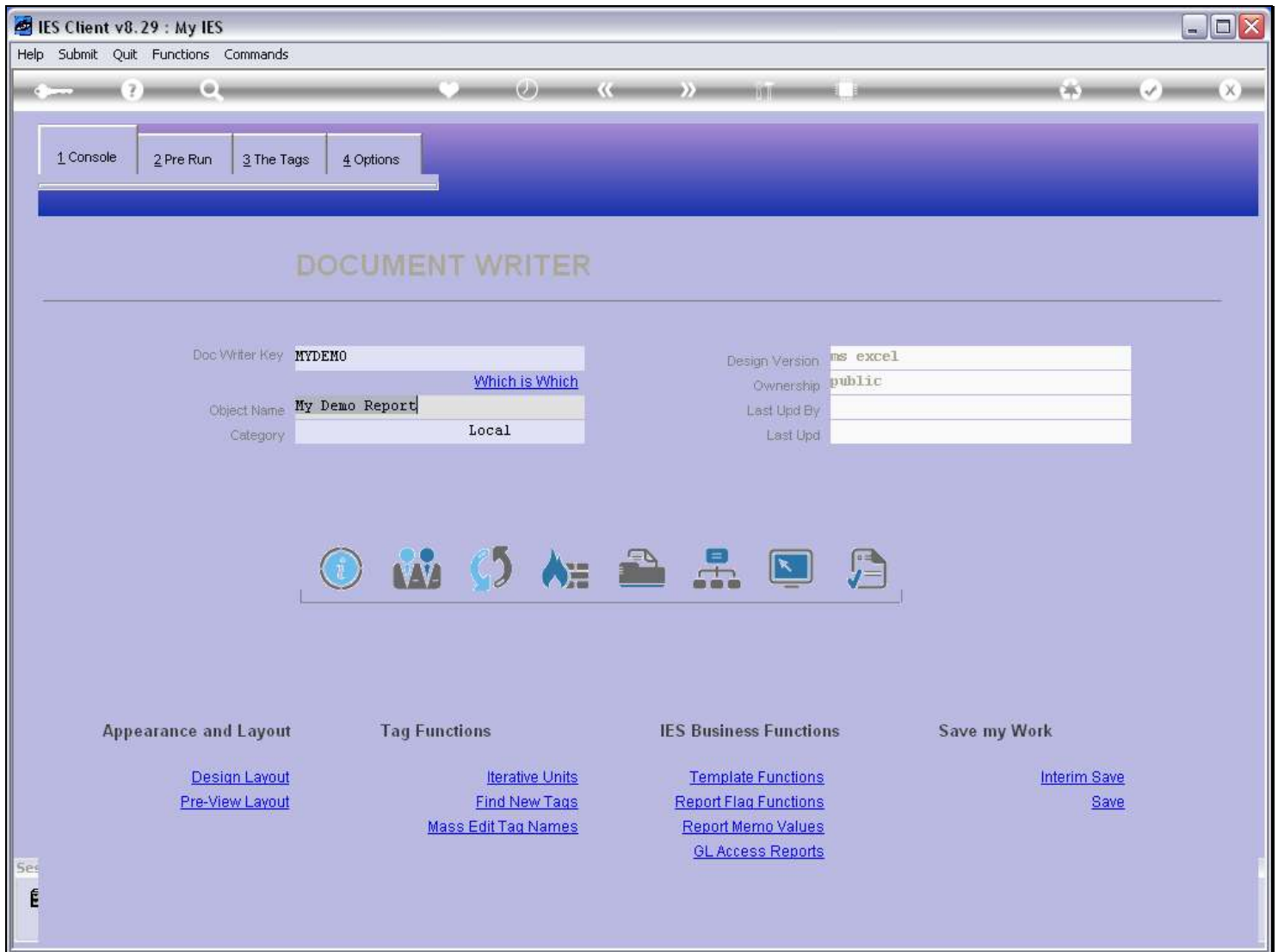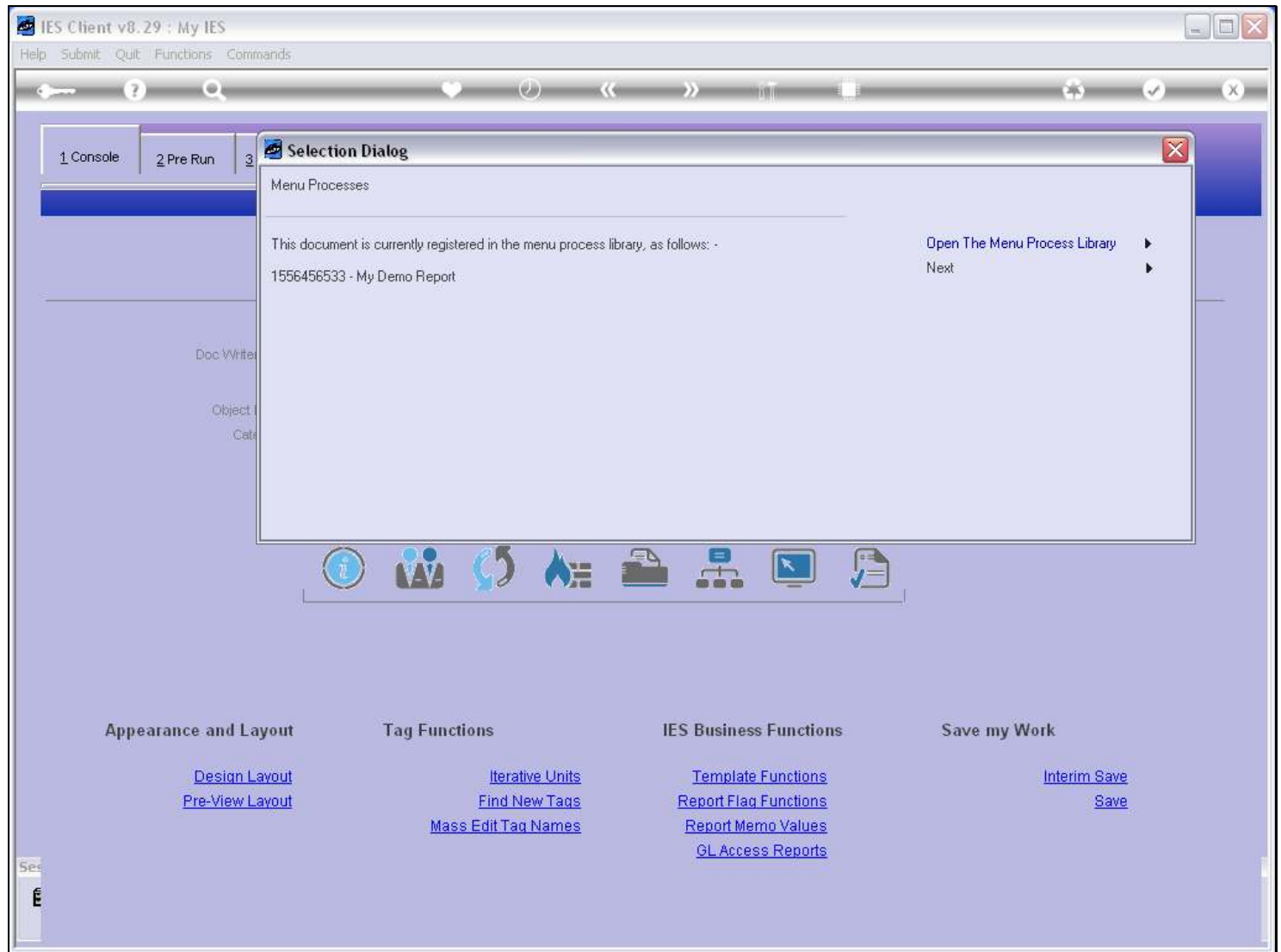## Slide 1 - Slide 1

Slide notes

When we want to give Users access to a Report, then we must put it on their Menus. User Access is usually performed in the User Access Profiles module, but DocWriter also has a function to do access for a Report from here. For this, we can use the Publication function.

Slide 2 - Slide 2

Slide notes

We can use a Report in the Report Warehouse or as a Swap without having the Report listed in the Menu Process Library, but we cannot give Users access to a Report on their Menus unless we register the Report in the Menu Process Library. As we can see, this Report is already registered there.

