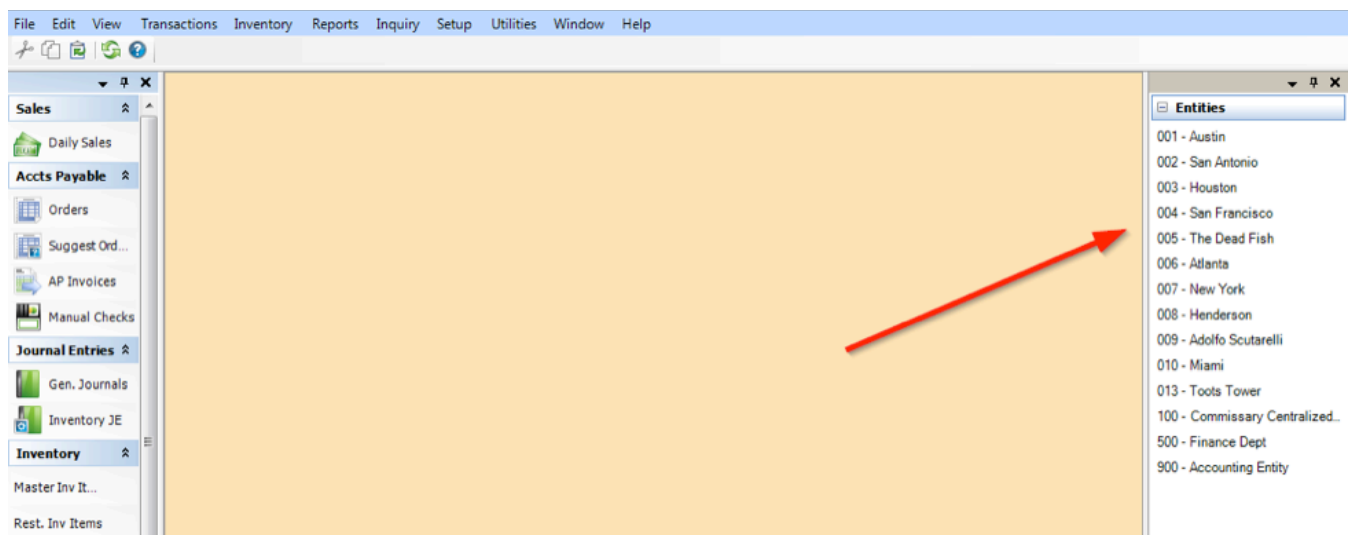


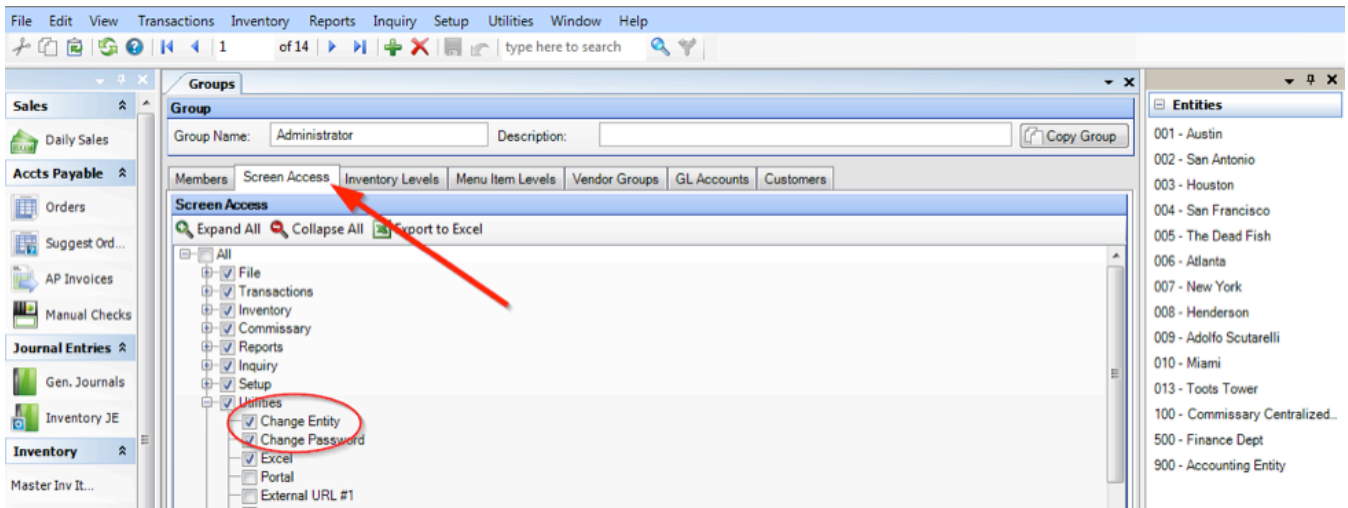
FAQ

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How do I find the box that lists all of my company's entities?



In order to navigate between entities via the column on the right-hand side of the screen, users will need to be granted access to the **Change Entity** utility in **Group Security**.



1. Go to **Setup** > **Security** > **Groups**. Here the system administrator will need to enter the security password.
2. Select the group to apply the feature to, and click
3. Choose the **Screen Access** tab
4. Under the **Utilities** drop-down is the **Change Entity** box (see above screenshot).
5. Ensure the box is checked, **save** the changes, and log out of Compeat.

Note: Because this is a security setting, it will need to be set by a system administrator. Compeat cannot make these changes, however we will be happy to assist the system administrator if needed.

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