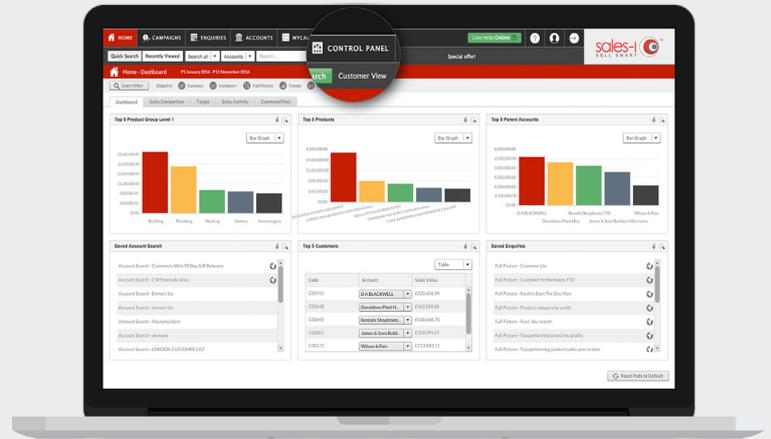


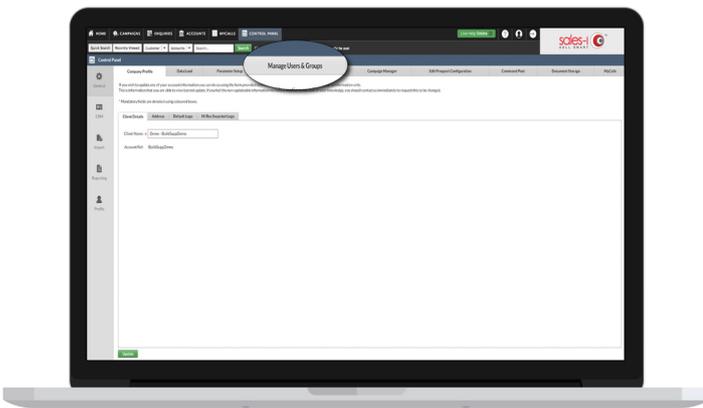
# HOW TO RESTRICT A USER'S DATA ACCESS

This guide will show you how to create a group for your users so you can specify what data they can and can't see. This helps to focus your team members on the accounts, fields and areas specific to them, and means they only see the data that's key to their job role.

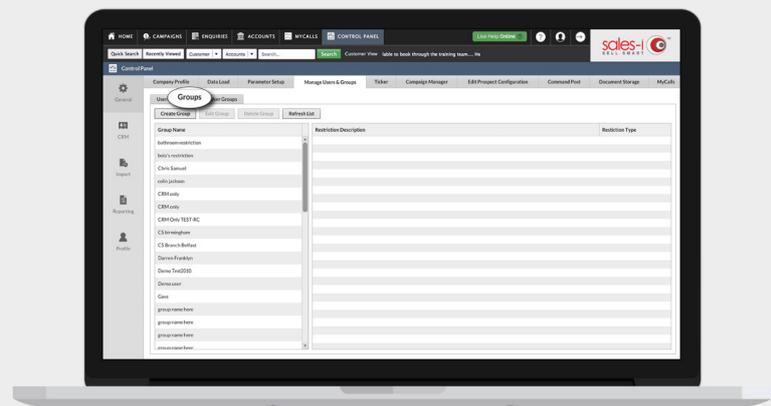
**01** From the black navigation bar at the top of the screen, click **Control Panel**.



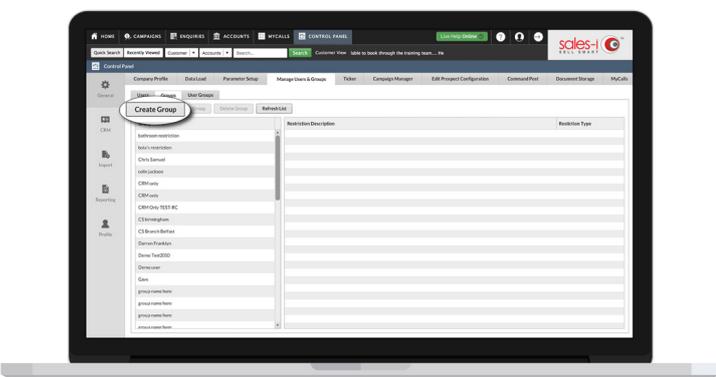
**02** Now, click on **Manage Users & Groups**. It's the fourth tab from the left.



