## ATTENTION CREDIT UNION SECURITY ADMINISTRATORS

With each new release, take a look at the brand-new tools being introduced and assign them to the appropriate employees once the release goes live. To find the new tools introduced in the most recent release:

#### From the Home Page:

- 1. Click Filter by Category
- 2. Choose \_NEWTOOLS
- 3. Click Select or  $\rightarrow$

TIP: Remember you won't see them listed under "My Tools" until you've been assigned access to them!

### In Employee Security:

1. Launch Tool #327 CU\*BASE Employee Security

pg. 1 of 2

- 2. Click All Tool Assignments
- 3. Click the Categories Select button
- 4. Choose \_NEWTOOLS
- 5. Click Select or 🔁

## NEW TOOLS IN THIS RELEASE

Tool #	Tool Title	Recommended For
1190	Employee Security Profile Analysis	Security Officers, Branch Managers
1195	Tool Usage Analysis Dashboard	Security Officers, Branch Managers
1200	Archived Employee Security Inquiry	Security Officers, Branch Managers
1220	Daily GL/Trans Activity Validation*	Accounting Managers
1325	Loan Payoff Estimator	Loan Officers, MSRs
1400	Audit Loan Ins Premiums/Debt Prot Fees	Accountants, Lending Managers
1650	Work RDC Enrollments/Pending Deposits	MSRs or others who have access to the eDOC vault for RDC
1670	Loan Productivity Analysis Dashboard*	Lending Managers, Branch Managers, CEOs

\*Part of the CU\*BASE Active Beta program. Active (live) beta allows us to get software out in the field more quickly by expanding the testing process into a real-world environment, in place of our more typical QC testing process.

# TOOLS <u>REMOVED</u> WITH THIS RELEASE

Tool #	Tool Title	Reason Removed
695	Process Payroll Checks/Misc Receipts	No longer valid for how payroll checks are processed by CUs today; decision was made to discontinue support of this tool

# pg. 2 of 2



CU\*BASE

For self-processing credit union clients only.

To adjust access to these commands:

- 1. Navigate to OPER, go to MNOP12 and launch #23 Employee Security for OPER Cmds
- 2. Use Oper Menu Security (F2)
- 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.



END