Slide 3 - Slide 3
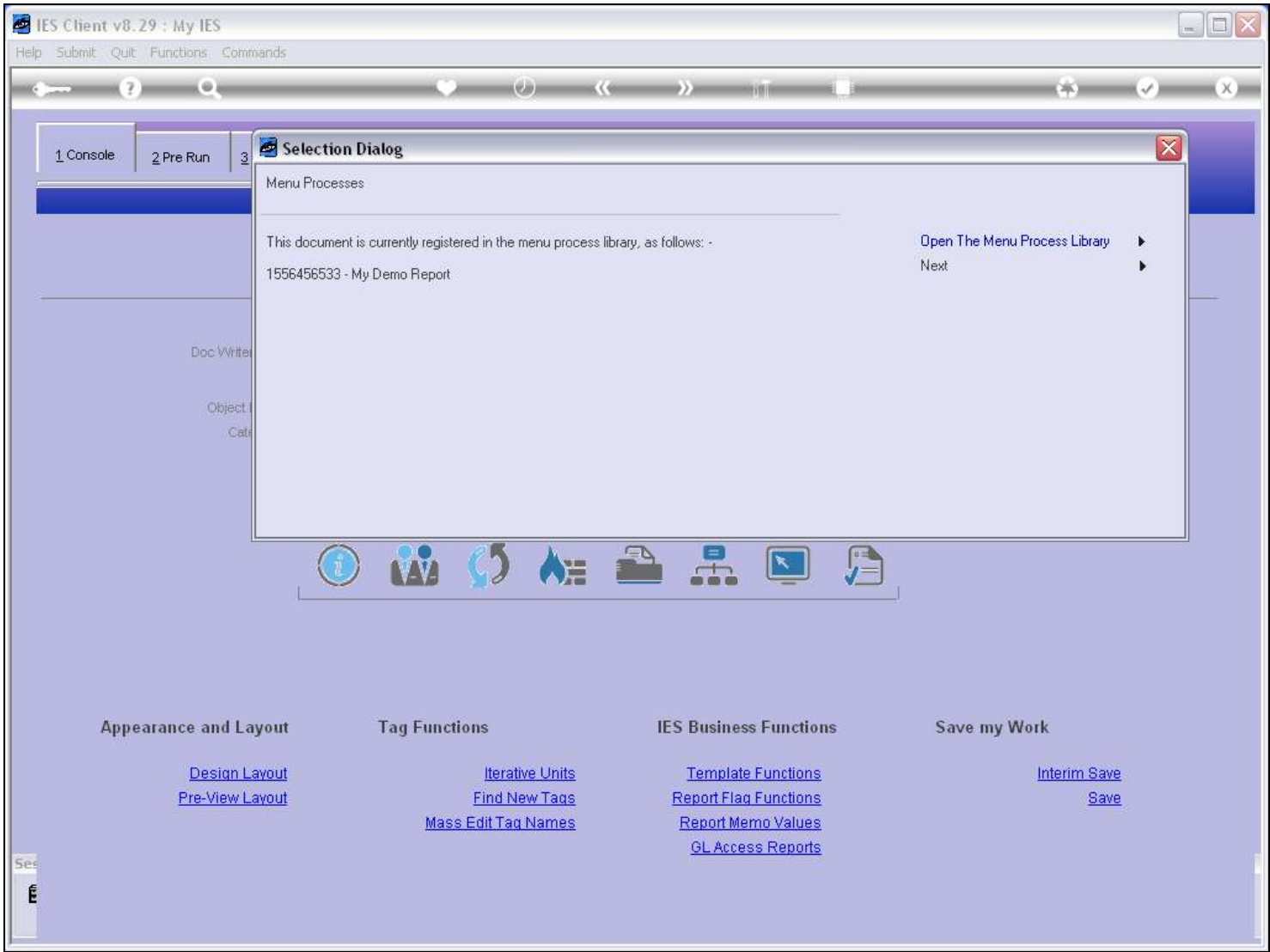
Slide notes

Slide 4 - Slide 4

Slide notes

We will choose the option to 'Grant User Access'.

**Slide 5 - Slide 5**

Slide notes

For standard IES Applications, we can only put the new Menu Option for Users at the Custom options, at Local Reports. The Menu Path option can be used for Local Applications. In this case, we are going to publish the access at the General Ledger Application, which is a standard IES Application, so we choose 'Local Reports'.

Slide 6 - Slide 6
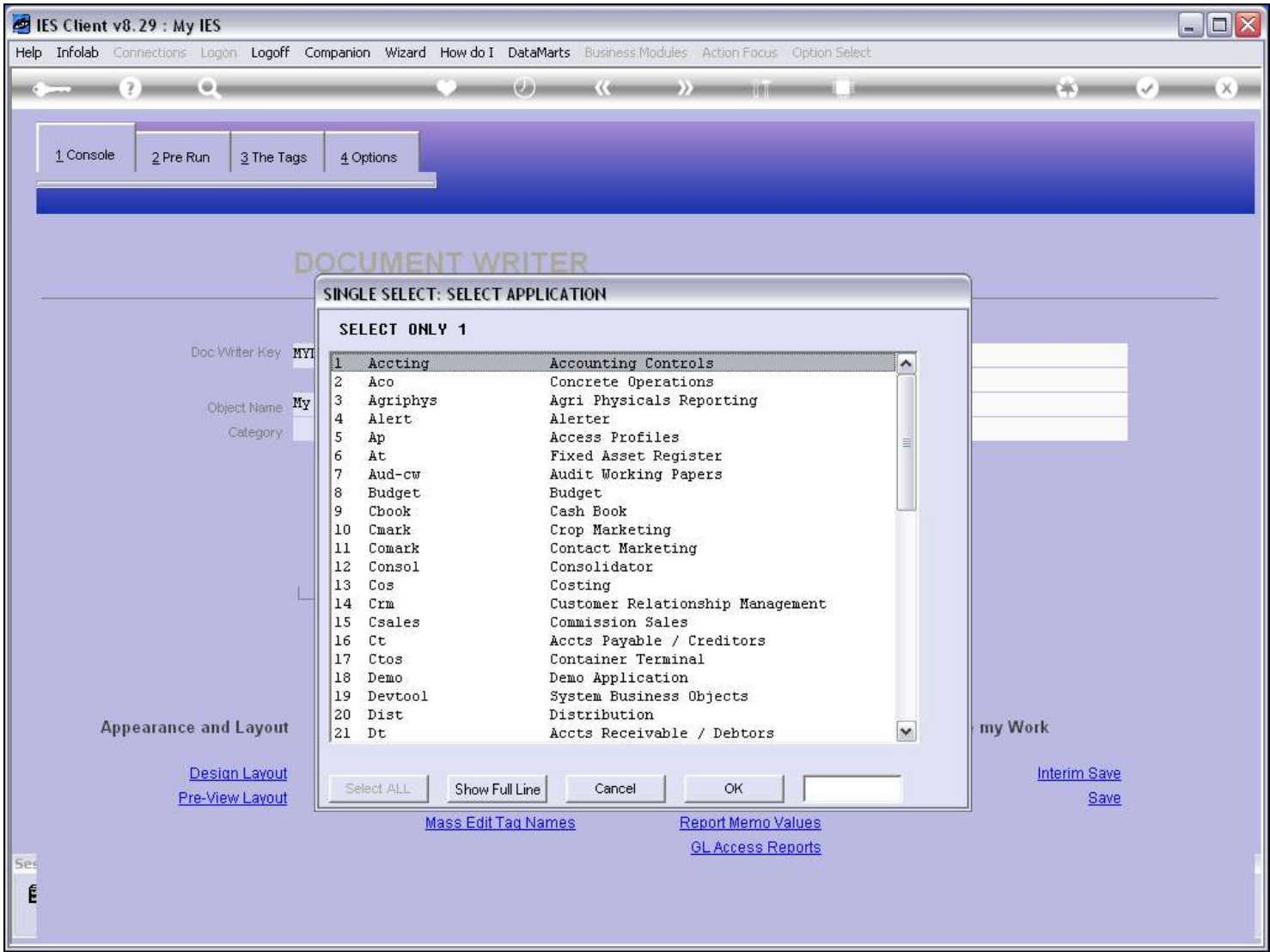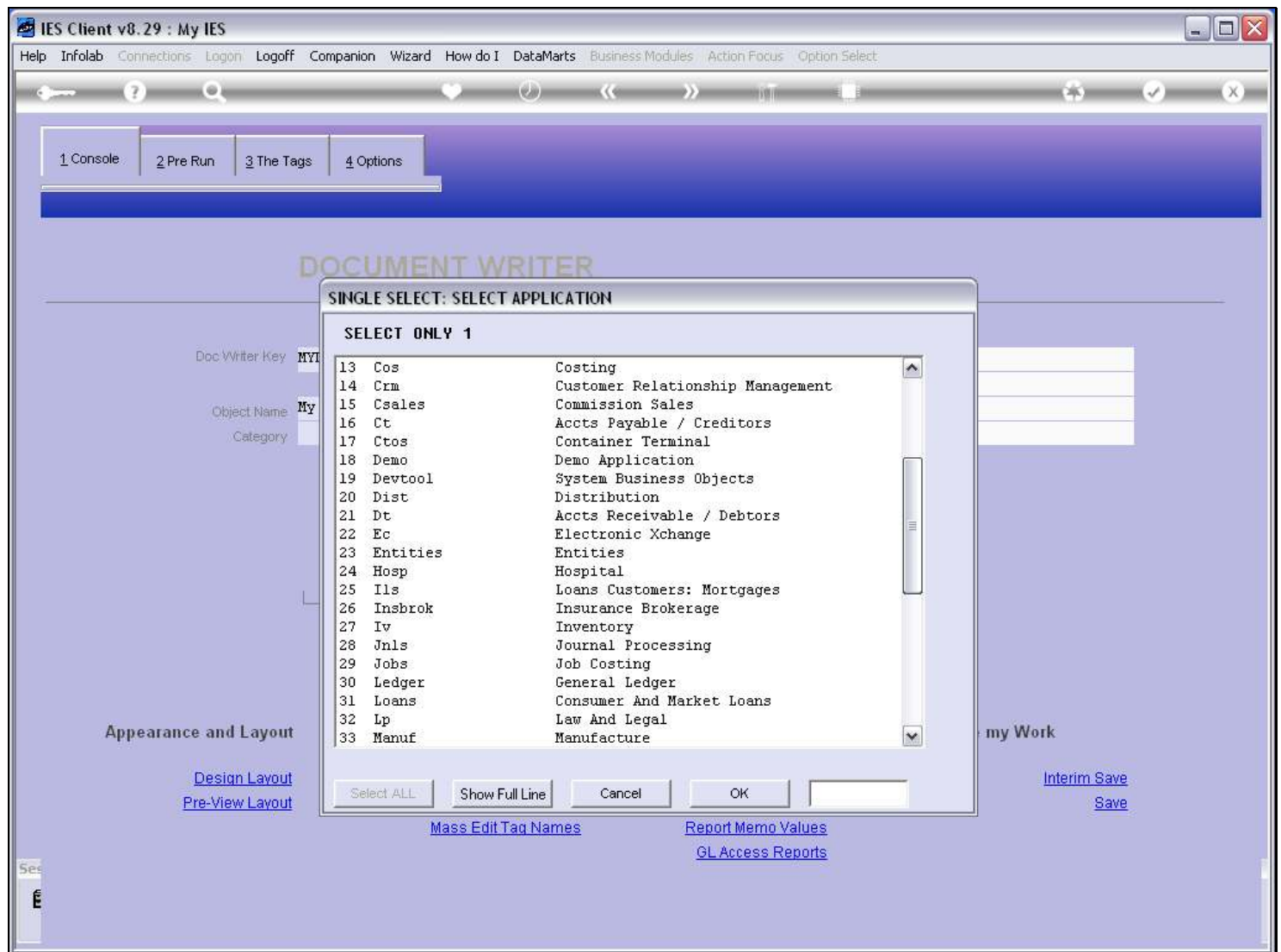

