User Permissions for Find Unapplied Credits (Transactions menu)

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Several User Permissions are related to the **Find Unapplied Credits** (*Transactions* menu) feature and its search results.

User Permissions play a crucial role in protecting your data by controlling who can access, modify, or perform specific actions in your system. Review **Protect Your Account - User Permission Guidelines** for more information.

To adjust a User's permissions, go to the **Gear** icon > **Settings** > **Users & Permissions** > **User IDs** (click on a UserID) > **User Permissions** (left menu) to set the permissions. *Note: If a User is logged in when changes are made to their permissions, they'll have to log out and back in for the changes to take effect.*

Permissions Related to Find Unapplied Credits

Category	User Permissions	Enables access to
Transactions	Find Unapplied Credits, Mass Edit Transactions	Mass apply credits; can update several transactions. Use the **Transactions** menu > **Find Unapplied Credits** to find and apply credits.
Reports	Transaction Search	*Search* and *Recent Transactions* from the *Transactions* menu.
Families	View Family Page	View and edit the details of a family. Click on a family's name from the *Family/Accts* column to view the family's record.
	Transactions Tab	View the *Transactions* tab from a family's record.
	Edit Transaction	View and edit a single transaction in the following ways: • *Transactions* (menu) > *Find Unapplied Credits* > *Search* results grid > *Pencil* (icon) • *Transactions* (menu) > *Find Unapplied Credits* > *Search* results grid > *View Transaction Link Details* (icon) > *Pencil* (icon)
	Delete Transaction	Use the **Transactions** menu > **Find Unapplied Credits** > **Search** results grid > **Trash Can** (icon) to delete a single transaction.

See **Permissions for Jackrabbit Users** for more information.