these steps until you have given the user or user group access to all of the required jobs.