Slide notes

Slide 7 - Slide 7
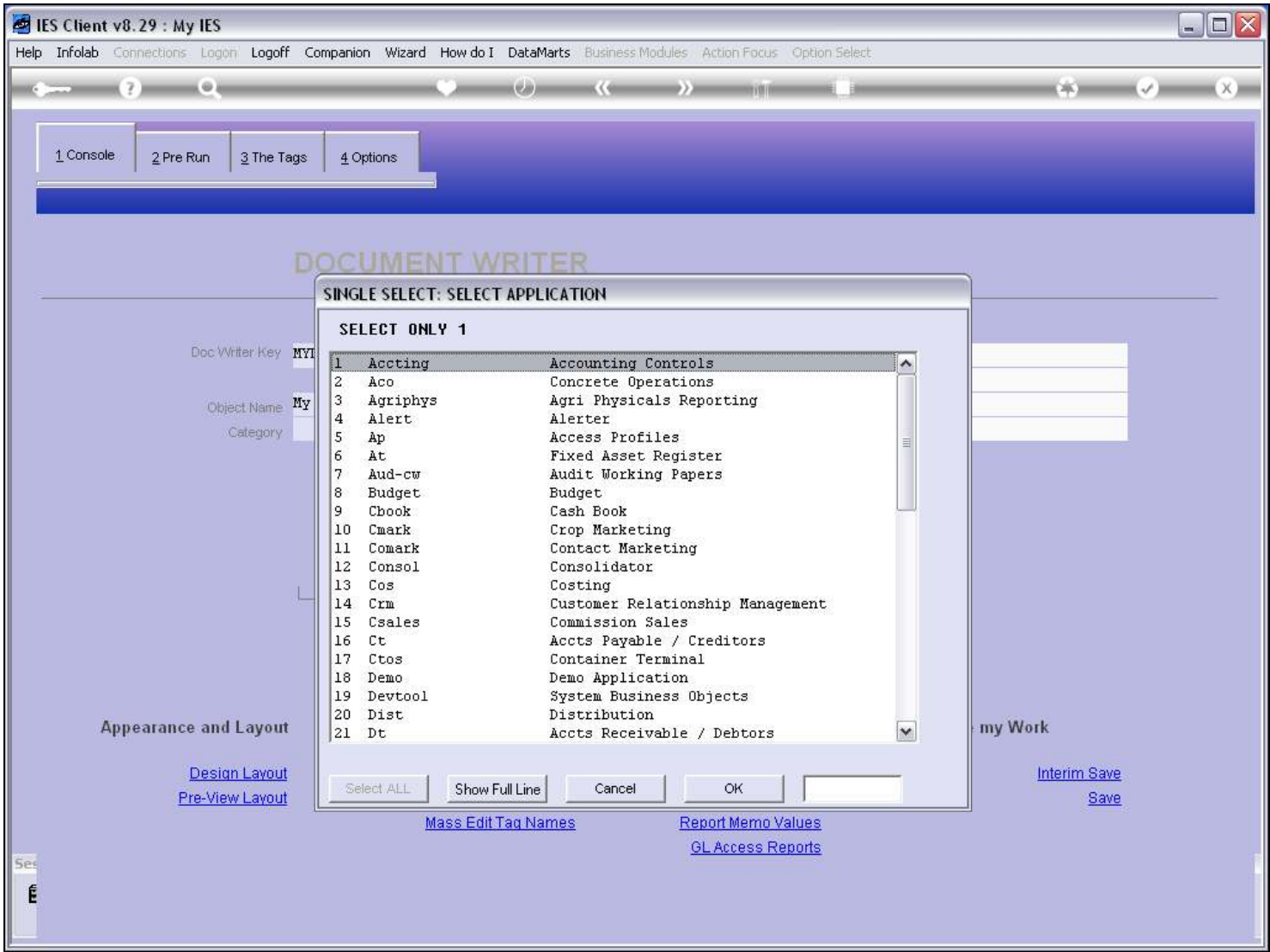
Slide notes

Slide 8 - Slide 8
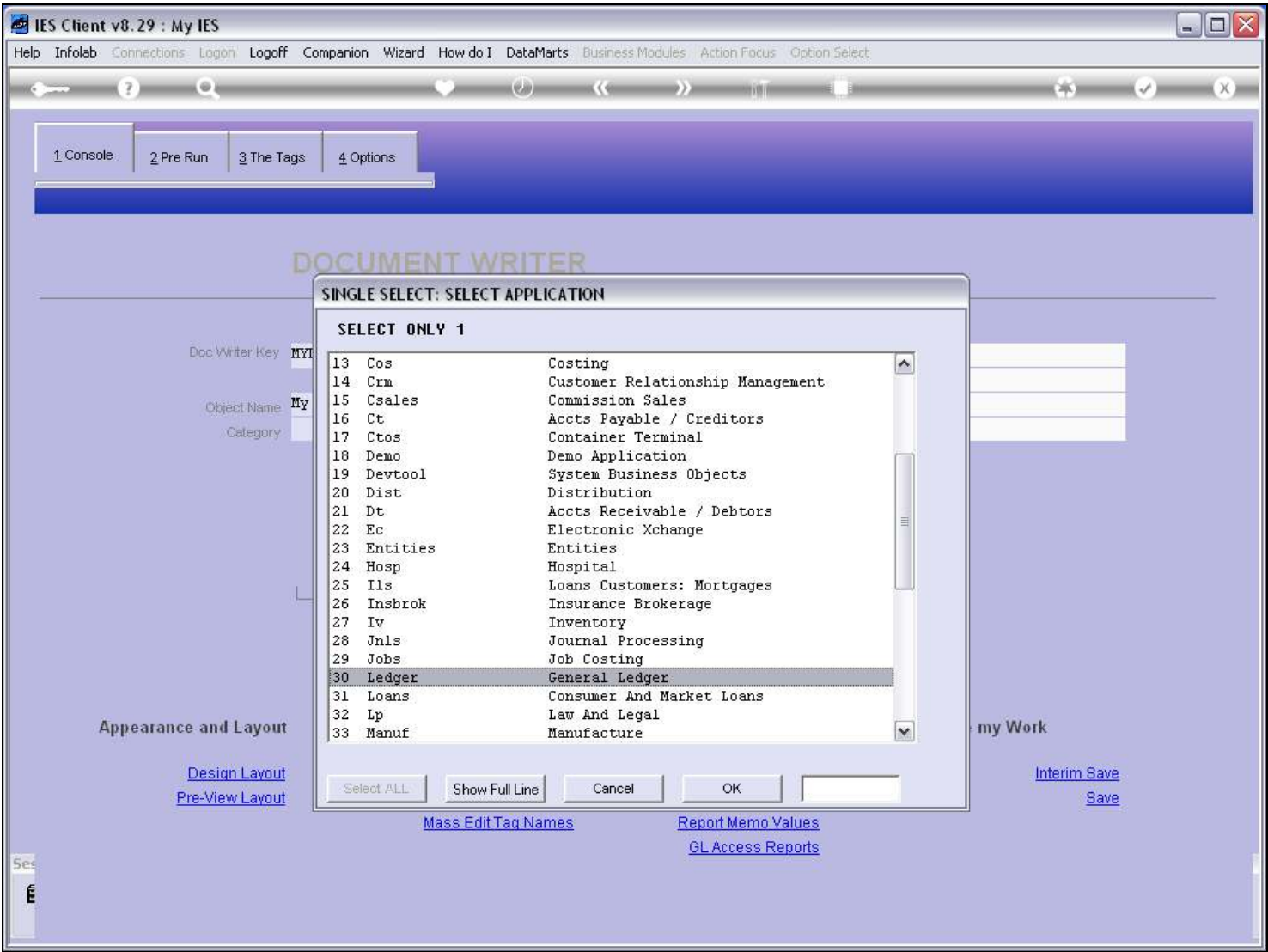
Slide notes

Slide 9 - Slide 9

Slide notes

