Granting permission to view/comment on DFR and QDFC reports to an existing user

If you are a master account holder and need to grant permission to view or comment on the DFR and QDFC reports to an existing user, please follow these steps.

1. Log in to the master account with the credentials provided to you by your network
2. When you are logged in, you will be taken to this screen:

   ![Screen Shot](image)

   You are currently logged in as the Master Account Holder for
   TIME UNTIL LOGOUT
   06:29:44
   Reset Timeout

   Manage Users

   User Accounts for
   ![User Accounts Table]

3. Click “edit” for the user for which you need to grant permission.
4. After you click edit, you will be taken to a form with the user’s information, and their existing permissions.
5. Select “yes” or “no” for each of the permission fields, as desired for that user.
6. Click “apply”.