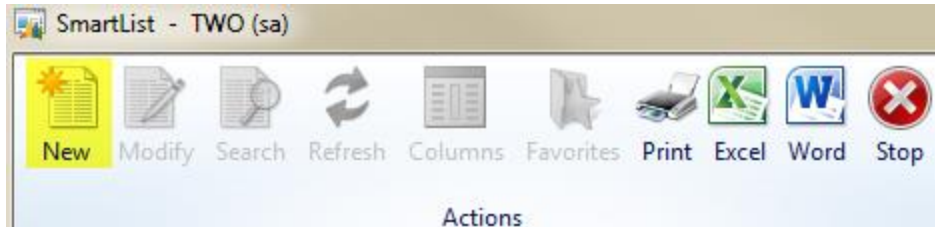# HOW TO RETRICT ACCESS TO NEW SMARTLISTS IN GP 2013 AND GP 2015

A. Create a New SmartList

1. Open SmartList and click the New button.

2. Enter a name for the new SmartList, the product and the series where the new SmartList will be found.
Note: It is a good idea to keep your payroll reports in Payroll folders, purchasing reports in Purchasing folders, etc.

In this example, a new SmartList is created that includes employee social security numbers.
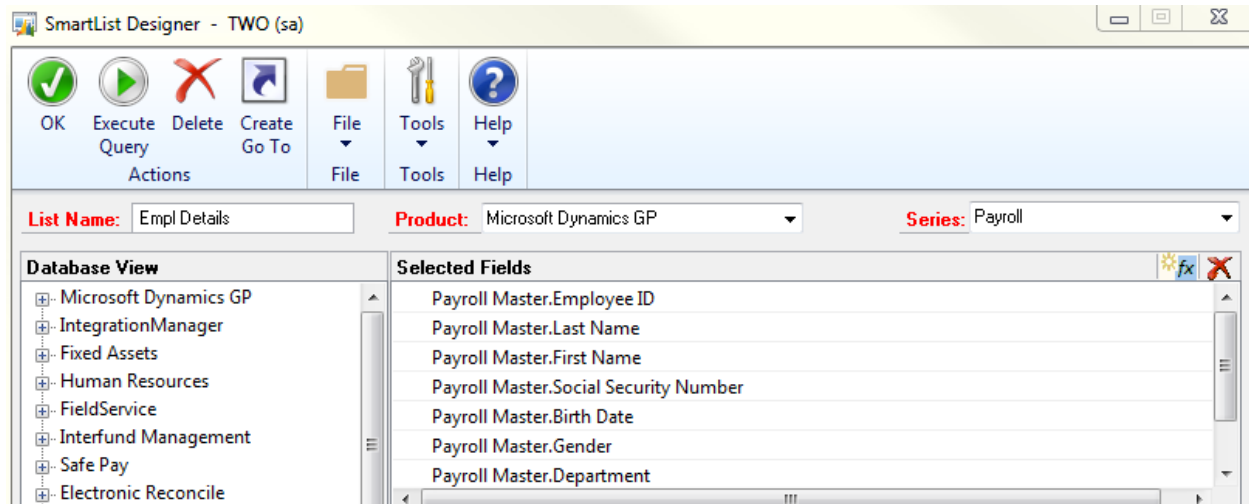
6. Save the new SmartList.

Employee ID	Last Name	First Name	Social Security Number	Birth Date	Gender	Department	Start Date
ACKE0001	Ackerman	Pilar	917239833	11/24/1988	Female	SPTS	8/3/2013
BARB0001	Barbariol	Angela	986225953	1/15/1965	Female	INST	5/15/2013
BARR0001	Barr	Adam	944229198	10/7/1976	Male	INST	10/23/2012
BONI0001	Bonifaz	Luis	982581991	7/13/1967	Male	INST	9/12/2012
BUCH0001	Buchanan	Nancy	816932541	7/6/1978	Female	SALE	7/12/2012
CHEN0001	Chen	John	000922390	4/15/1970	Male	SALE	1/19/2012
CLAY0001	Clayton	Jane	944563896	8/15/1974	Female	INST	12/29/2013

LESSONUSER1 is a new accountant and should not see employee social security numbers, so security to this SmartList needs to be taken away from LESSONUSER1.