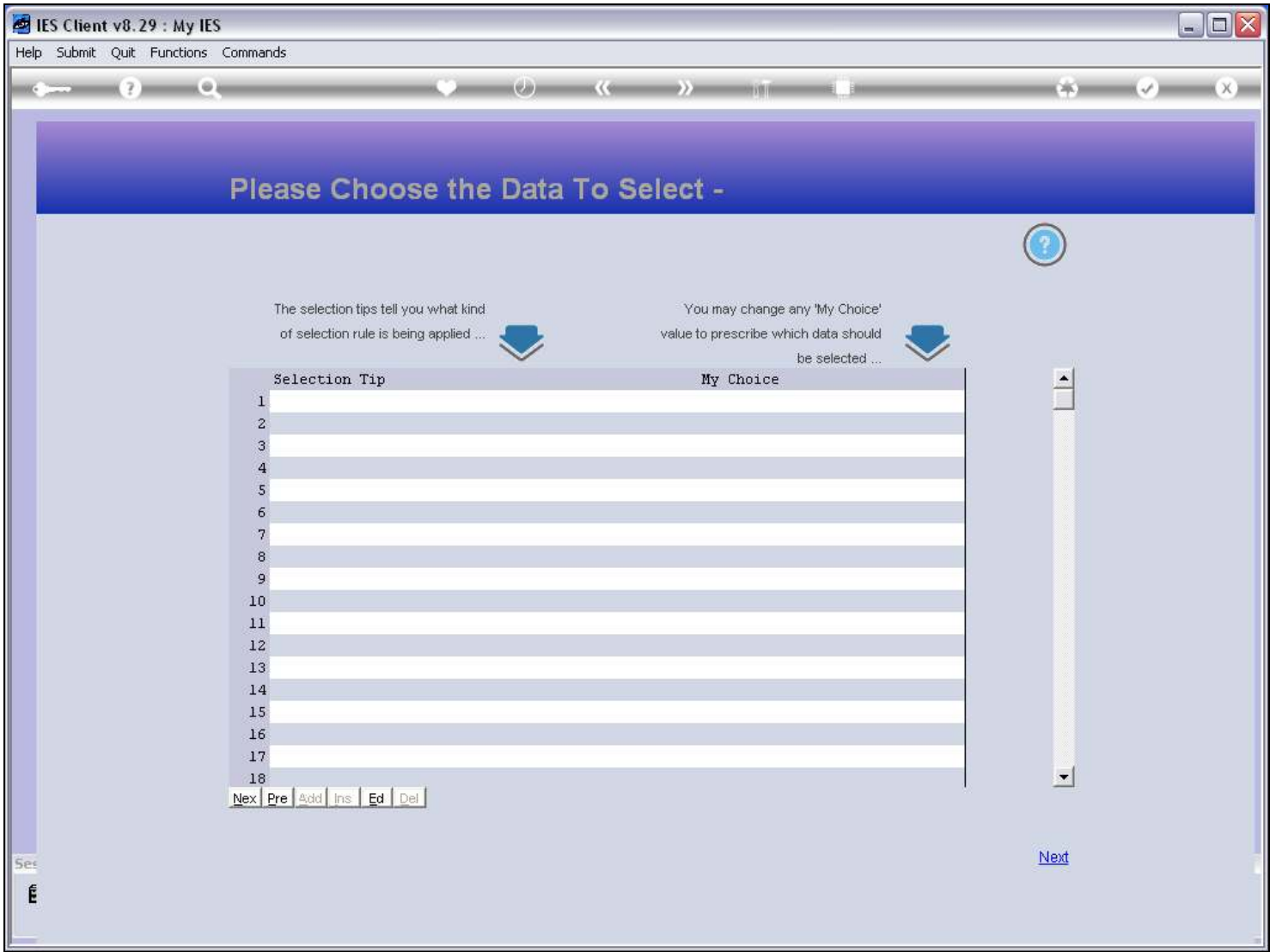## Slide 10 - Slide 10

Slide notes

Slide 11 - Slide 11

Slide notes

Next, we will select the Users that we want to give access to at this time.
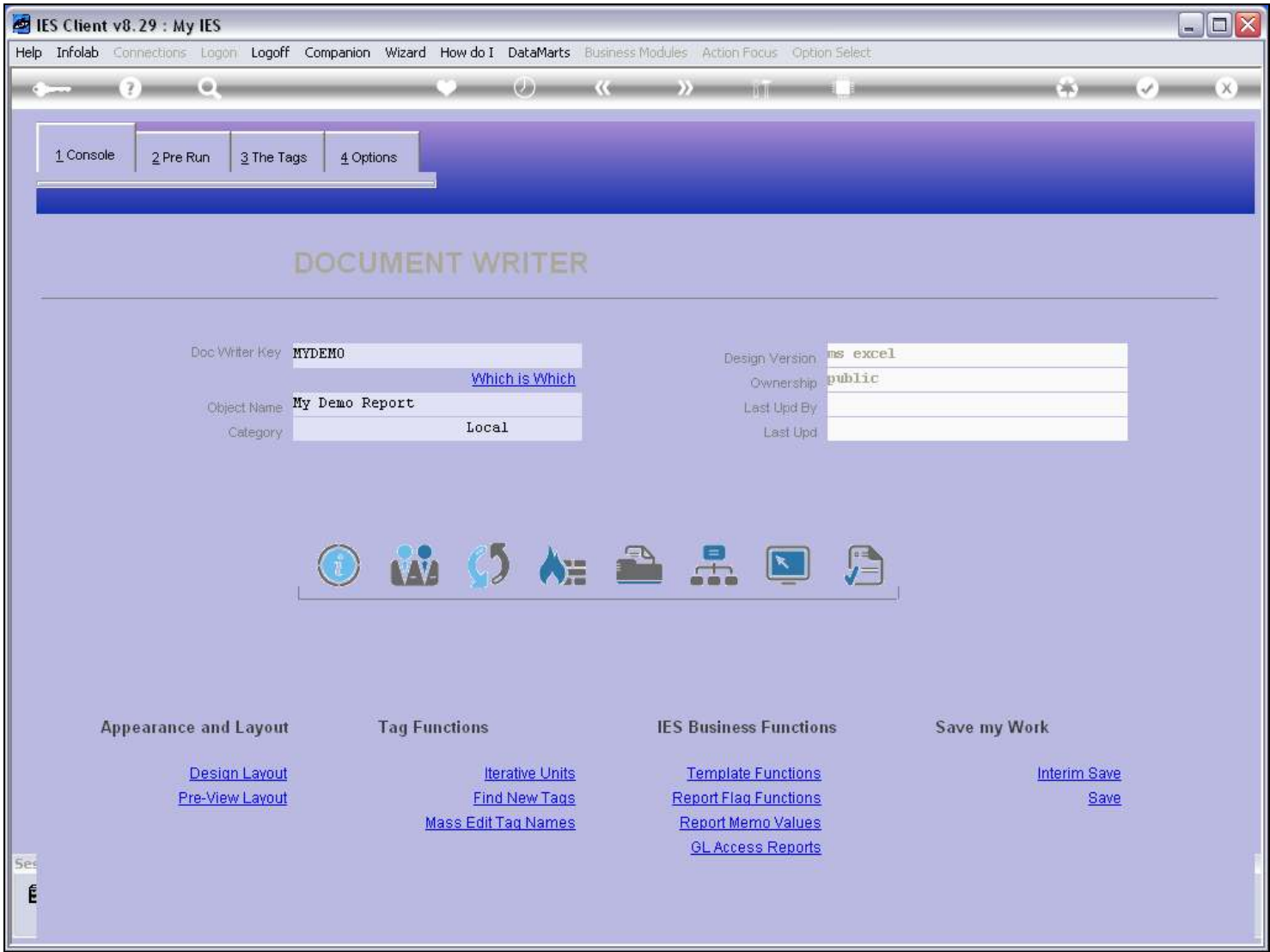
Slide 12 - Slide 12

