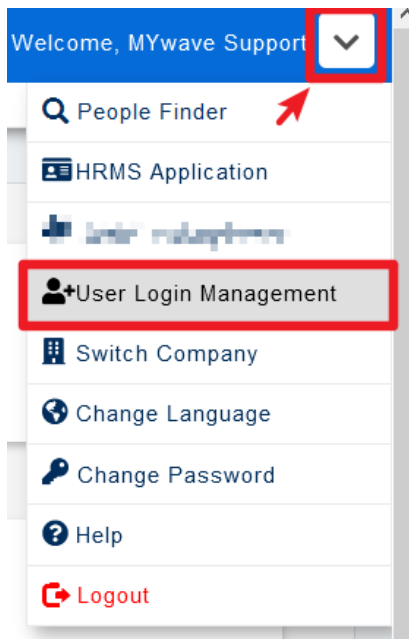# User Guide

How to Check and Grant Module Access in Group Access

To check and grant module access in certain Access Grouping that has been assigned to the employee(s)

Access to "**User Login Management**" module.

To check whether the employee/staff is assigned under which Group Access:
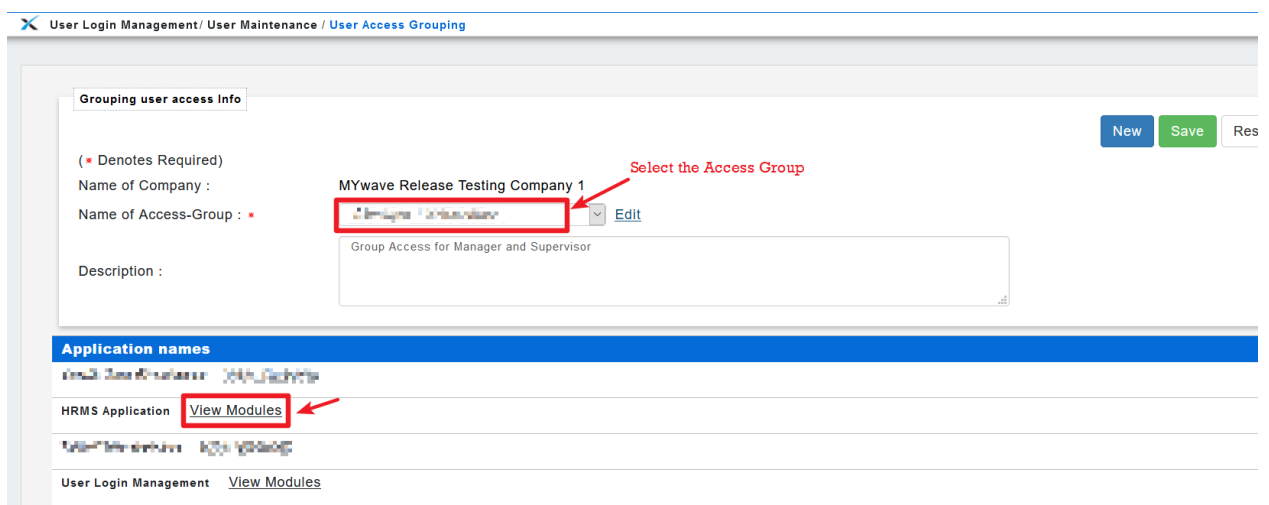
To grant the module access in the Group Access:

1. Click on Module list ▤ → User Maintenance → **User Access Groping**.
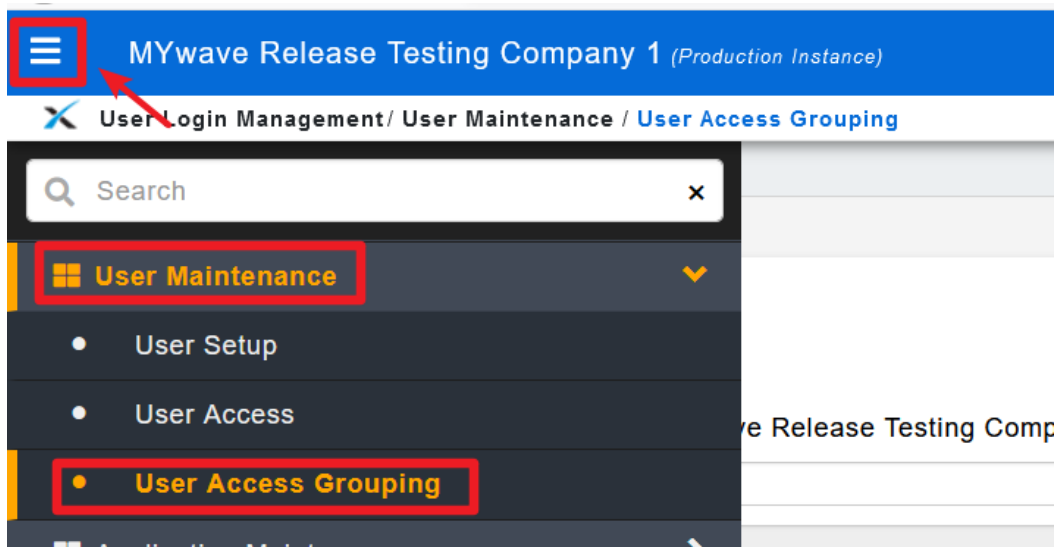
2. Select the **Name of Access-Group** → click on **View Modules**.

3. **Search** for the module → select "**Read & Write**" to grant the access.

4. Click "**Save**".