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.

(Continued on next page)
Assigning Cognos Report Permissions

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

![Security Access Rights Reports SEC012](image)

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.

![Confirmation popup](image)

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.