Slide notes

Slide 13 - Slide 13

Slide notes

Slide 14 - Slide 14

Slide notes

Slide 15 - Slide 15
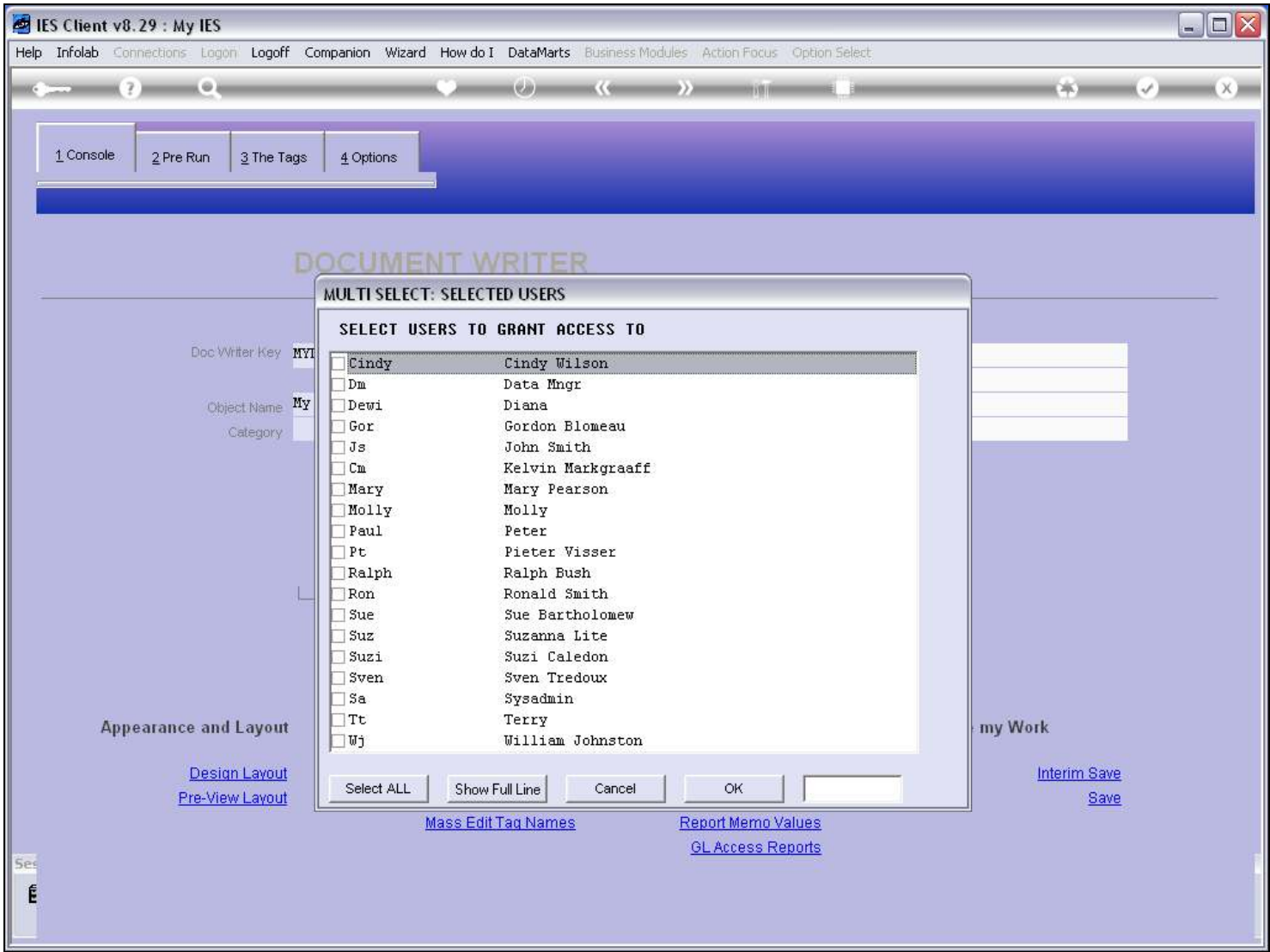
Slide notes

Slide 16 - Slide 16
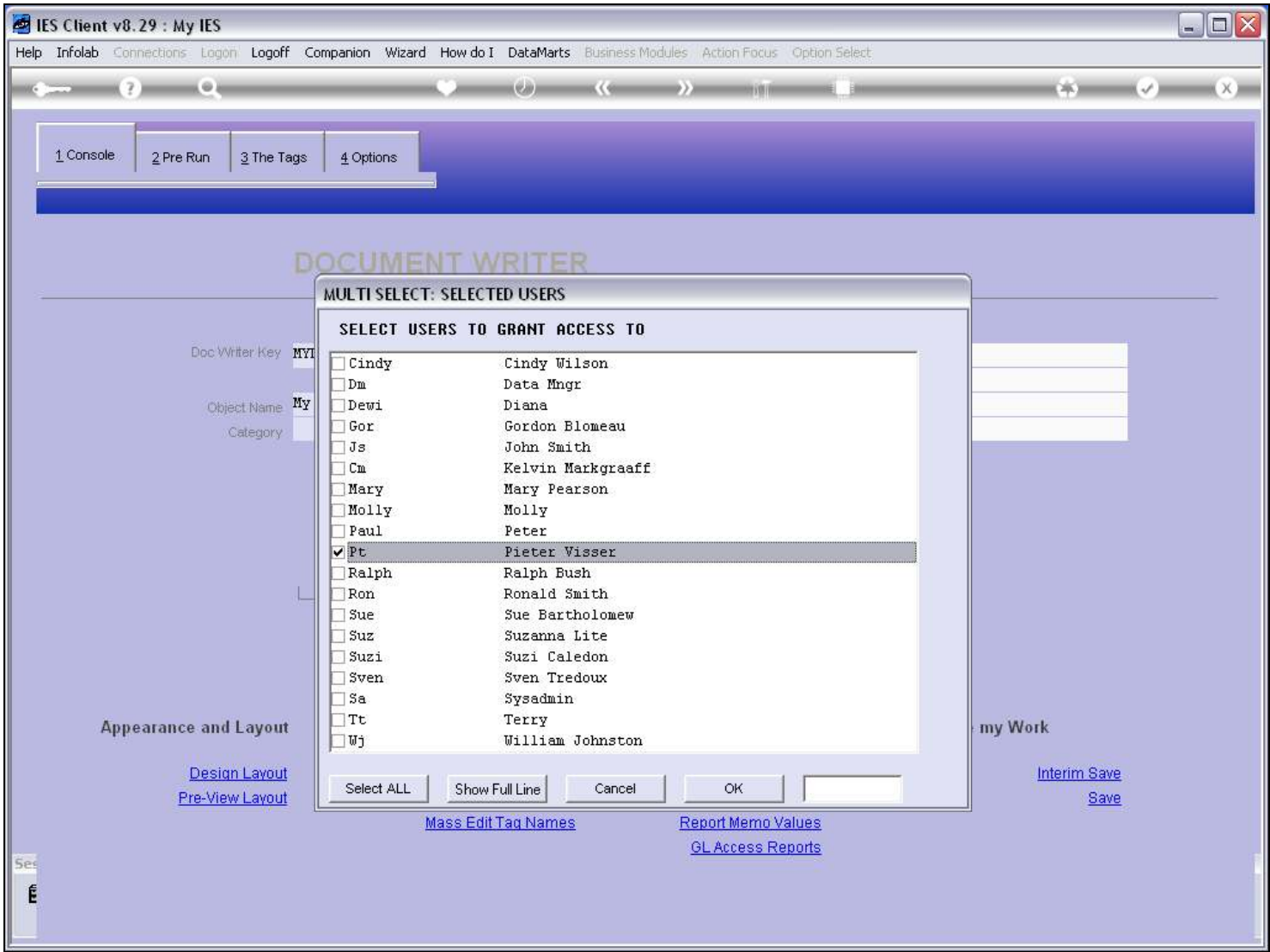
