

Record Access is used to grant User Role data level access.

Record Access is all about data level access.Navigation Access should be granted to allow any non-admin user to see the navigation item.

Granting record access

To grant record access:

- 1. Open the tenant administration page more
- 2. In the Left Navigation Area, select Security. The Security expands to display list.
- 3. Select User Roles. The existing User Roles display.
- 4. Select the user role you want and select ACTION. The menu appears.
- 5. Select Edit. The user role displays.

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Security Audit Log	Subjects	View •	Subjects for my qualifications						
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User Accounts									
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Adding a new access rule									

6. Select +NEW. The New Access Rule dialog appears.

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Selecting the object from the list									

- 7. In **Object** field select down arrow and select the object from drop-down list.
- 8. Select **OK** to confirm.
- 9. Find the new rule just added and select the checkbox.
- 10. Select **SAVE** to save the user role.

By default, View access is granted. However, it can be changed by selecting from Permissions drop-down