



# 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**).

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Customer Miscellaneous Reports Local Options Accounting Inventory Funds Exit Help

Employee Access Rights SEC005

User Name: 229- [ ] Employee Id: [ ]  Enable User Name for Search  
Last Name: [ ] First Name: [ ] Middle Init: [ ]

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

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Employee Access Rights SEC005

User Name: 229- PSMITH Employee Id: 12345  Enable User Name for Search  
Last Name: SMITH First Name: PAT Middle Init: M

=Checked during session  Reset Password

Select if needed:

- Registration Only
- Title/Registration
- Status Change
- Inquiry
- Miscellaneous Registration
- Special Plates
- Miscellaneous
- Reports
- Local Options
- Accounting
- Inventory
- Funds

Add Revise Delete Cancel Help

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

- 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).

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

- 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.