



User Security - We certainly understand the interest in locking certain users out of the system to prevent them from accessing/processing things they shouldn't. We have a step-by-step guide on how to set up authorizations at:

<http://support.orchestrated.com/hc/en-us/articles/206411978-Setting-Authorizations>

Note: It is highly suggested that user securities not be changed until after Go Live week, and after our client is familiar with how to make changes to these settings. I had one client, for example, who decided to make changes during Go Live week while I was on site. Multiple users started asking why they didn't have access to open documents they had accessed before (e.g. Sales Orders) and it turned out the authorizations that had changed disabled their access to even open documents (let alone process) and had to be changed back.