Slide notes

Slide 17 - Slide 17
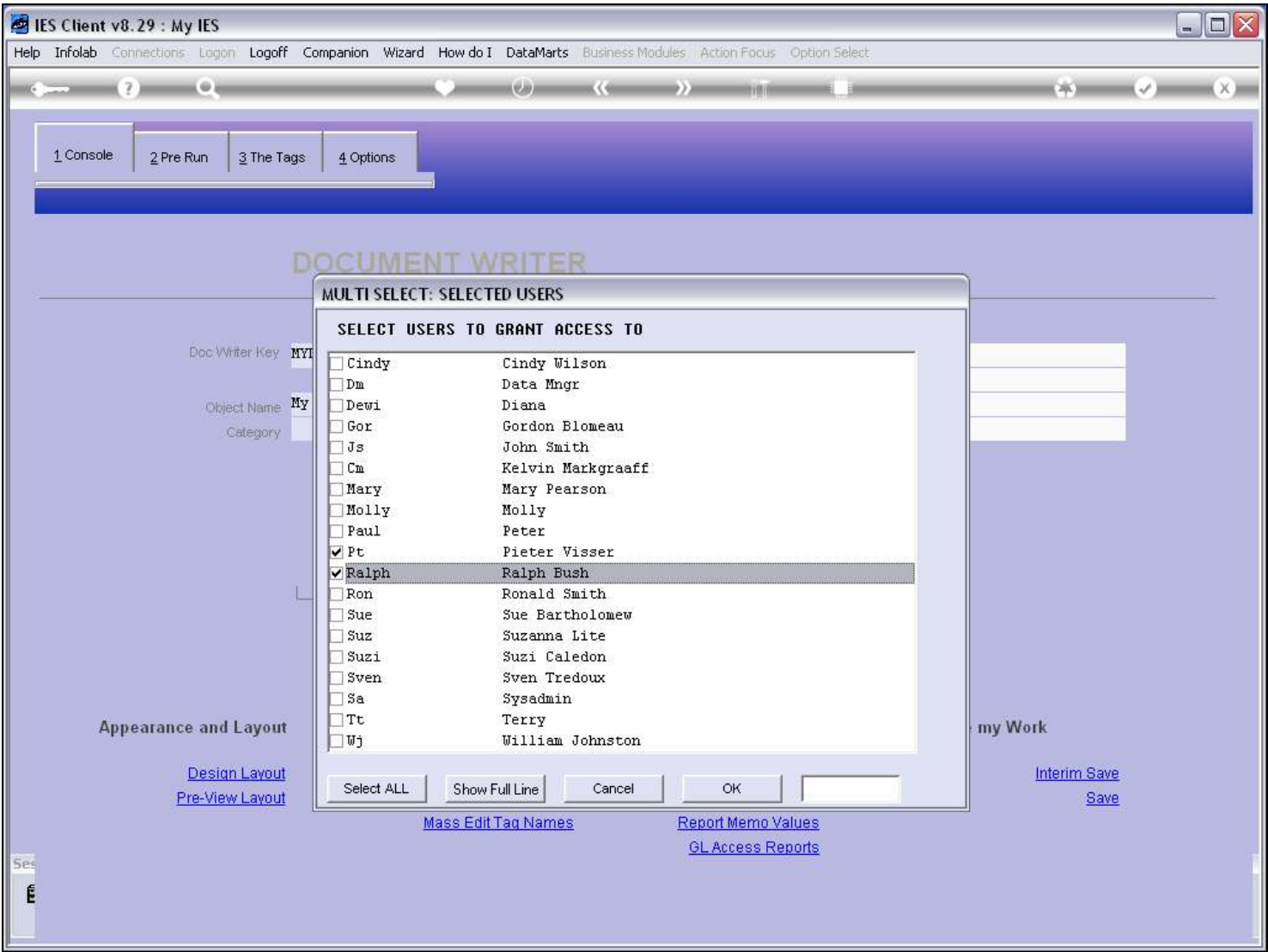
Slide notes

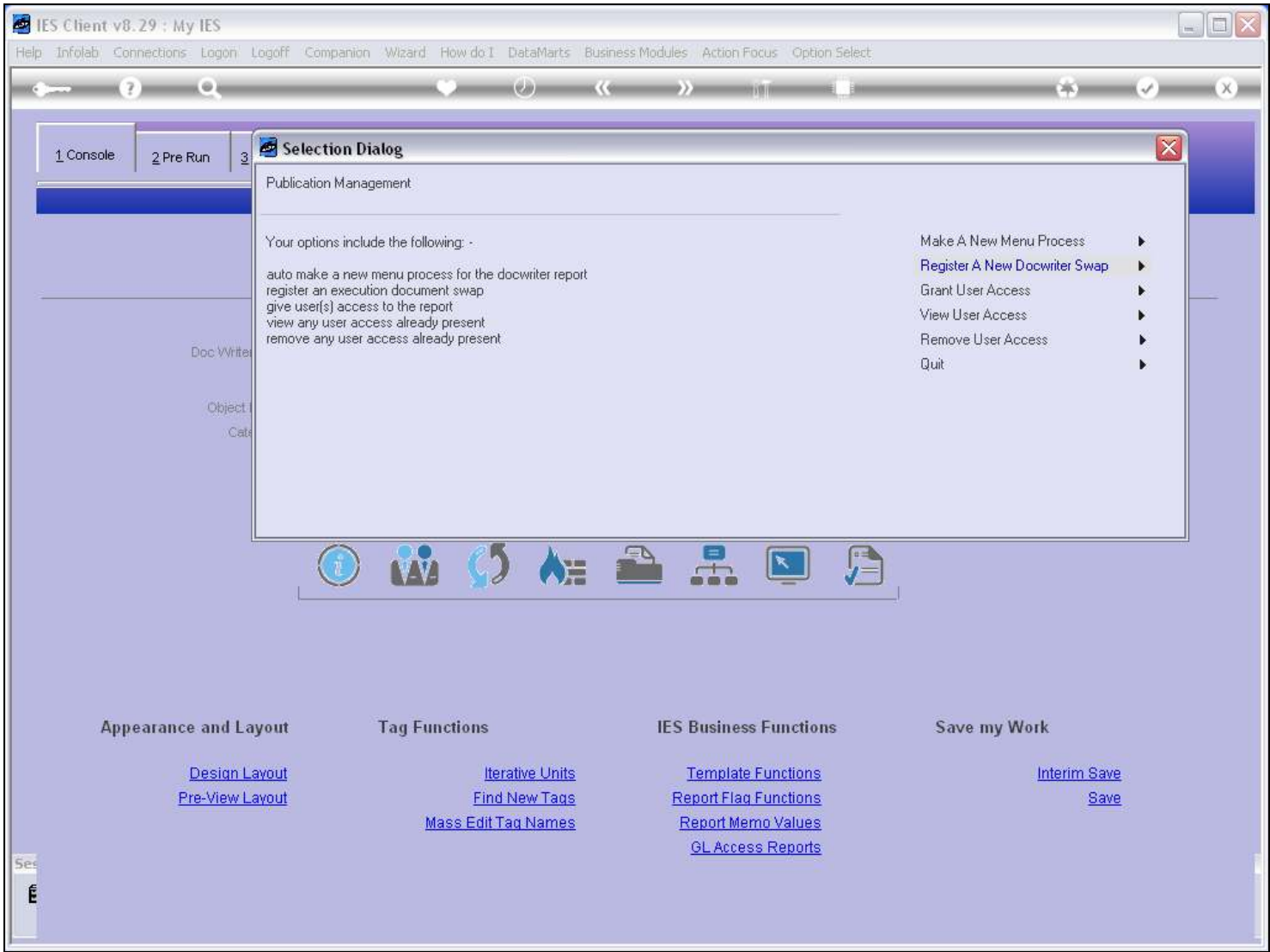**Slide 18 - Slide 18**
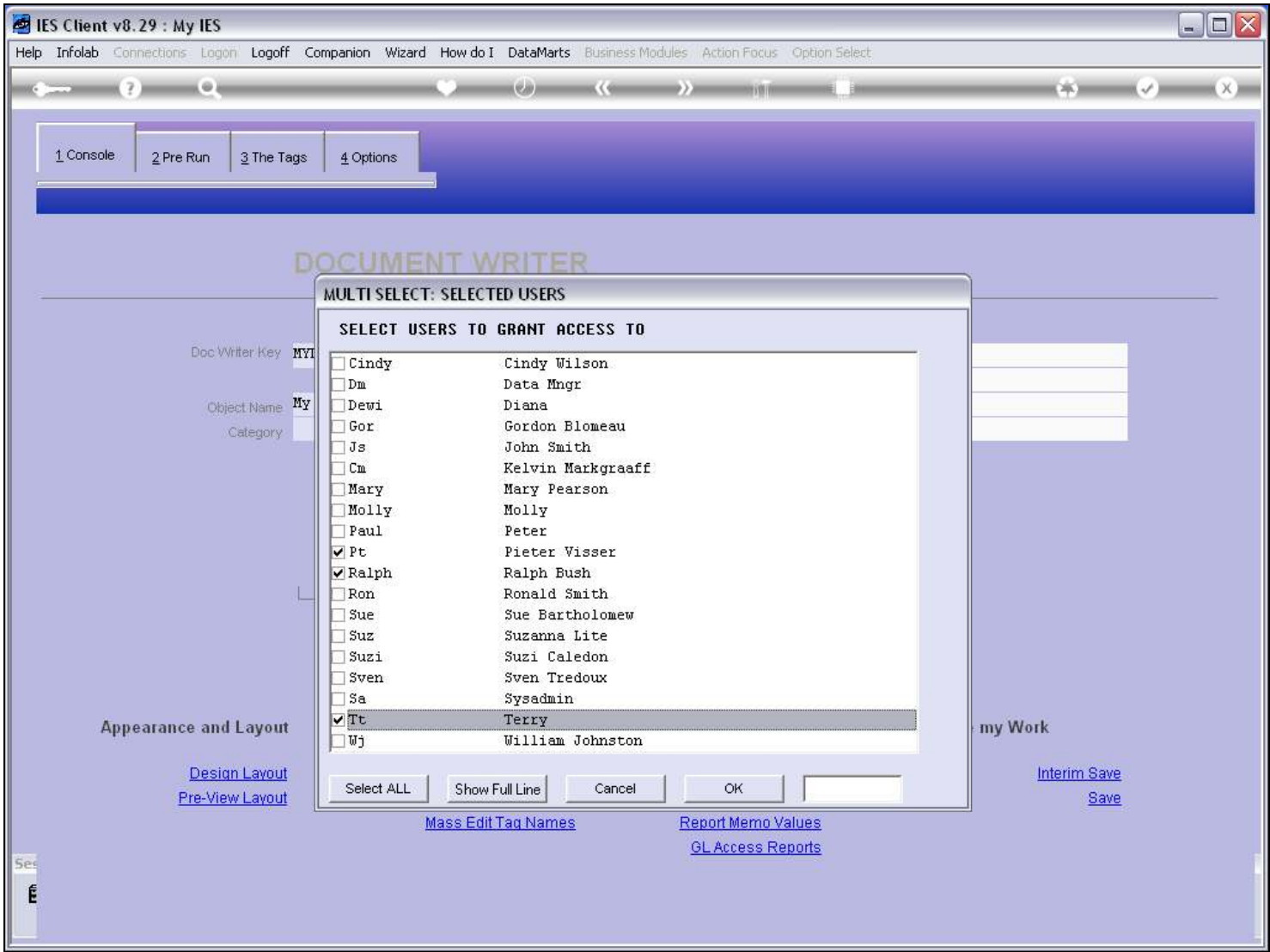
Slide notes

