

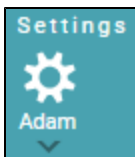
Setting up access rights for Buttons

Certain functions are accessed through the Ribbon, screen toolbars, standalone buttons, Report Module or Configuration Menu. The Chase Administrator can restrict access to these functions by making their buttons visible only to those users who require them, however it's not advisable to make significant changes to the grouping and order.

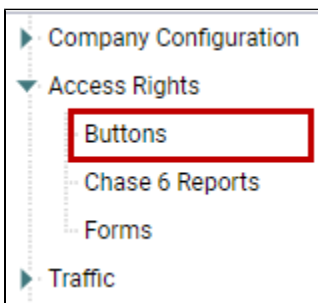
When Chase is first installed, all buttons will have default rights assigned to them.

Step-by-step guide

1. Click the **Settings** button on the Ribbon.



2. Click the **Access Rights** group to expand it and select **Buttons**.



The *Access Rights - Menu Buttons* screen appears with a list of all available buttons.

3. Click the **Can View** field against the relevant **Button Name**, and select who can view it.

ACCESS RIGHTS - MENU BUTTONS			
Button Name	Can View	Button Group	Button Order
Tasks	G	Main	0
Documents	G	Main	5
Ext. Docs	N	Search	5
Ext. Docs	Never	Search	5
Suppliers	Admin	Fin.	6
Brief	ClientServ	New	6
Contractors	Exec	Main	7
Tasks	Financial	Main	7
TimeSheets	Guest	Main	8
External Document	House	New	8
TimeSheets	Internal	Main	9
Reports	Leads	Fin.	11
Planner	Media	Traffic	12
Whiteboard	Never	Traffic	12
Kanban	Password Administrator	Traffic	13
All Tasks	Production	Traffic	13

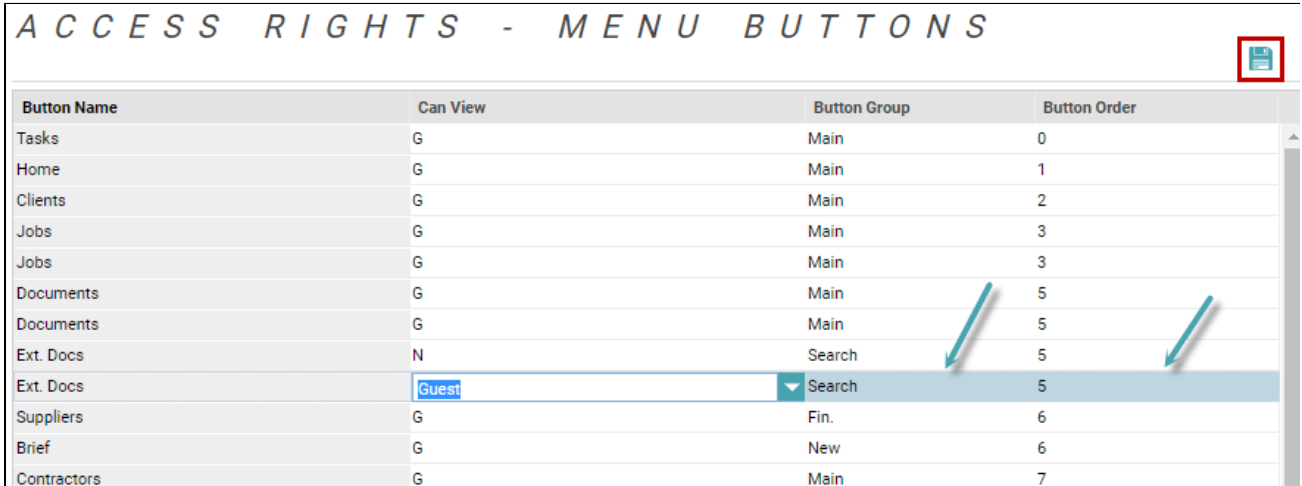
4. Optionally select the **Button Group** and **Button Order** for this button.

Button Group - select group where the button is to appear on the Ribbon in Chase.

Button Order - select the order in which the button is to appear in that group.

5. **Save** changes made to the screen.

A C C E S S R I G H T S - M E N U B U T T O N S



Button Name	Can View	Button Group	Button Order
Tasks	G	Main	0
Home	G	Main	1
Clients	G	Main	2
Jobs	G	Main	3
Jobs	G	Main	3
Documents	G	Main	5
Documents	G	Main	5
Ext. Docs	N	Search	5
Ext. Docs	<input type="text" value="Guest"/>	<input type="text" value="Search"/>	5
Suppliers	G	Fin.	6
Brief	G	New	6
Contractors	G	Main	7

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