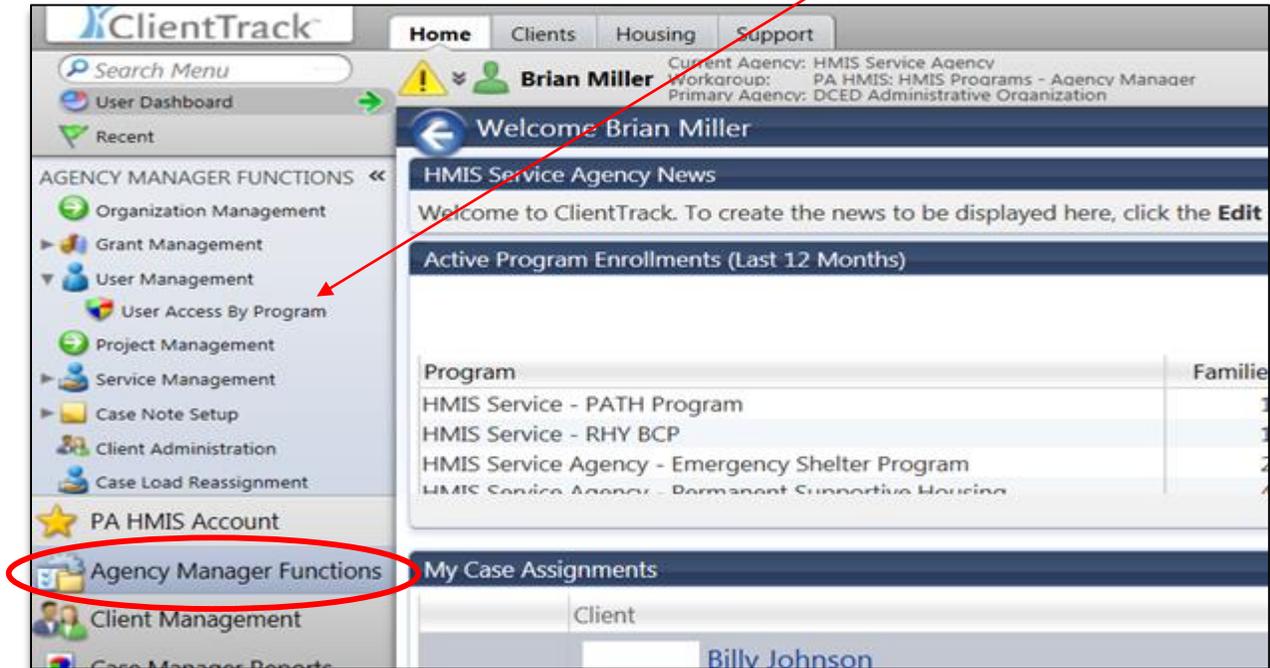


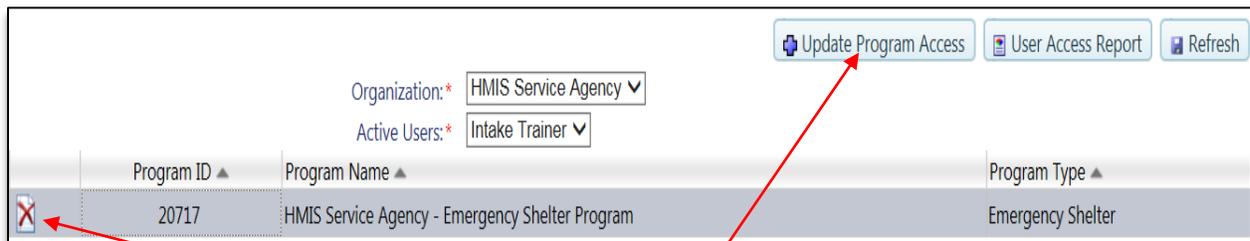
## User Access by Program Tool

The system has released the ability for Agency Managers and Assistant Agency Managers to directly control the programs in which their users have access with this tool. The **User Access by Program** function can be located within the Home -> Agency Manager or Assistant Agency Manager Functions folder(s) of the system within all Agency Manager and Assistant Agency Manager Workgroups.



While all users of an organization have access to all owned client and household records within that organization the system has a second level of access for program information, such as enrollments, assessments, services and check-ins. For a user to have access to enroll a client into a specific program or to have access to edit or perform enrollment functions they must be explicitly assigned this access. This tool provides that ability direct to organizations, specifically Agency and Assistant Managers.

Once selecting this option the system will load your current organization and provide a list of all currently active users in the drop-down. When selecting an active user the system will display all programs the user has access to administer.



To modify the user's program access select the **Update Program Access** option, or manually remove one or more of the program records using the **Delete** option within each row.

When selecting the **Update Program Access** option, the system will generate a pop-up window that displays all the current programs for that organization. To modify a user’s program access, select the program or programs for which the user is allowed to administer in the HMIS system.

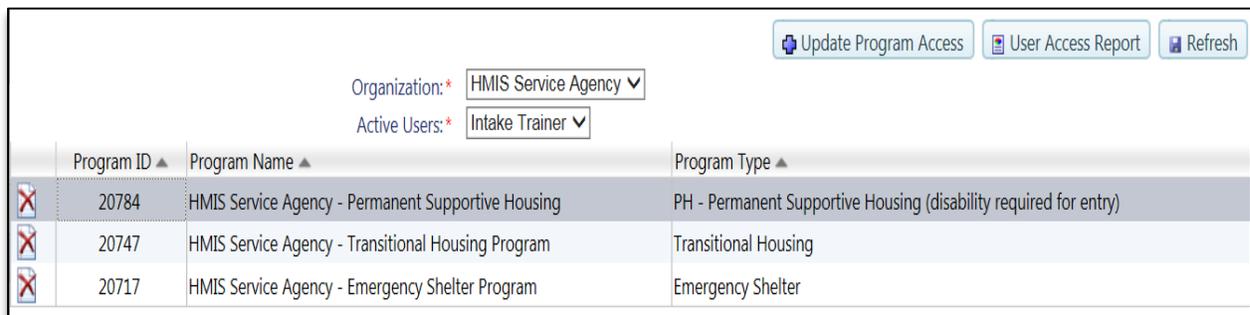


Once the program(s) are selected, hit “save” at the bottom of the form and they will be added to the user’s account. This will allow the selected programs to appear in enrollment drop-downs and open up enrollment, assessment and services functions or these programs in the system.

Once the programs have been selected and saved you will need to manually close the pop-up by hitting cancel or closing the window.

*Please note that when modifying a user’s program access the system overwrites the entire list. Anytime you make a change to a user’s access list please ensure you reselect all programs for which they should have access.*

You can select the **Refresh** button to update the screen with any updates that just occurred, this tool also contains a **User Access Report** that provides a listing of all organization users and their current program access.



*Please note that the program list only updates when using the refresh button or when selecting another active user.*