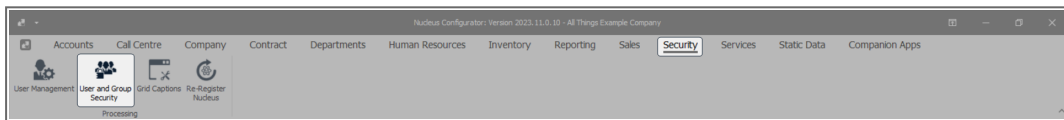We are currently updating our site; thank you for your patience.
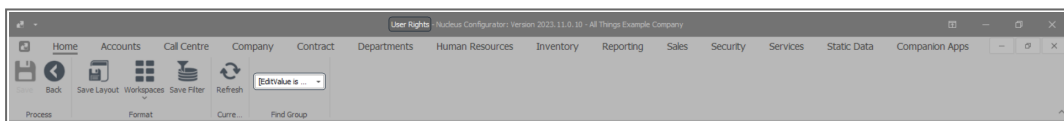
USER AND GROUP SECURITY
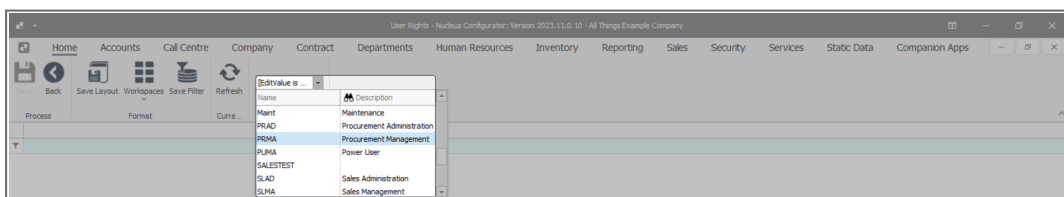
REQUISITION RELEASE FOR APPROVAL OVERRIDE

Ribbon Access: Configurator > Security > User and Group Security

- The **User Rights** screen will be displayed.

- Click on the **drop-down arrow** in the **Find Group** ribbon frame.

- The **Group Name** list will be displayed.
- Select **Procurement Management** from this list.

- A **Code and Access Level** data grid will be displayed.

- Select the **BPO Application** row.

- Click on the **expand** button of the **BPO Application** row.
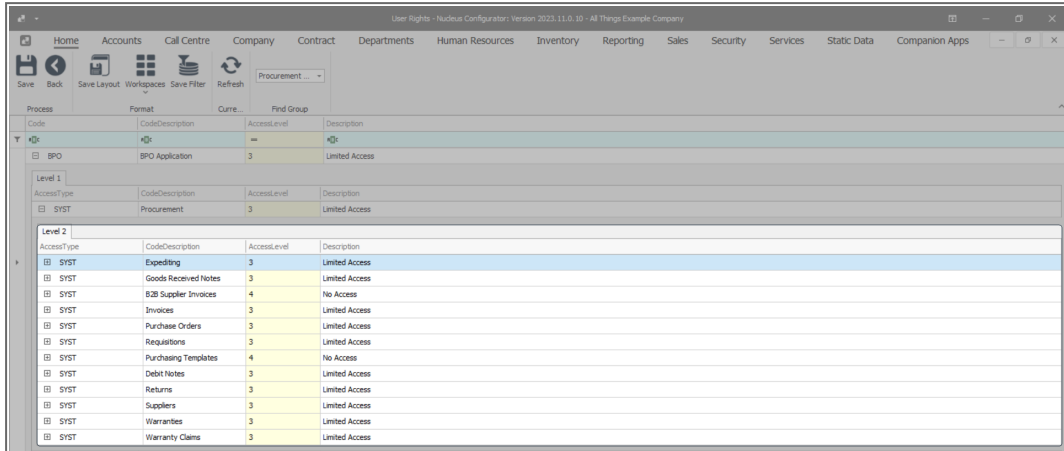- A drop-down **data grid** will appear showing **Level 1**.

- Select the **SYST - Procurement** row.

- Click on the **expand** button of the selected row.
- A drop-down **data grid** will appear showing **Level 2**.

- Select the **SYST - Requisitions** row.

- Click on the **expand** button of the selected row.
- A drop-down **data grid** will appear showing **Level 3**.

- Select the **Release Requisition** row.

- You will note that currently the Release Requisition Access Level is set to **3 - Limited Access**.

- Click in the **Access Level** field of the Release Requisition row to set the security level.