B. Find the Security Tasks that Hold the Existing SmartLists

Note: Support Debugging Tool can be downloaded here.

1. Launch Support Debugging Tool.

2. Choose Options > Resource Information.

3. Resource Type = Security Objects; Product Name = SmartList; Resource Type = SmartList Objects.

4. In the Object Name field, use the looking glass to find the SmartList you want to remove security from.

5. Click the Security button.

6. Expand the System Level nodes to reveal any tasks that include this SmartList Object.
Note: By default this will open as Security Information for specified Resource. If it doesn't you may need to change the view by clicking the white drop down arrow.
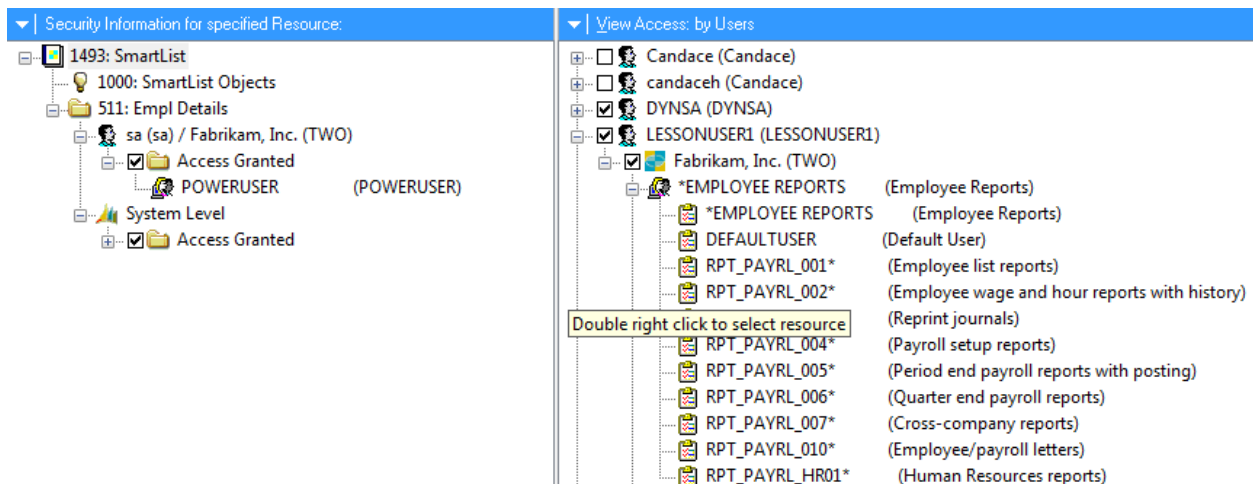
C. Create a new Security Task

