

After a job has been created, you can change which users or groups have access to the job and which rights they have in the job. You can also remove a user's access to a job.

Requirements: You must have an administrative role that includes the Manage Access right.

- 1. Right-click the job row, and select **Job Properties**.
- 2. In the Edit Properties window, in the left pane, click **Job Access**.
- 3. Perform one of the following steps:

To	Do this
Change a user's or group's role only for this job	a. Locate the user's or group's name in the list. In the Job Role column, click the role. b. In the list that appears, select the new role for this user or group. Tip: To see which rights are included in a role, hover your cursor over the role. c. Click Update. Note: For both individual users and groups, job-specific roles override default roles.
Remove a user's access to this job	a. Locate the user's or group's name in the list. In the Job Role column, click the role. b. In the list, select None. c. Click Update.