

How to Assign UserGroups to a Job Task in SedonaOffice

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The steps below will go over how to assign user groups to certain job tasks. Without these groups being assigned to the specific job tasks they will not be able to sign off on any of those type tasks in jobs. These steps are done in SedonaOffice version 6.2.0.14.

Overview

If a user tries to approve a task within a job and receives the following error message, this means they are not part of a user group that has that permission to do that specific task.

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Steps:

1. Open SedonaSetup – Click on Job Tasks
2. Click on the Job Task to add the specific user groups
3. Can either click each User Group individually or Click on Select All Button
4. Once groups are added or removed, Click on Apply
5. New Tasks can also be added by clicking on New button and following the same steps above.

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