1. Double click the first Security Task.
Note: This will open the Security Task Setup window. You will likely require your system password to access this window.
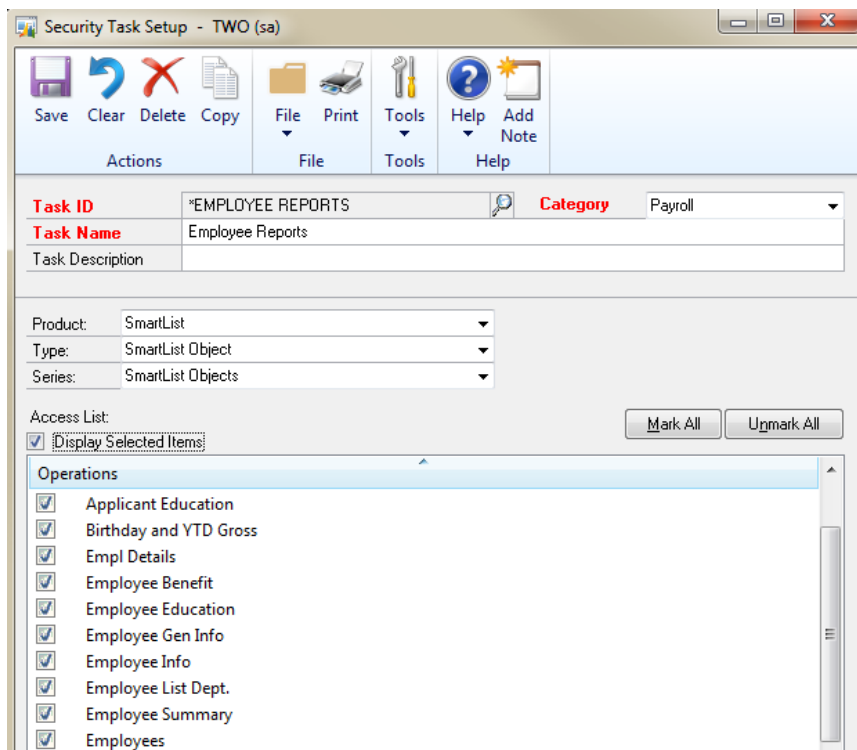
2. Find the report on the list. *Note: You may be able to find more than one report at a time.*

3. Create a new security task that doesn't include the Employee Info SmartList.

D. Create a new Security Role.

5. Remove the original role and assign the new role to the user.
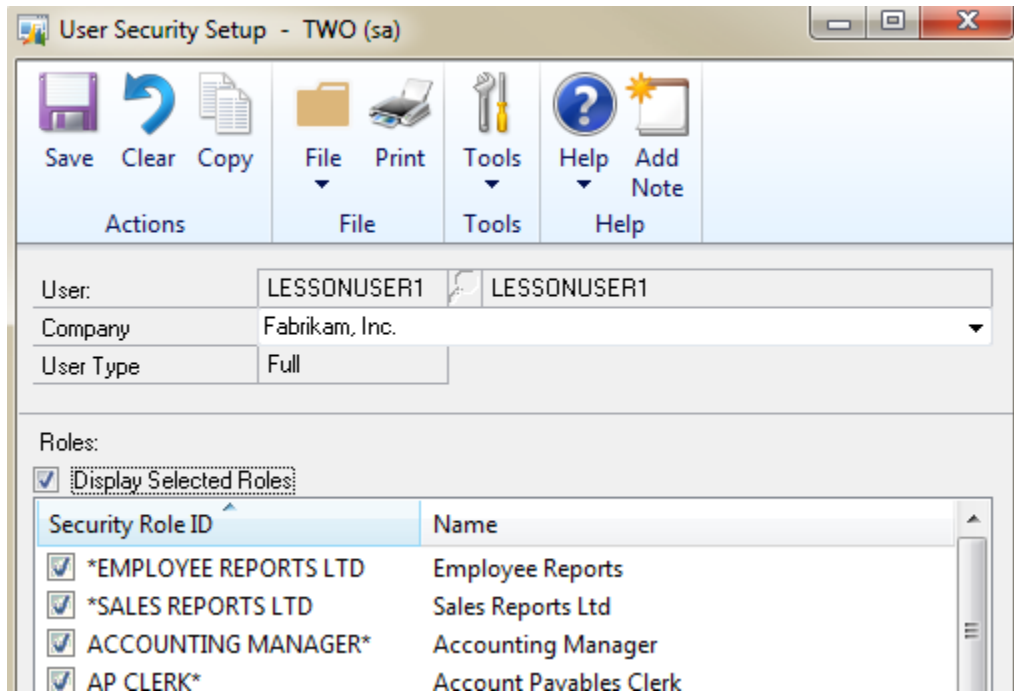
For more information on how to Design a new SmartList, refer to your GP User Guides.