

How to Give Approval Rights to a Datamaxx User

The screenshot shows the 'Data-Maxx 7 - [User Security]' application window. The menu bar includes File, Setup, Review, Processes, Reports, Tools, Window, and Help. Below the menu bar, there are filters for Start Date (2/1/2013), End Date (2/1/2013), Set Period Setup, and a checkbox for Show Inactive Employees. The main section is titled 'Users' and contains a list of users on the left (admin, brian) and a detailed configuration form on the right. A yellow callout box with two steps is overlaid on the form:

1. Go to Tools, Users then Security.
2. Check these boxes for the user you want to have approval rights

Red dashed arrows indicate the navigation path from the 'Tools' menu to the 'Users' section and then to the 'Approve L1' and 'Approve L2' checkboxes, which are both checked. Other fields in the form include User (admin), Parent User (brian), Employee ID, Work Departments, Divisions, Job Codes, Phases, Cost Codes, and DataMaxx Settings (Object Permissions, Add, Form, Object, Add, Add All Forms Disabled).