

# Viewing User Security Settings



The View User Security tab displays ACS users and their security settings in a grid view. You can sort and filter the grid, plus print several reports.

## Filtering and Sorting Information

You can sort the information in the grid in a variety of ways. For example, you may want to see all modules and all areas that one of your users has access to, or you may want to know who has rights to the Promotion option in Attendance. You can:



- **Group by item within a column** — Highlight an item in a column (such as a user name, module, or security option) and click the item heading.
- **Group by Heading** — Drag a column heading into the gray area above to group information by the heading. Expand the groupings to view additional information.
- **Sort column in ascending or descending order** — Click a heading then click the small gray up or down arrows in the heading bar.
- **Select multiple columns to sort** — Press Shift and select the columns you want to sort.

To filter the grid, you must select **Enable Filtering**.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .
3. On the **View User Security** tab, highlight a column heading.
4. Click  in the heading.
5. Choose the filter you want to use.

## Printing the User Profile Report

You can also print the User Profile report, which includes each user and their permissions for each module. Select Print Limits on User Profile (in the right-click list) before printing if you want each user's limits included in the report. These limits include comment and contact types, and Master Groups, Reservation activity, financial dataset, and GL Inquiry limits.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .
3. Click on the **View User Security** tab.
4. Under **User Name**, select the user whose profile you want to print.
5. Inside the grid, right-click and select **Print**.
6. When the report displays, click **Print Report** .