## How to Hide Menus to a User through User Security

This feature is no longer applicable on i21 version 15.2 and higher

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Aside from using User Role type, you can also establish menu permissions in User security screen by checking or unchecking menus in Role Menu panel under Menu Permissions Tab.

User Security				
Save Search Undo Change Password Close				
Settings Menu Permissions				
Role Menu	User Menu Preview			
Select All Clear All	🕀 📄 Common Info			
Common Info	🕀 🧰 Dashboard			
Dashboard	🕀 🔜 General Ledger			
🖉 😠 🔚 General Ledger	🗷 🖃 🔚 Help Desk			
🔽 🕀 🚞 Help Desk	Customer Portal			
📝 🕀 🚞 Customer Portal	Ag Accounting			
🔽 🕀 🚞 Ag Accounting	Grain Accounting			
🔽 🕀 🚞 Grain Accounting	Contact Point			
📝 🗄 🚞 Contact Point	Accounts Payable			
Accounts Payable				
Payroll				
I General Ledger				
V H Fixed Assets	Company Setup			
	Ag Customer Inquiry			
A Customer Inquiry	Grain Customer Inquiry			
Grain Customer Inguiry	Print/View Reports			
Print/View Reports				
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Here are the steps on how to Hide menus to a User through User Security:

- 1. Log in as admin user
- 2. On user's menu panel, go to Admin folder then select and double click User Security

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Profile Log Out About Help	Search User Security	* 🗆 ×	
enu (K)	Open Selected Refresh Close		
Favorites	Pilter Records (E3) 30 records		
Admin	Liter Name	Email	
User Security			
User Roles		alga.com	
Report Manager	AGDENO	salespikely.com	
Motor Fuel Tax Cycle	AG		
Company Preferences	Scale		
Starting Numbers	jan		
Custom Fields	BWARD	biythei@narveymilling.com	
B 🚞 Utilities	KEVIN .	kevin.hammer@irely.com	
Common Info	DASHBOARD	todd.renner@irely.com	
Dashboard	ECOM	kane.rainwater@irely.com	
J 🚞 General Ledger	KIM I	kim.higginson@irely.com	
Financial Reports	I NICHOLAS		
Tank Management	PTADMIN		
Cash Management	PTDEMO		
J Accounts Payable	RHONDA		
Accounts Receivable	SSIADMIN SIADMIN		
/ 🧱 Help Desk	SSIDEMO		
Inventory	STORE STORE		
J 🧱 Payroll	TEST TEST		
Contract Management	JEB JEB		
Notes Receivable			
Ag Accounting +	🕜 😟 👷 Ready		

3. On Search User Security screen open a user you want to update menu permissions

4. Check or uncheck menus under the Role Menu panel

i user securicy		
Save Search Undo Change Password Close		
Settings Menu Permissions		
Role Menu	User Menu Preview	
🕼 Select All 📃 Clear All	🕀 🚞 Dashboard	
🔲 🖬 🚞 Common Info		
🔽 🕀 📄 Dashboard		
🔲 🕀 🧰 General Ledger		
E Help Desk		
Contact Point		
🔲 🗑 🔂 Accounts Payable		
Payroll		
🔲 🗃 🚞 General Ledger		
🔲 🗃 📑 Fixed Assets		
B Time Entry		
Company Setup		
Ag Customer Inquiry		
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5. Click Save toolbar button.

Note: Only checked menus in the Role Menu panel will be visible in the User's menu panel.