Slide 19 - Slide 19
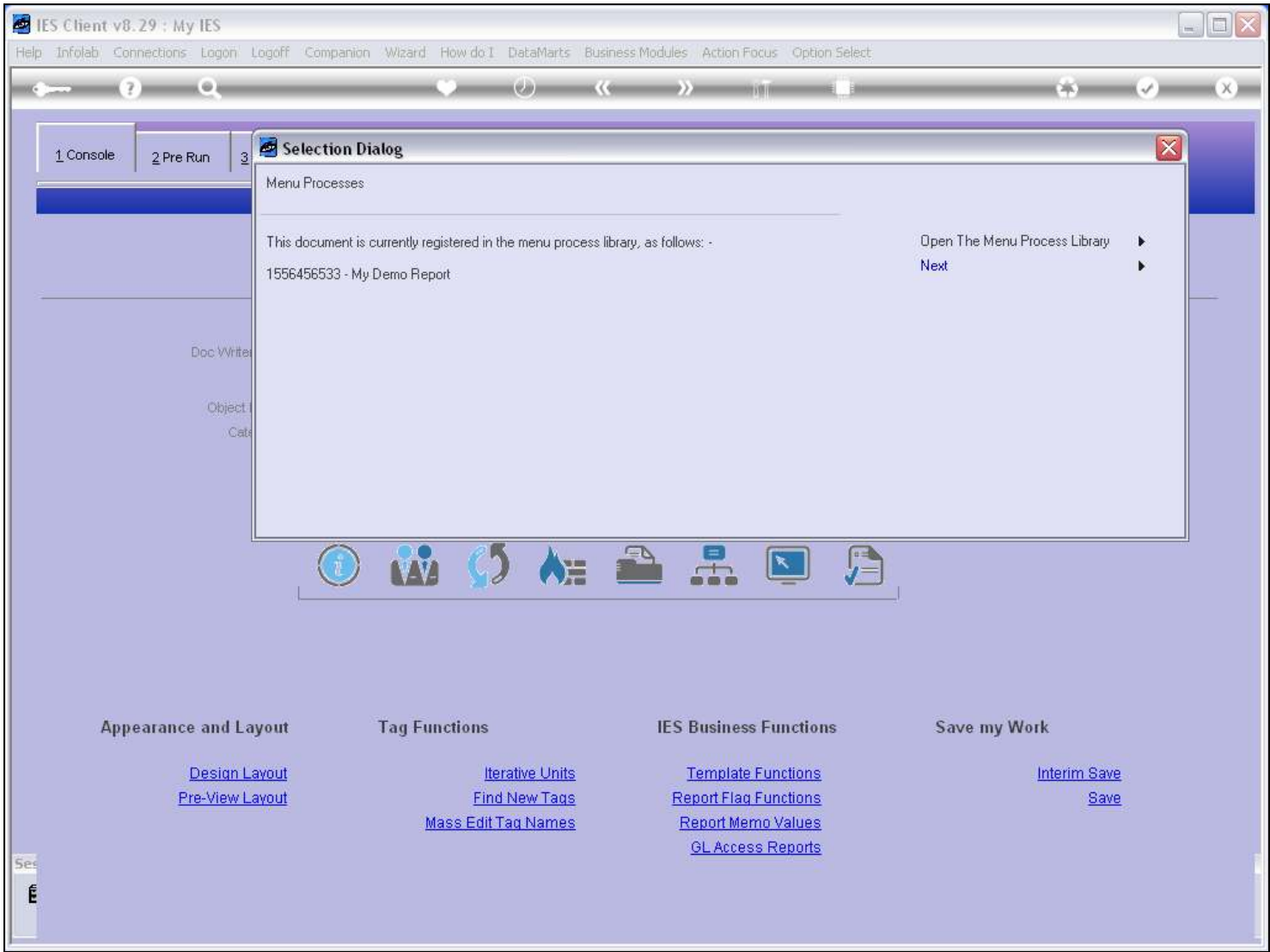
Slide notes

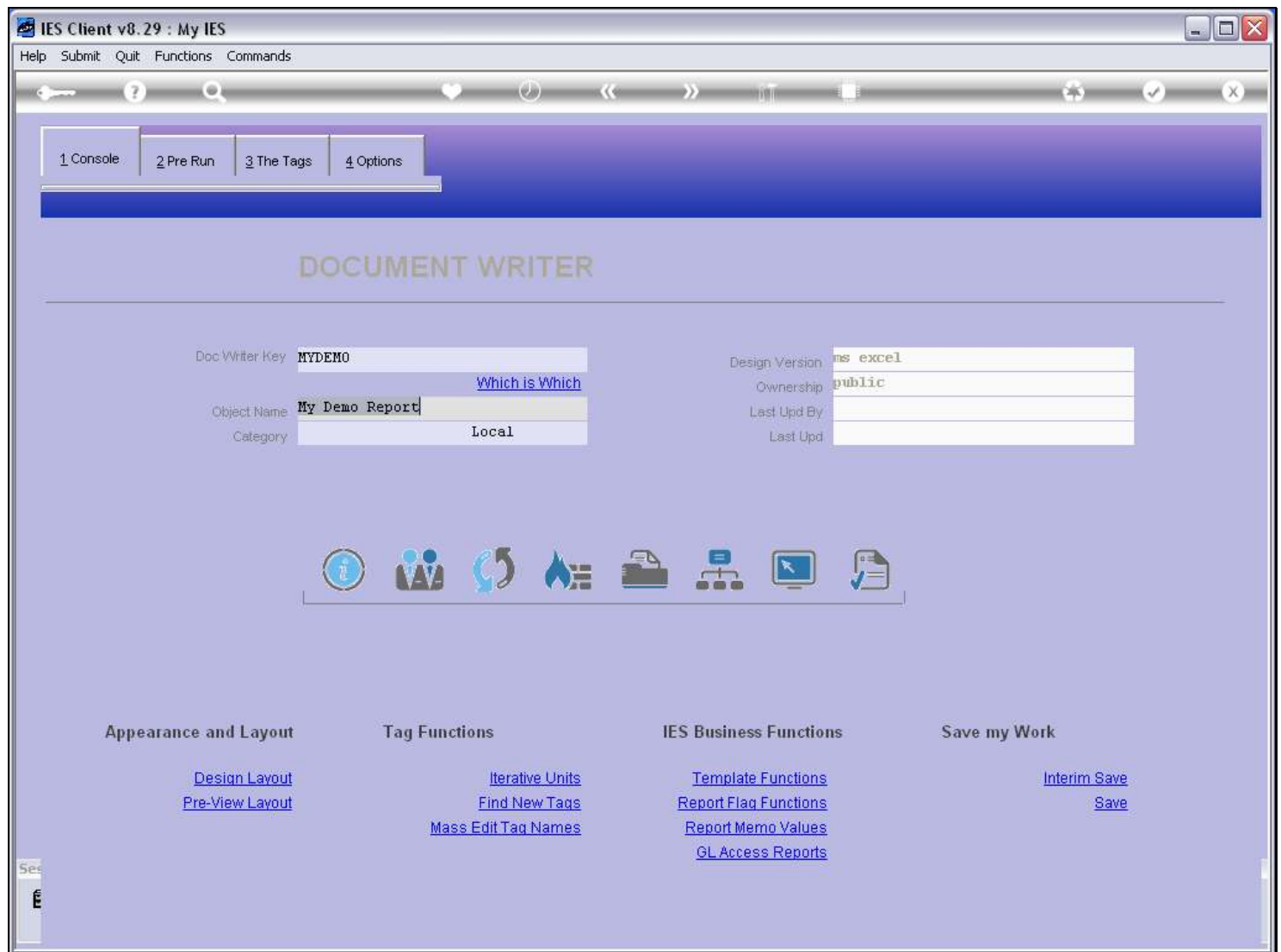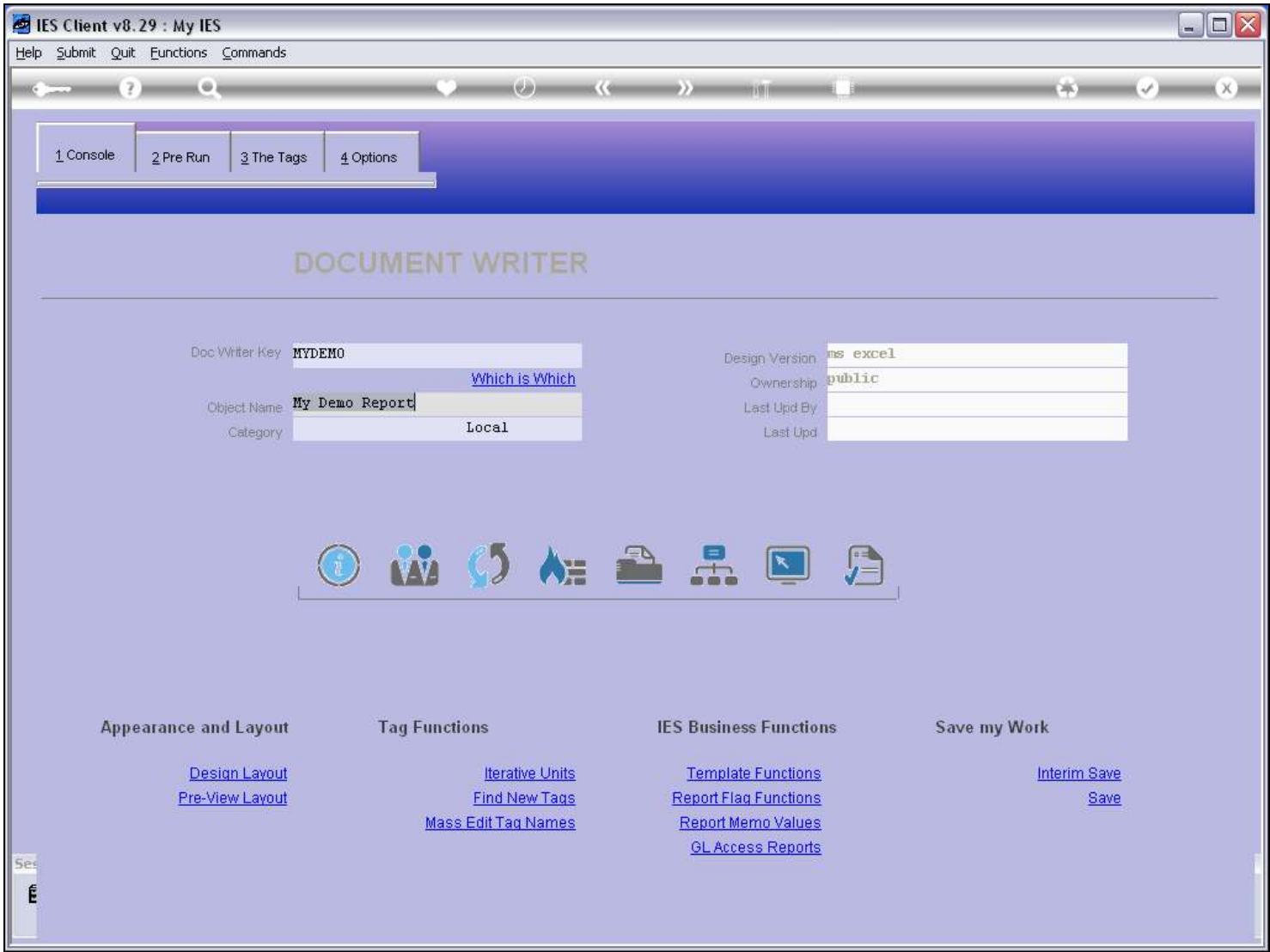## Slide 20 - Slide 20

