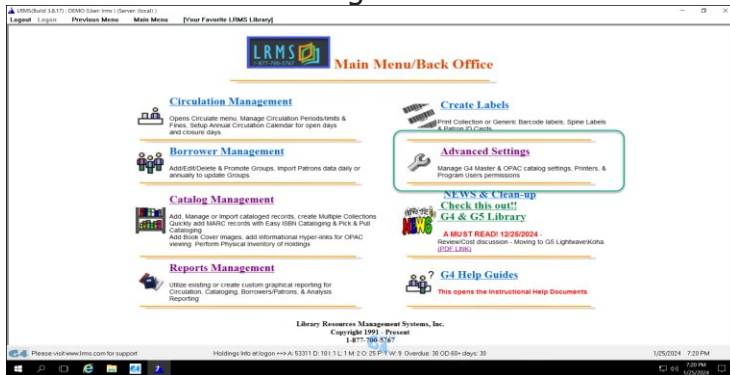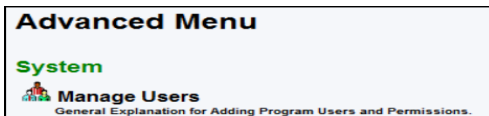# Library Resource Management Systems, Inc.

How To Manage Users and Allowable Collections

Collection order is managed within the Main Menu Advanced Settings/Manage Users.
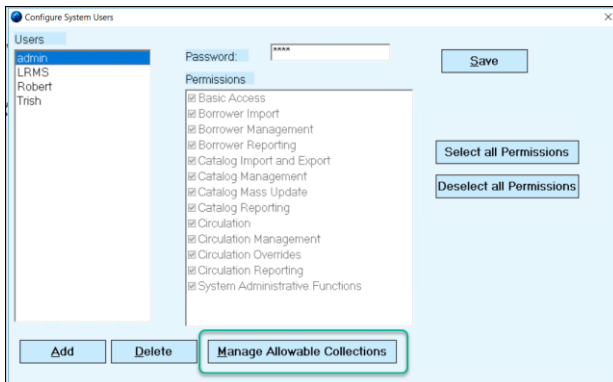

Here's how to do it.

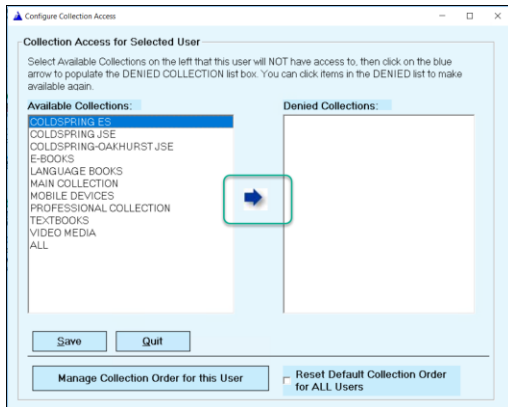1. Select Manage Users

2. Select a User by name


3. Click the Manage Allowable Collections
   1. This opens Collection Access for Selected Users
   2. Collection Order here is alphabetical and will remain this way in this view even after you have made adjustments. If you do not see all of your collections, it may be necessary to click the "Rest Default Collection order for All Users. This will reset all users.

3. Here you also have an opportunity to deny specific collections to this user, by highlighting the item collection in the left-hand column and by clicking the blue arrow will move the collection to Denied Collections.
4. If you do Deny Collection, be sure to select Save after doing so, do not become alarmed when G4 Saves and your left-hand column appears with redundant names, simply move on to the next step.
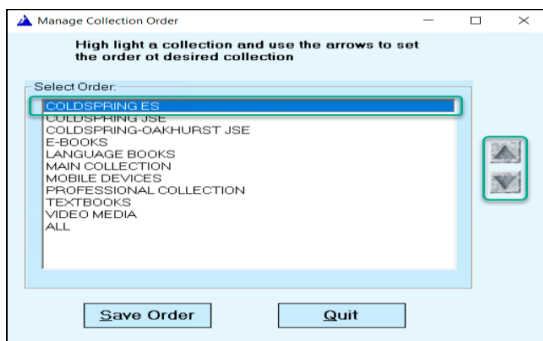
4. To Arrange Collection order, select the Manage Collection Order for this User.
    1. Once selected you should see all of the remaining collections.
    2. Highlight each collection to be moved to create the order you want for this user. Use the up or down arrows to move your collections to the order you want for each.
    3. Save Order will lock in the order for this user and click the OK button to continue.
    4. Collection Access for Selected User screen appears, Select Quit
    5. When your selected changes for each user have been completed the Configure System Users screen appears, always close this screen by selecting the "Save" button.
5. **VIDEO REVIEW (CLICK HERE)**