Assigning Cognos Report Permissions

1. Log into the RTS workstation and, from the top of the main POS page, click **Local Options > Security > Employee Security**.

2. On the **Employee Access Rights SEC005** page:

   a. Type in the **Employee Id** number and click the **Tab** key.

      Tip: To locate the ID of an employee, run an Employee Security Report (**Local Options > Security Reports > Employee Security Report**).

   b. Verify the employee information is correct and then click **Reports**.

3. On the **Security Access Rights Reports SEC012** page, click the **COGNOS Reports** checkbox and then click the **Enter** button.

4. Back on the **Employee Access Rights SEC005** page, verify that a red checkmark is displayed to the left of **Reports** and then click the **Revise** button.

   Note: If you are adding this user at this time, click the **Add** button (which will be active).

5. On the **Confirmation** popup, click the **Yes** button.

6. Back on the **Employee Access Rights SEC005** page, repeat the steps above to add another Cognos User or click the **Cancel** button to display the main RTS POS page.