

Product:	Version #:	To be released to:	On date:
CU*BASE® GOLD	16.12	Online CUs	December 4, 2016

TO DO BEFORE THE RELEASE

During the week prior to the release, generate a report showing your current employee menu security settings. This will make it much easier to know whose security will need to be adjusted once the release goes in.

1. From the Auditing Functions 2 menu (MNAUD2), choose **Employee Security Reports**
2. Choose **Menu security audit report** and pick a printer (use HOLDxx if you don't need a hard copy)
3. Use Enter, then on the next screen enter a *Menu name* (use the list of menus on the following pages as a guide)
4. If only one option on that menu will be changing, enter that option #; otherwise leave *Menu option* blank and the report will include all options on that menu, as follows:







TO DO AFTER THE RELEASE

Compare the menu changes on the following pages to your report, looking for which employees previously had access to those options. If necessary, after the release goes in use the "CU*BASE Employee Security" feature to adjust employee access to these commands.

1. From the Management Processing/Active Beta Tests menu (MNMGMT), choose **CU*BASE Employee Security**
2. Use **Menu Security** to access the Update Menu Security screen
3. Use **Alternate View** to sort the list by menu name
4. Type the menu name and use Enter to display all users who currently have access to that menu
5. Select one or more users in the list (hold Ctrl and click to select multiple names), then use **Edit** to adjust access to individual menu commands

Remember that if a person already had access to the commands on a particular menu, new commands added to that menu will be set up to *allow* access (checked) for that person automatically.

MENU CHANGES: CU*BASE GOLD

Menu Name	Old Menu	New Menu	Changes
MNCCOLL			<ul style="list-style-type: none"> Added #12 Write-off/Charge-off Hist Maint
MNMGME			<ul style="list-style-type: none"> Added #5 Losing the Love/Mbr Patterns Renumbered remaining items to make room
MNMGMT			<ul style="list-style-type: none"> Added new #22 Losing the Love/Mbr Patterns Rearranged items #20-25

END