Record Access

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.

Adding a new access rule
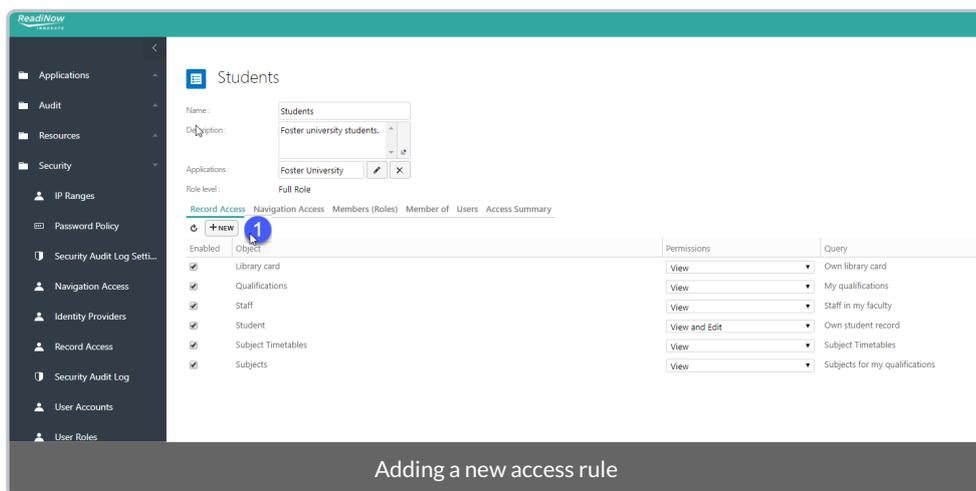
6. Select **+NEW.** The **New Access Rule** dialog appears.

Selecting the object from the list
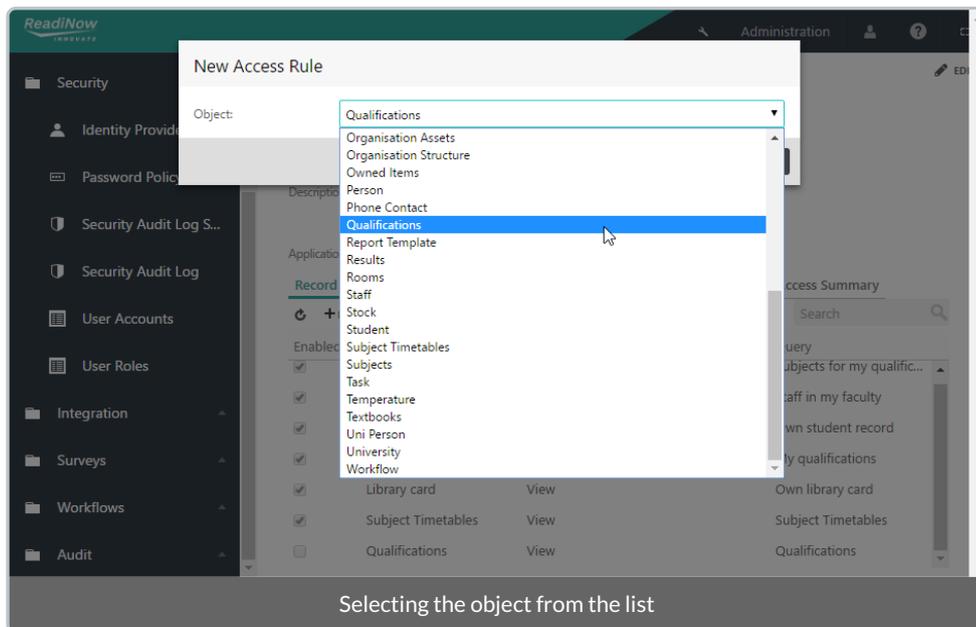
7. In **Object** field select down arrow and select the object from drop-down list.

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