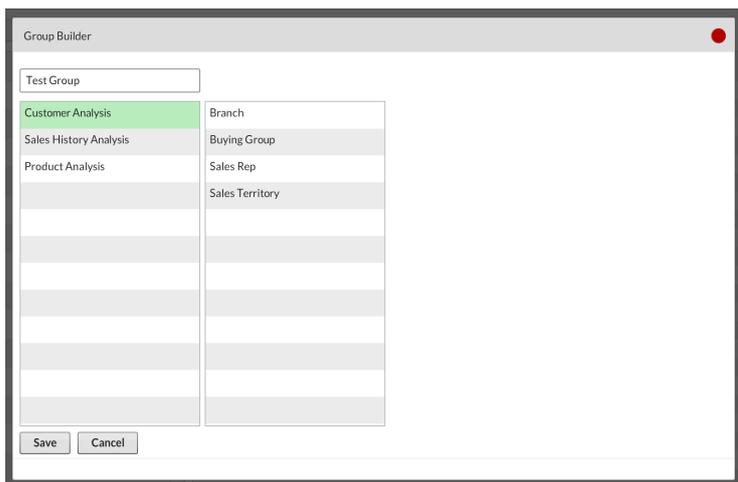
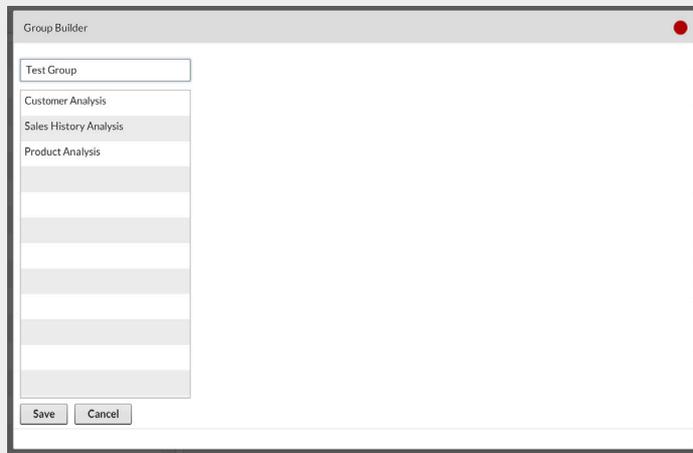
**03** Click the **Groups** sub-tab at the top left of the screen.



**04** Click **Create Group**

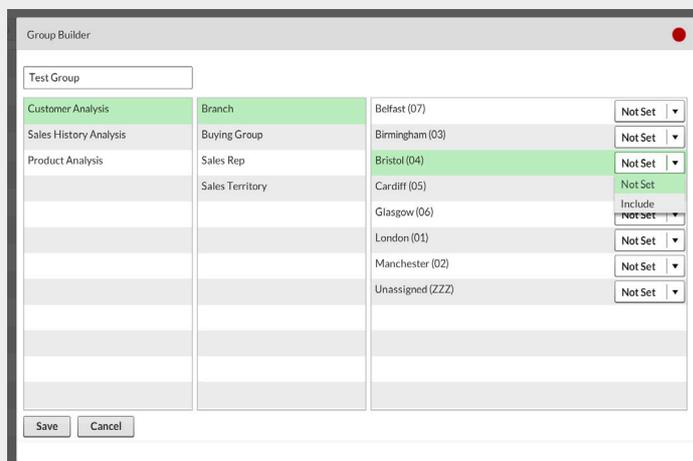


**05** The **Group Builder** Box will now appear. Enter the name of your group and click on the required analysis type.



**06** Now, select a field from the central menu, depending on what you want the group's focus to be.

**07** Now use the drop down menus titled **Not Set** to choose which areas members can and cannot see, selecting the **Include** option if you want them to see it. When you're finished, click **Save**.



**08** Click on **Refresh List** to ensure any recent changes have been applied.

