Permissions - Manage Permissions Add or Remove

Description: In this topic, the user will learn how to add or remove permissions for an employee profile. Permissions allow the user to perform a specific task for the entire system for all cost centers.

*Please note: Multiple permissions can be assigned to an employee. Please see the article Permissions Overview for a full list and explanation of available permissions.

Role Required: Super User

Permission Required: Permissions Admin

1. Log in to personal profile
2. Click **Home** on the main menu
3. Click **Employees** on the submenu
4. Search for the employee by entering the name in the filter
5. Click **Search**
6. Select the employee from the results table by clicking anywhere in the employee row
7. The Employee Details page will open
8. Click **Actions**
9. Select **Manage Permissions** from the drop-down menu
10. The Manage Permissions form wizard will open
11. **Check or Uncheck** the permissions for the employee profile
12. Click **Save** and **Yes** to confirm

Related articles

- Roles Overview
- Manage Super Users
- Permissions Overview
- February 2021 Release Notes
- Permissions - Manage Permissions Add or Remove