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Security: Configure User Accounts: Changing Rights Assigned to a User

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Note: To edit any user account information, permission to View Users must be checked.

To change the rights assigned to a user, you must be a Global Admin or have the following privileges:

- View Users
 - Edit User Rights (Note: This will only allow you to edit the Rights tab in the user accounts section. This does not allow you to edit the Roles or the account information, such as the user password)
1. Log in to the Desktop application with administrative privileges.
 2. Under the Admin tab, click User Accounts.
 3. Highlight the appropriate user.
 4. Click the Change button.
 5. Click the Rights tab.
 6. Highlight a category in the left window pane.
 7. Choose from the available user rights.
 8. Click OK to save your changes.

Disable Rights Assigned to a User

If a right was added to a user in addition to the pre-defined rights of any associated security role, you can simply uncheck the right in the User Account Rights Tab. To delete a specific right associated to the user based on an assigned security role, you would need to delete that right in the actual security role. Note that all users in that particular security role would also no longer have that right.