- A drop-down **menu** will appear and you will select an **Access Level**.
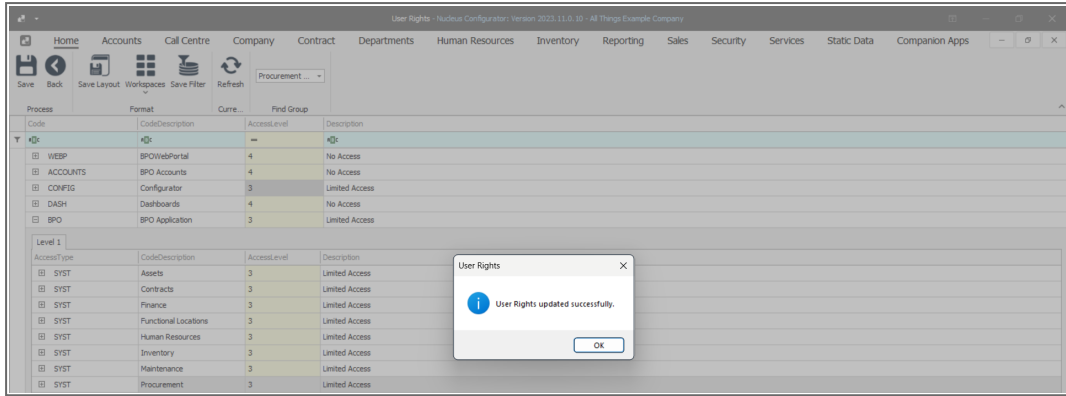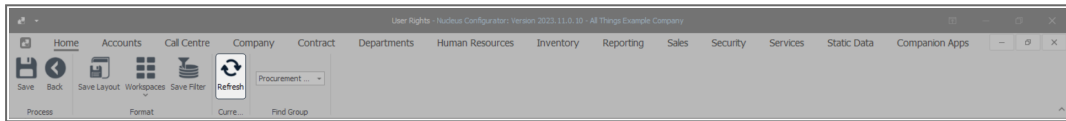
- In this image, **2 - Full Access**, is selected.
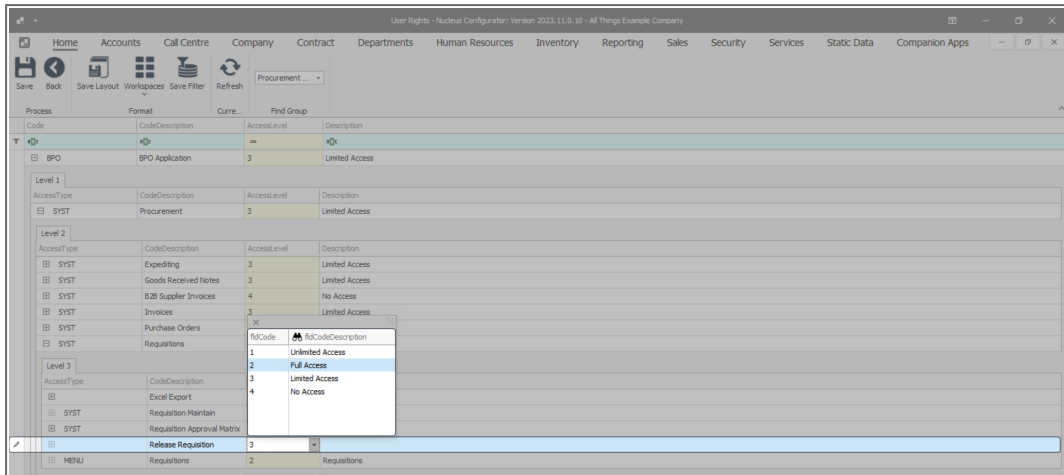
- Click on **Save**.
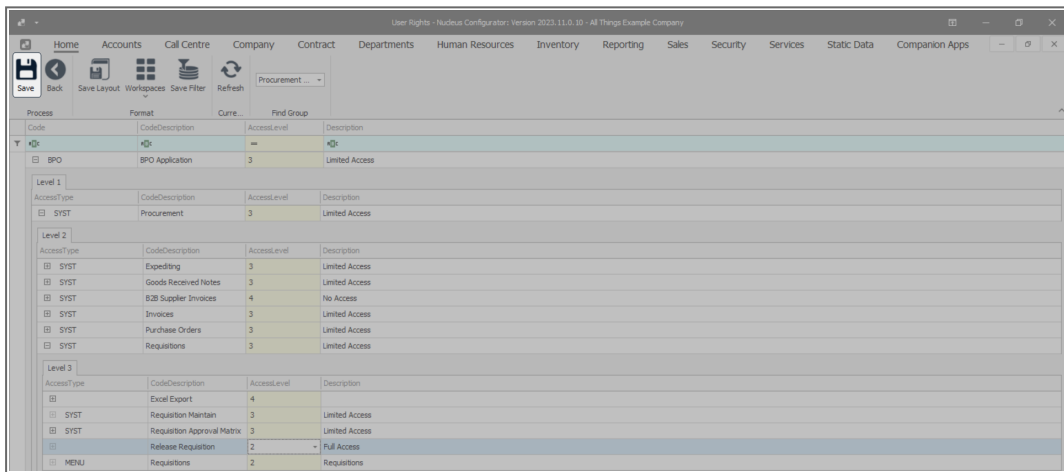
- A User Rights message will pop up saying -

  - **User Rights updated successfully**.

- Click on **OK**.

- Click **Refresh** to update the saved changes.

- You will return to the User Rights screen.

MNU.085.002