Slide notes

Slide 21 - Slide 21

Slide notes

Now that we have some access given, let's go to the Ledger and see if the option appears there.
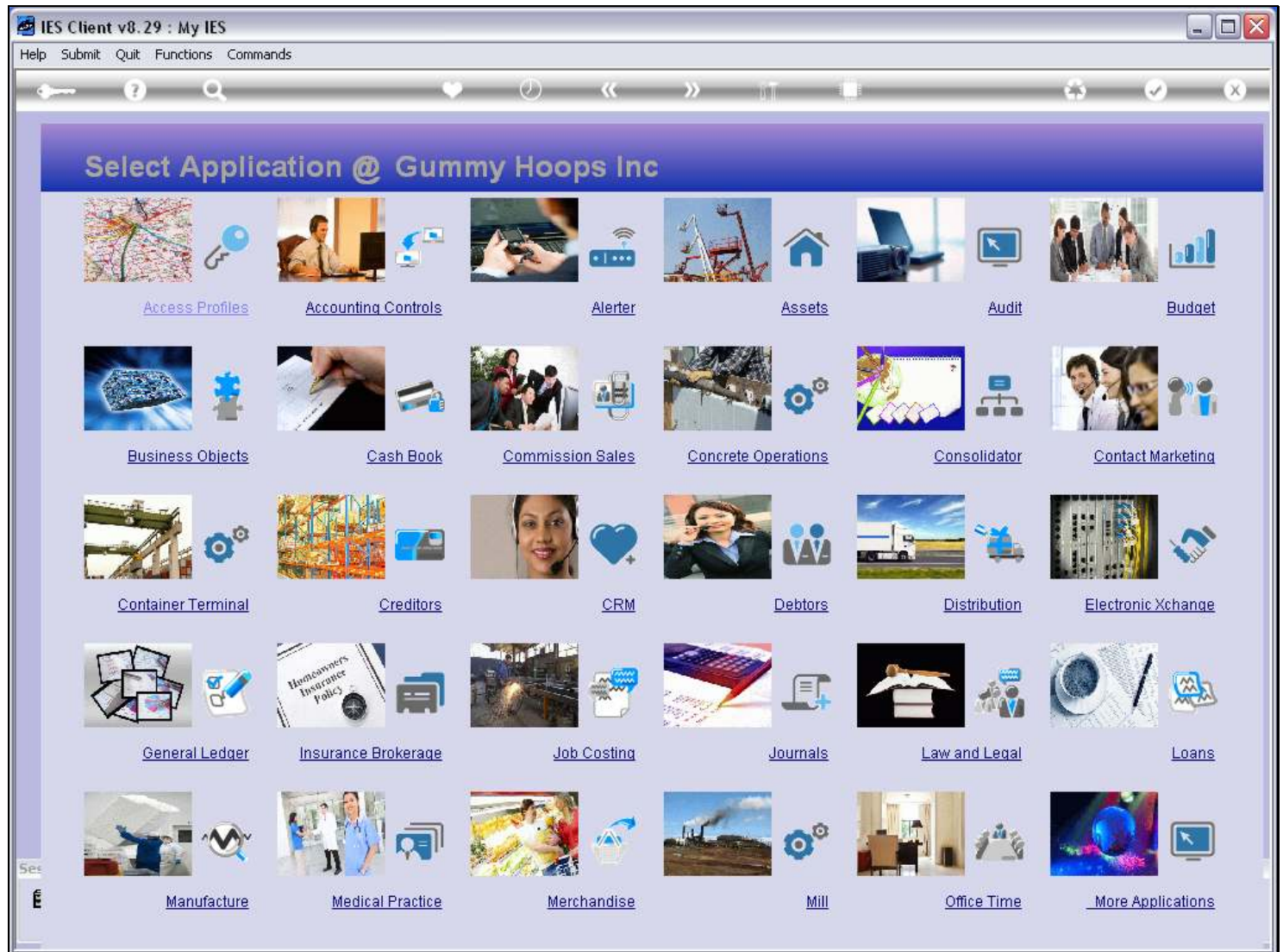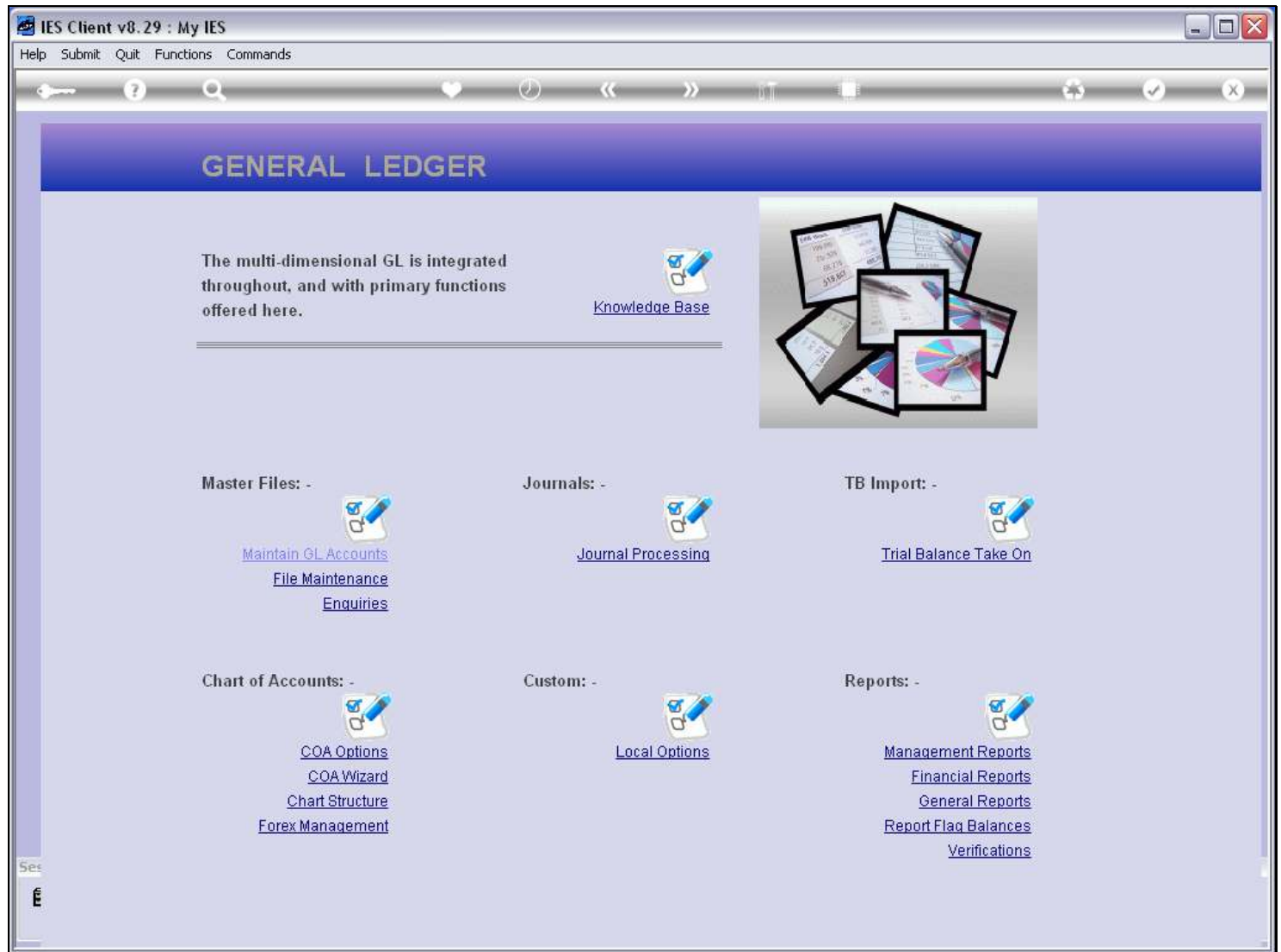
Slide 22 - Slide 22

Slide notes

Slide 23 - Slide 23

Slide notes

Slide 24 - Slide 24

Slide notes

Slide 25 - Slide 25

Slide notes

Slide 26 - Slide 26

Slide notes

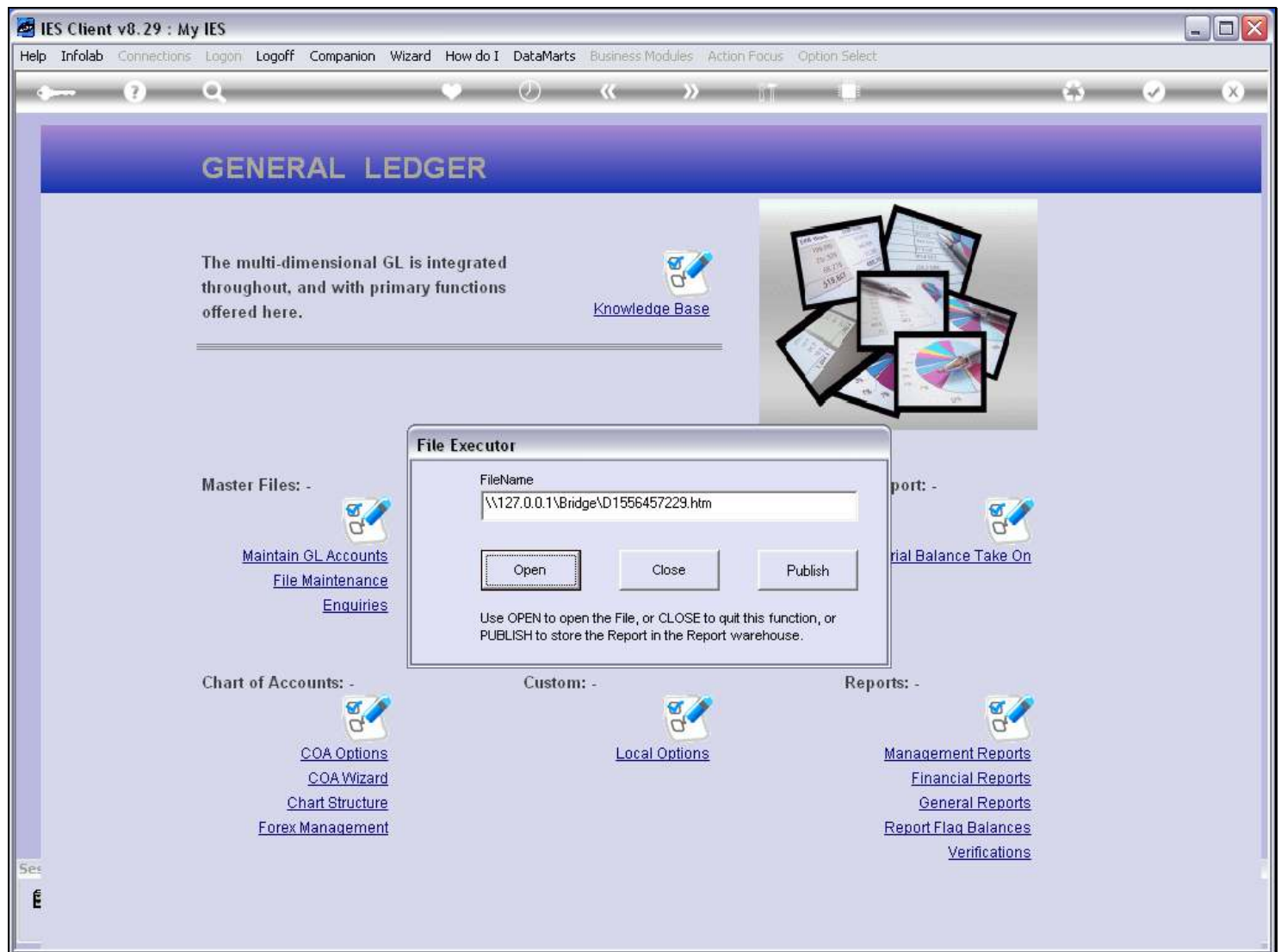The report will be at 'Custom Options'.

Slide 27 - Slide 27

Slide notes

As we can see, the sub menu is 'Local Reports', and the 'My Demo Report' option is listed.

Slide 28 - Slide 28

Slide notes

Slide 29 - Slide 29

Slide notes

Slide 30 - Slide 30

Slide notes