


# Church Growth Tools Security Rights

You can grant rights to Reports in the Church Growth Tools module.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users**, then click **Go** .
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **Church Growth Tools**.
6. Select **Reports**, then right-click to select the appropriate access level.
  - **All** allows the user to add and edit information.
  - **None** denies the user all access to the information.
  - **View** allows the user to view information without editing it.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS.