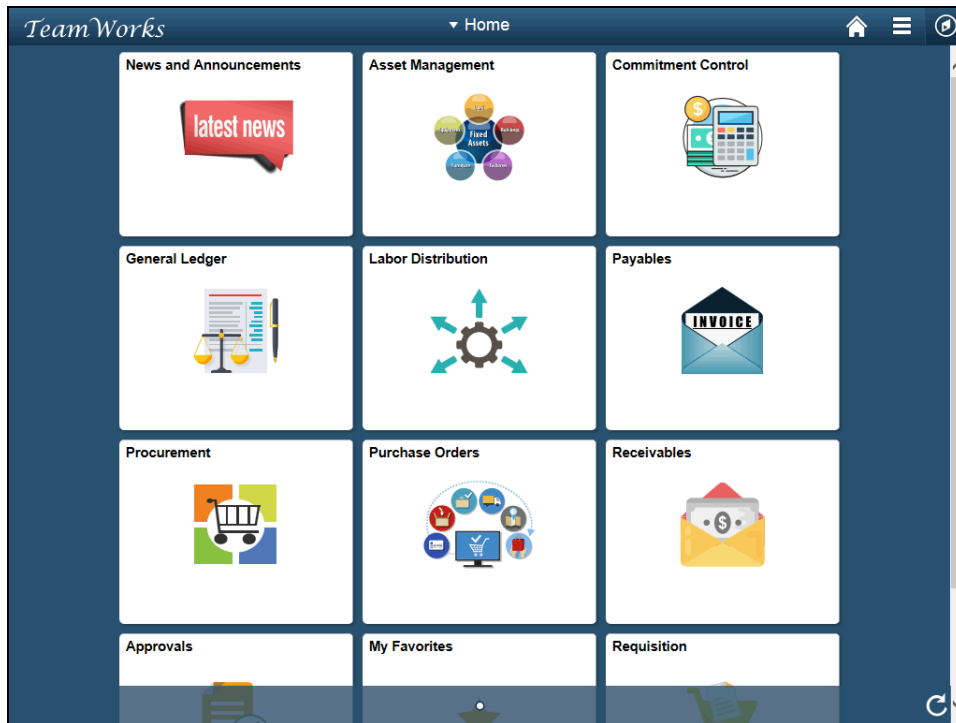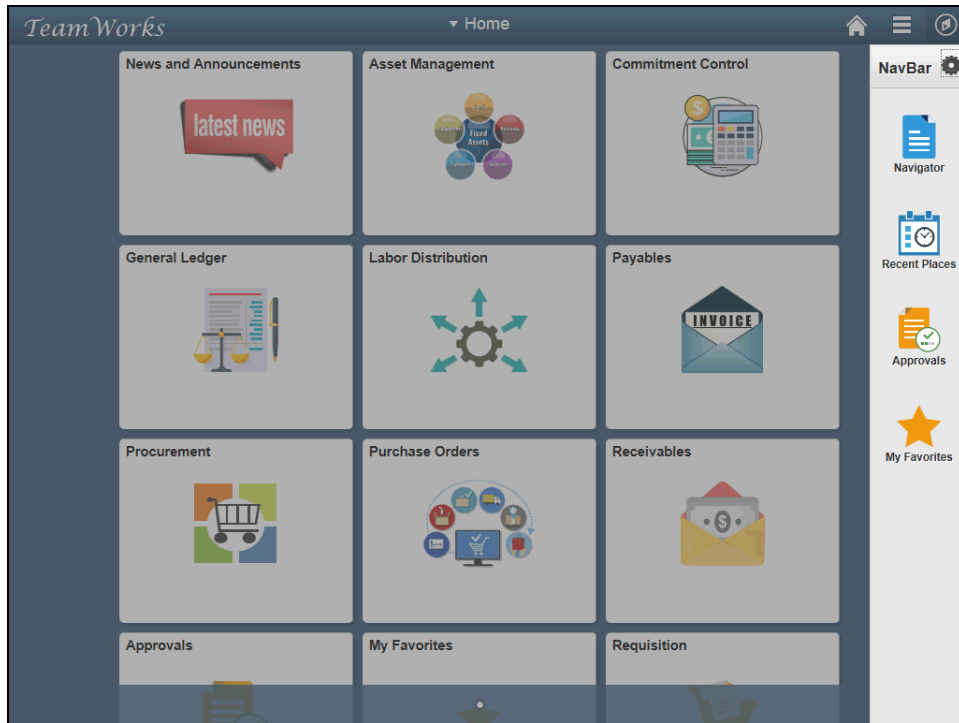# Reviewing the Activity Security Tab

Below are the process steps to Reviewing the Activity Security Tab. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.
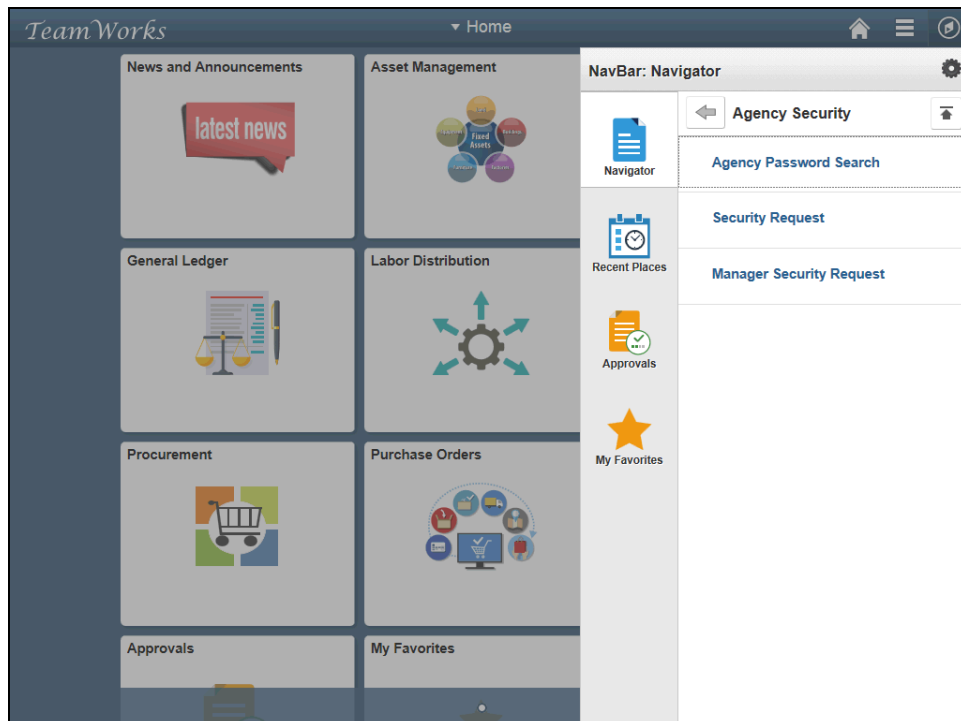

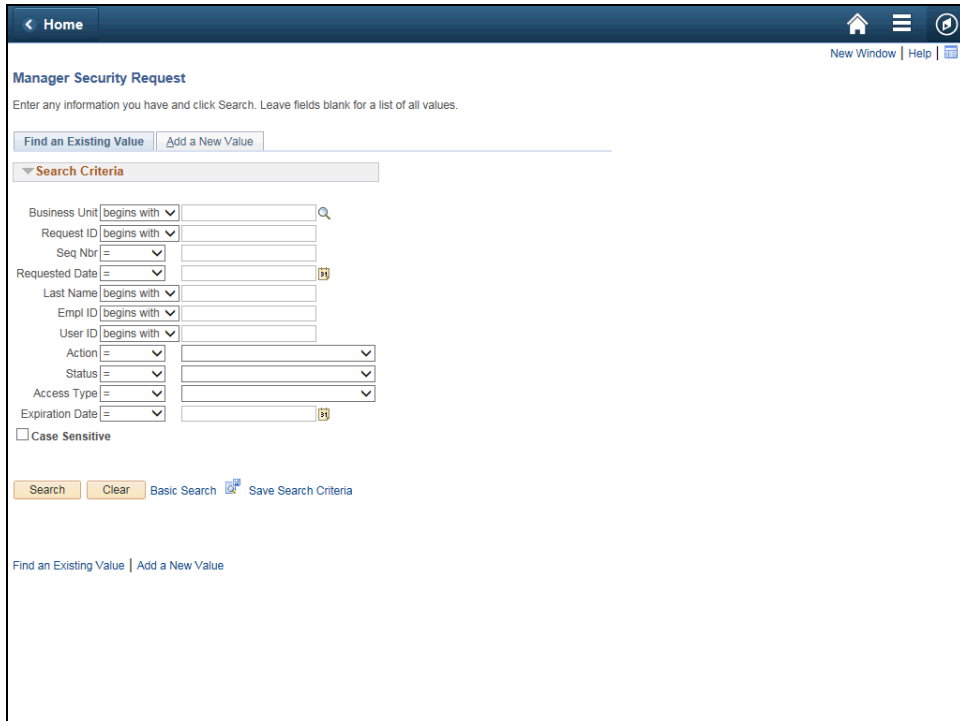| Step	Action
1.	Begin by navigating to the **Manager Security Request** page.
	Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current situation.
	Click the **NavBar** icon.

Job Aid

Step	Action
2.	Click the **Navigator** icon.
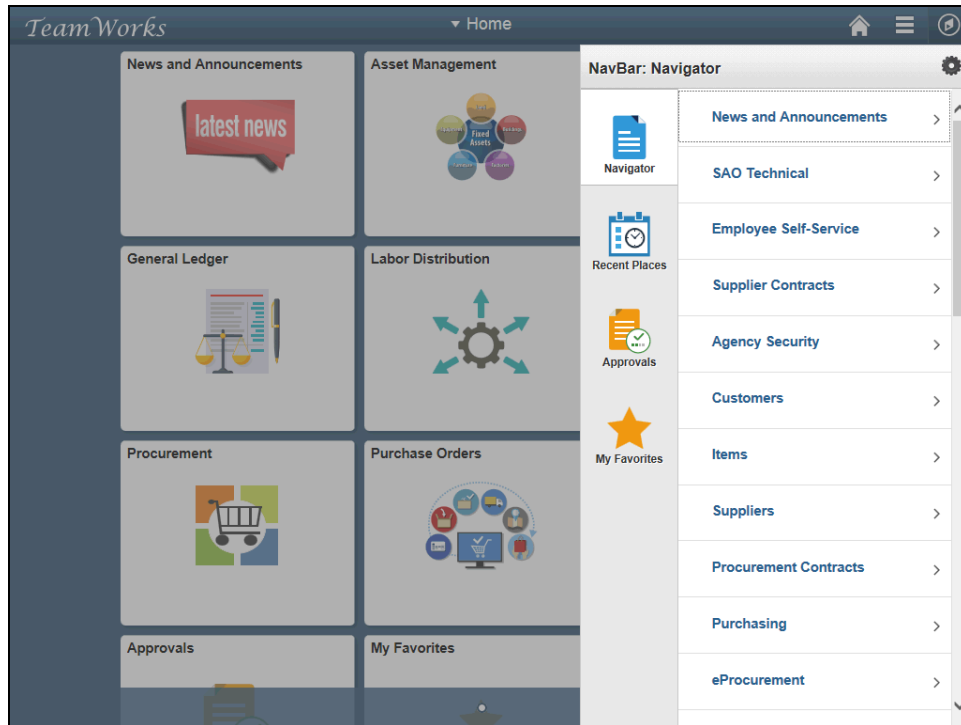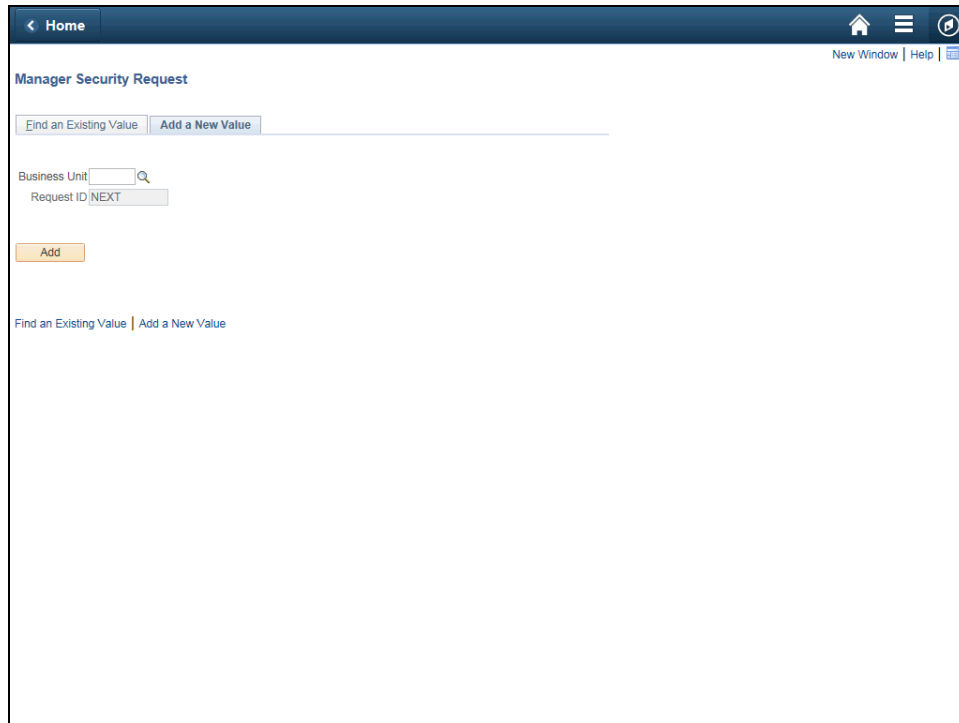
Step	Action
3.	Click the **Agency Security** link.
	Agency Security

Step	Action
4.	Click the **Manager Security Request** link. **Manager Security Request**
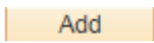
Step	Action
5.	For this example, a new security request will need to be created. Click the **Add a New Value** tab. Add a New Value
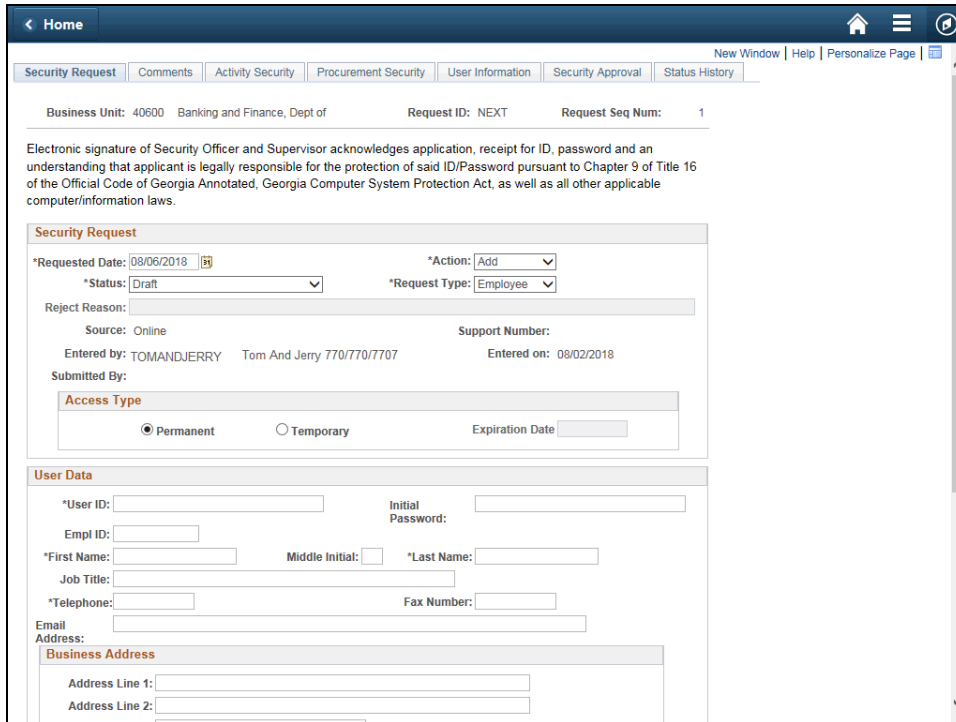
Step	Action
6.	Enter the appropriate information into the **Business Unit** field. For this example, type **40600**. Business Unit [____] 🔍

Step	Action
7.	Click the **Add** button.

Step	Action
8.	This is the initial page when entering a new Security Request.

Step	Action
9.	In this exercise, we will take a closer look will be taken at the **Activity Security** tab. Click the **User ID** tab.

Step	Action
10.	Enter the appropriate information into the **User ID** field. For this example, type **HHENDERSON**.

Step	Action
11.	Press **[Tab]**.

Step	Action
12.	Click the **Activity Security** tab.
	Activity Security
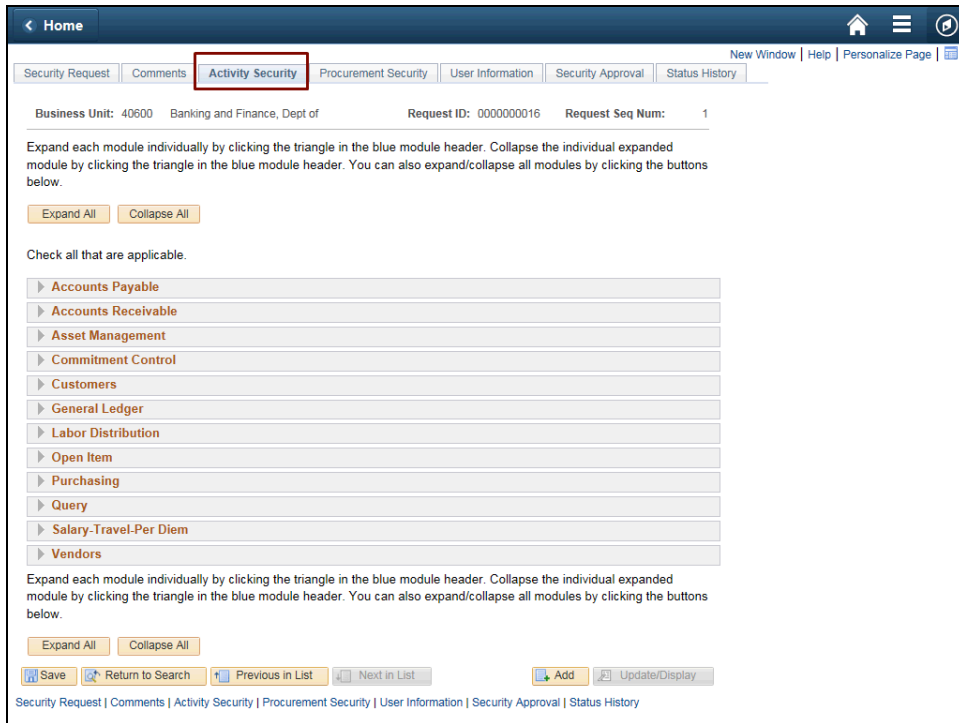
Step	Action
13.	This is the **Activity Security** page. This page allows the manager to select roles for employees and contractors. Access can be added or removed. Notice the different modules that can be expanded.
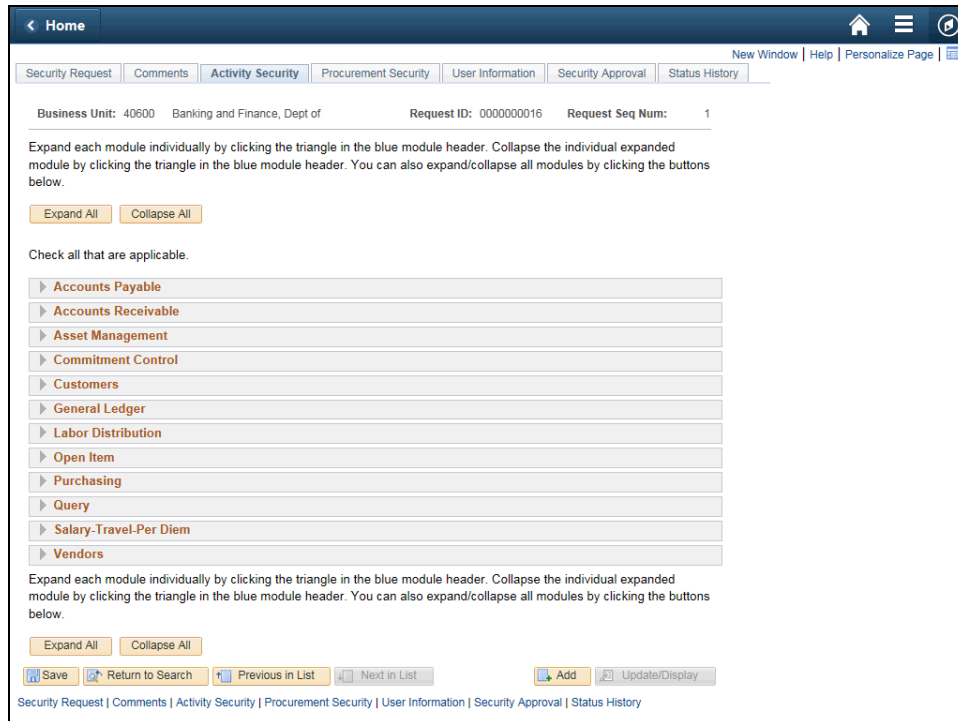
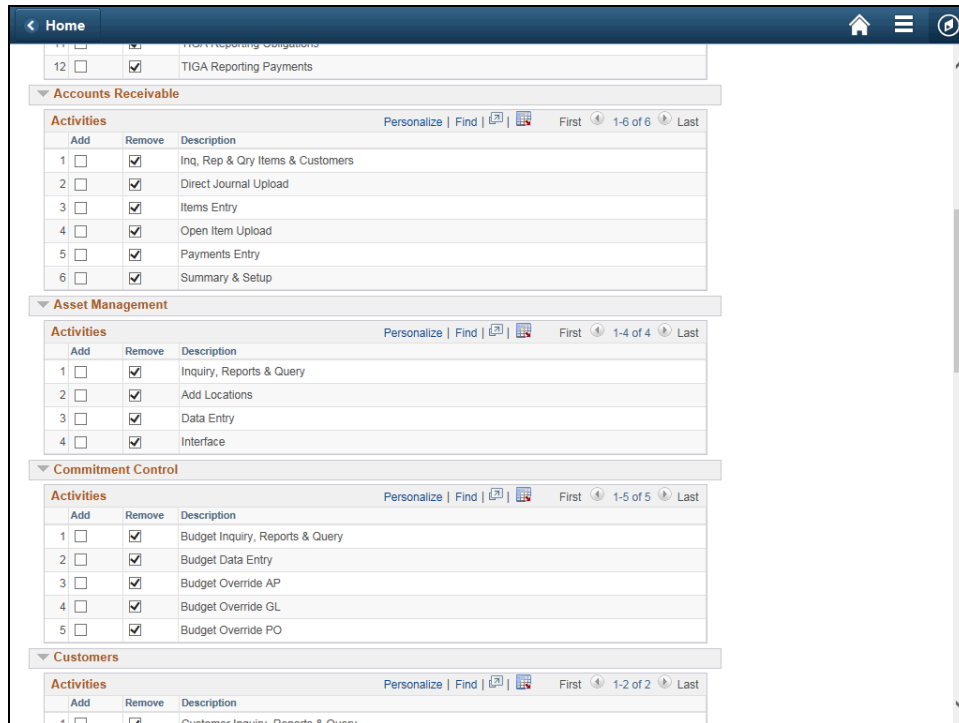| Step	Action
14.	Let's take a look at the **Accounts Payable** section. Click the **Expand Section** button.

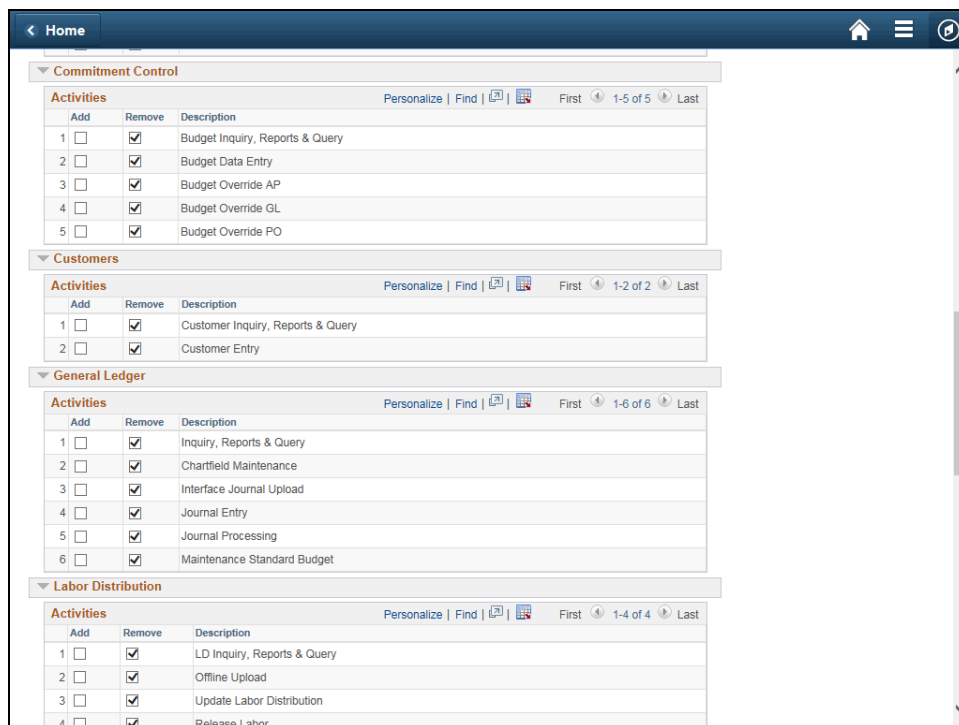| Step	Action
15.	Once a module is expanded, roles specific access can be added or removed. **To add activities** to an employee or contractor check the **Add** button within each module. **To remove activities** from an employee or contractor, click the **Remove** button.
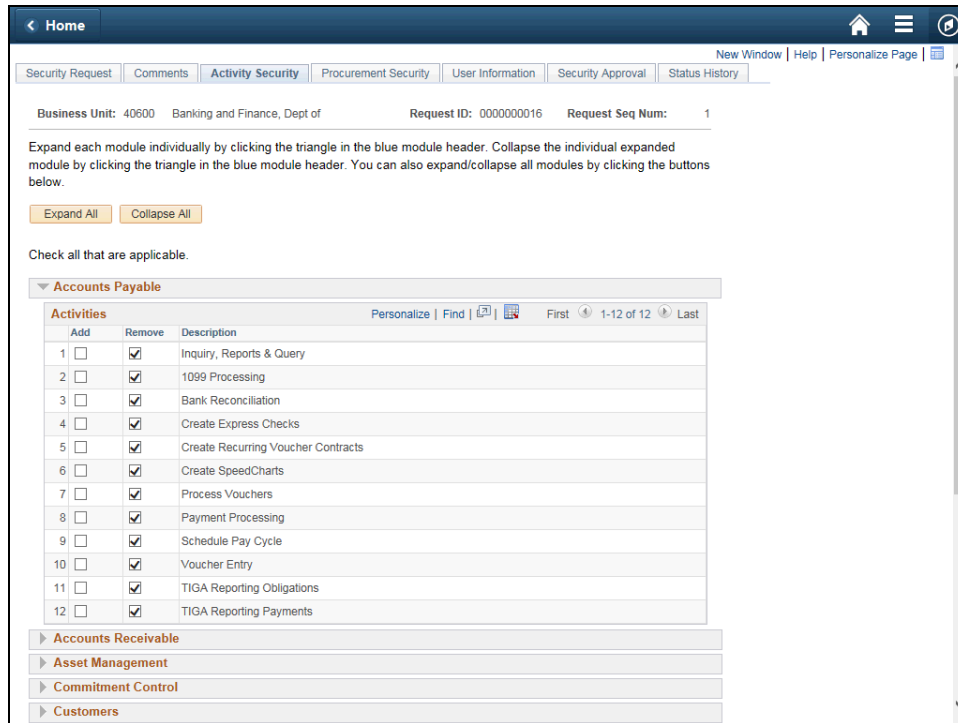
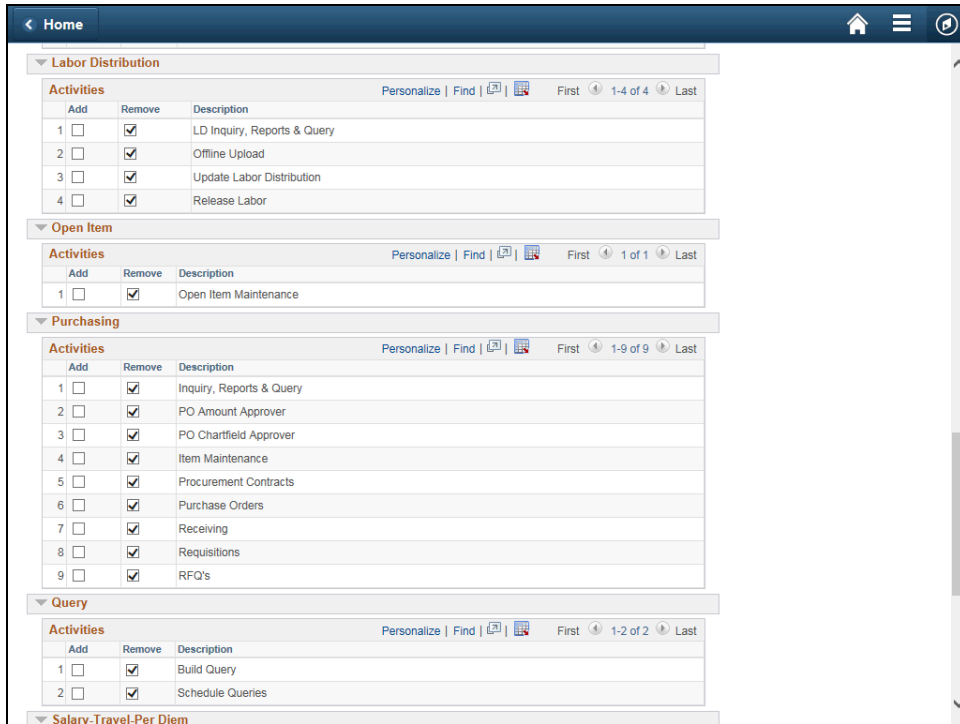| Step	Action
16.	If the modules need to all be viewed simultaneously, there is an **Expand All** button.
	Click the **Expand All** button.
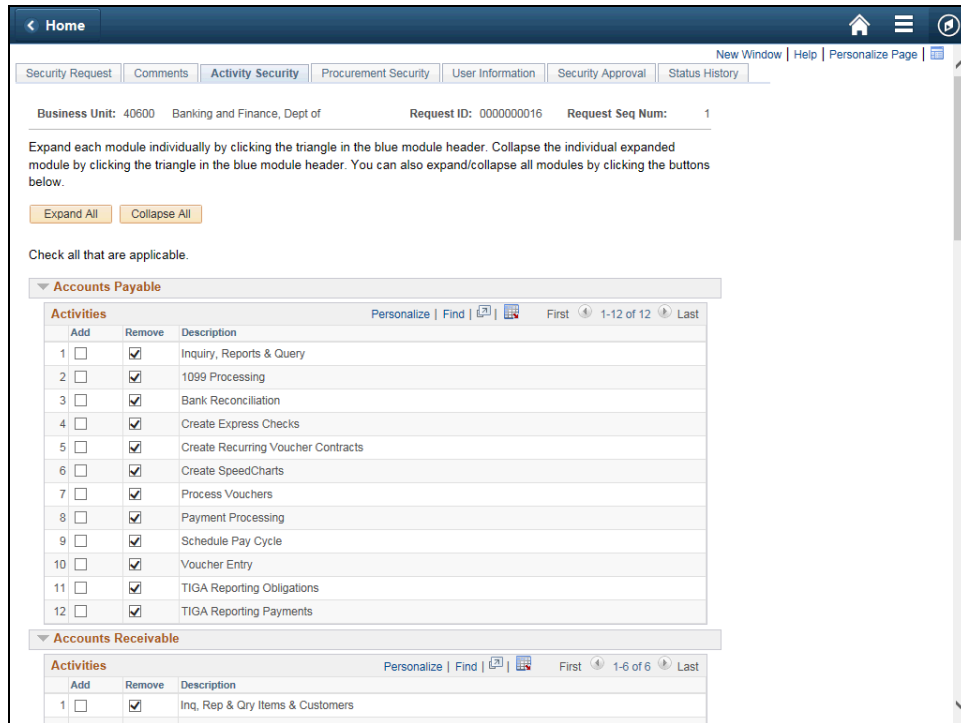
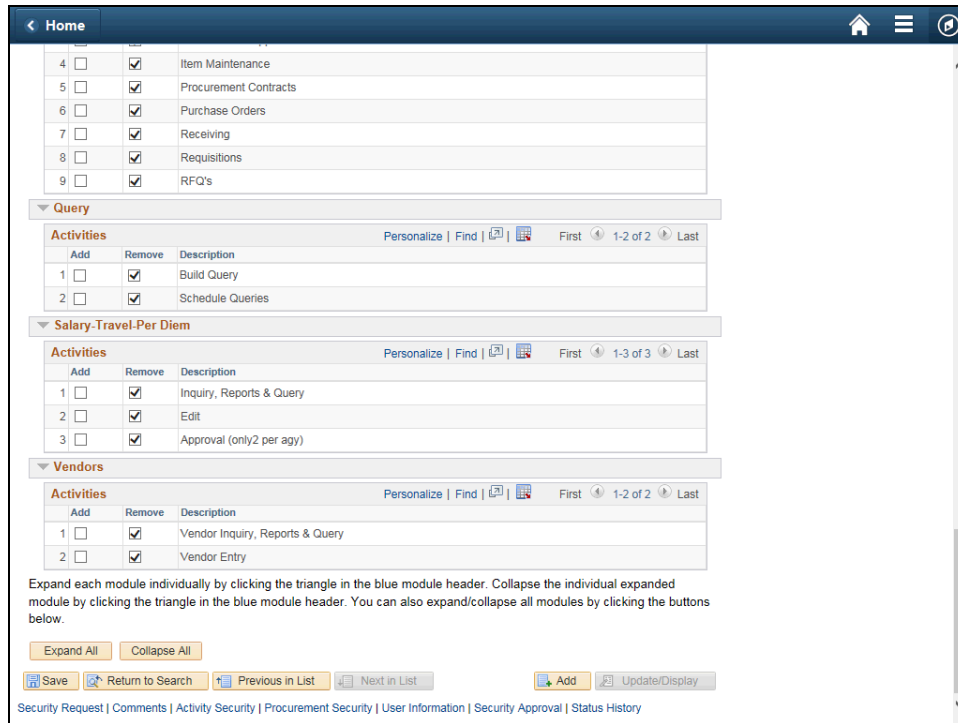| Step	Action
17.	Scroll down to see how all of the modules have been expanded. Notice the various types of roles that can be added. Click the **Vertical** scrollbar to view additional fields on the page.

Step	Action
18.	Continue to click the **Vertical** scrollbar to view additional fields on the page.

Step	Action
19.	Continue to click the **Vertical** scrollbar to view additional fields on the page.

Step	Action
20.	Continue to click the **Vertical** scrollbar to view additional fields on the page.

Step	Action
21.	Now, let's add some access in some of the modules. Click the **Vertical** scrollbar to return to the top of the page.

Step	Action
22.	Let's add access for Inquiry, Reports & Query Click the **Add** option.

Step	Action
23.	Now, scroll down to the **Commitment Control** module. Click the **Vertical** scrollbar to view the **Commitment Control** module.
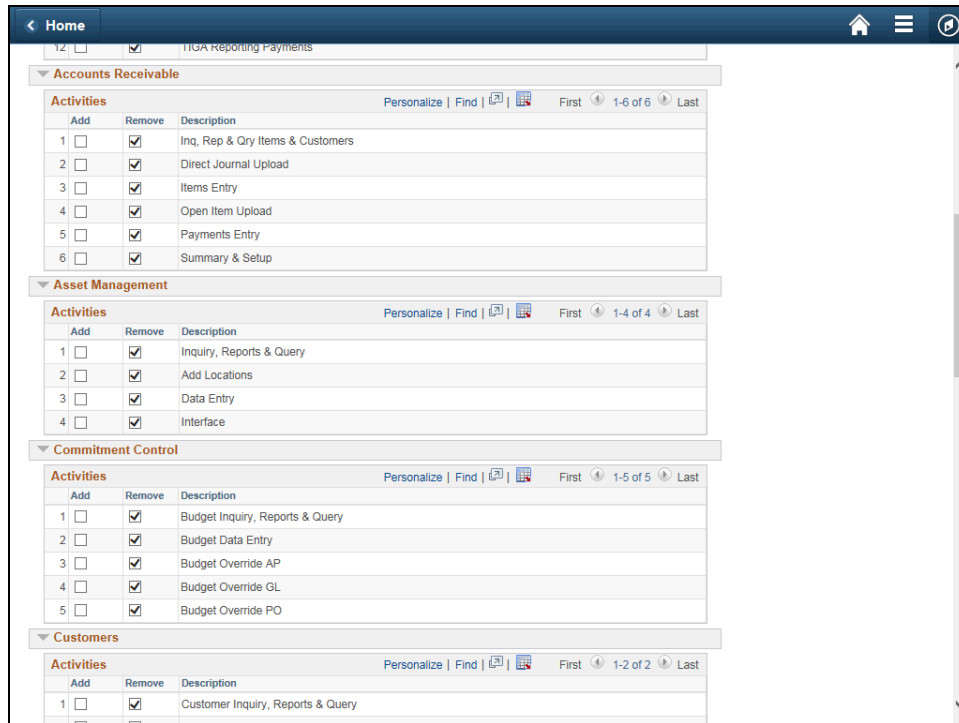
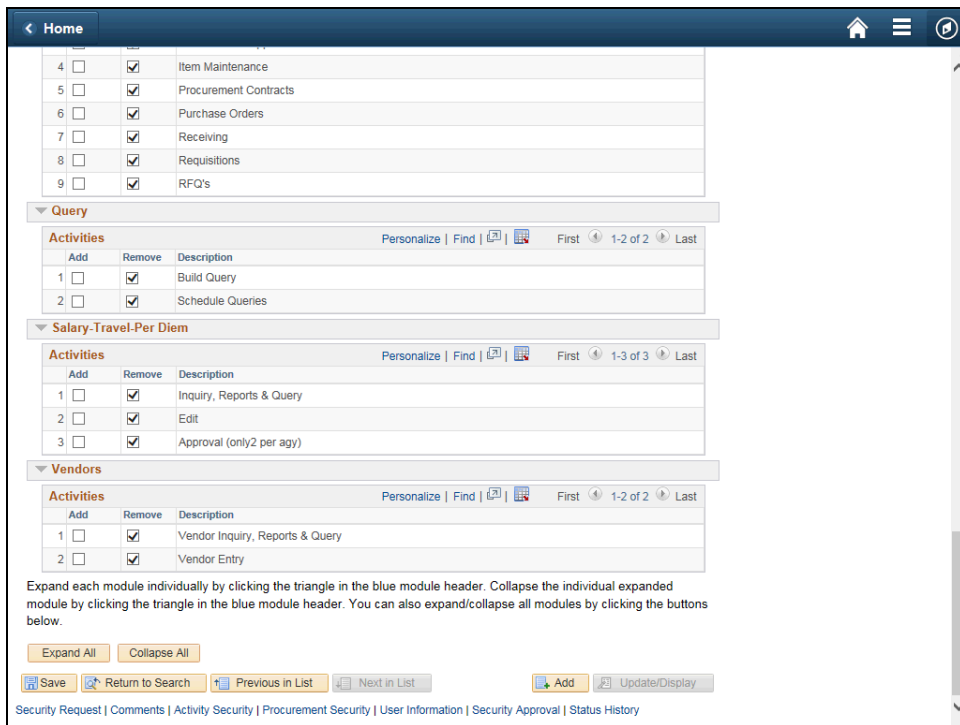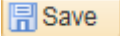| Step	Action
24.	Let's add the Budget Inquiry, Reports and Query access. Click the **Add** option.
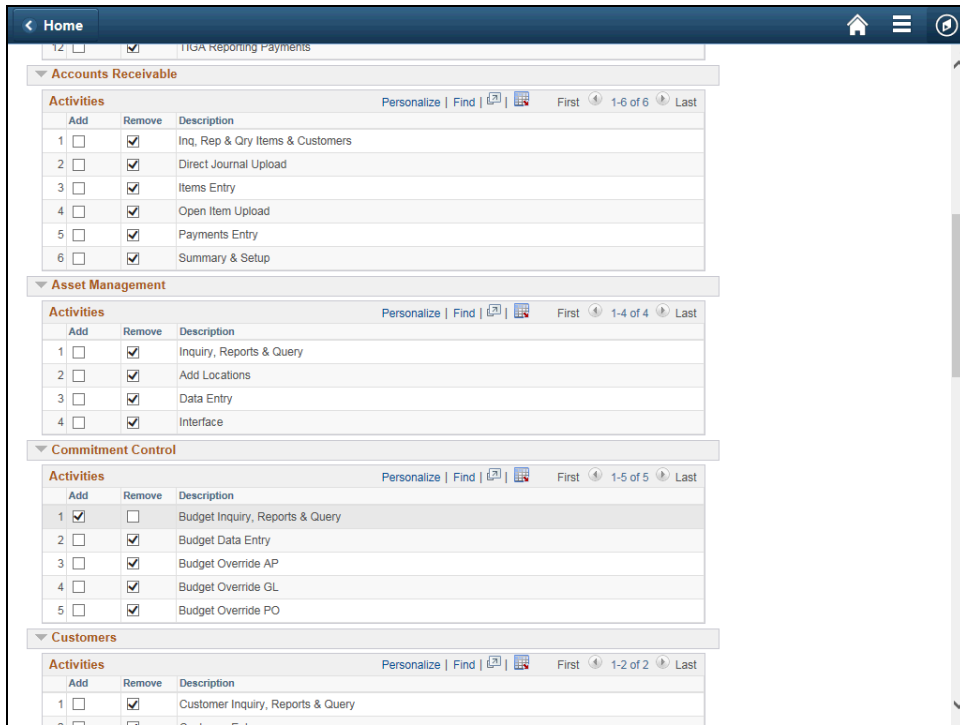
Step	Action
25.	Click the **Vertical** scrollbar to view the bottom of the page.

Step	Action
26.	We have finished adding access in the modules. Always be sure to save your work. Click the **Save** button. ![Save]
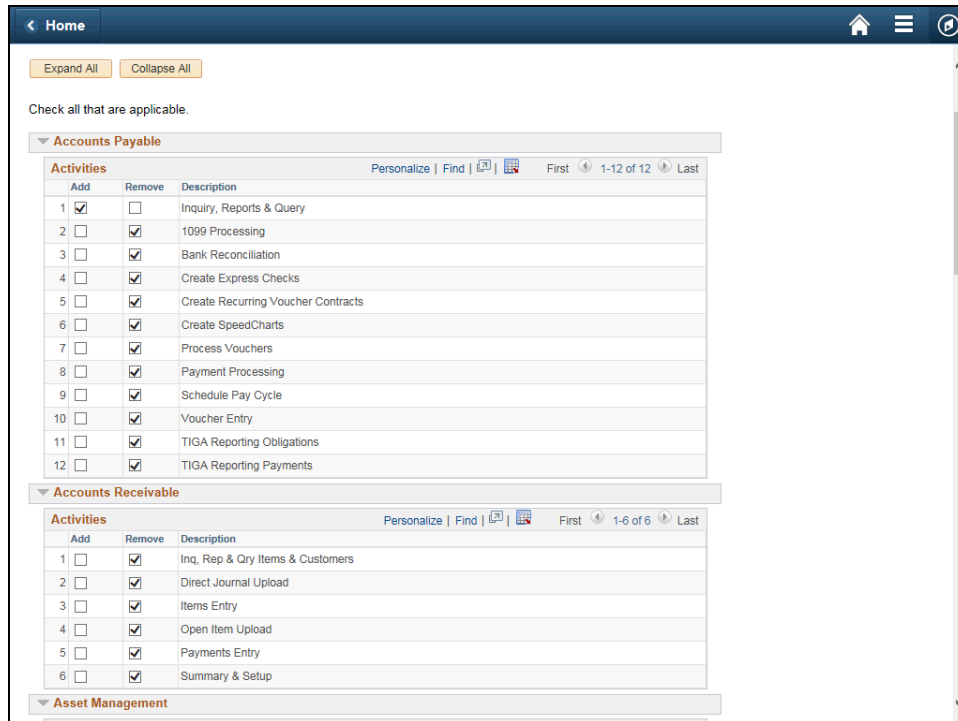
Step	Action
27.	Instead of closing each module individually, there is a **Collapse All** button that can close each module. Click the **Collapse All** button. ![Collapse All]

Step	Action
28.	Notice now all of the modules are closed.

Step	Action
29.	Click **here** (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.

Thank you!