

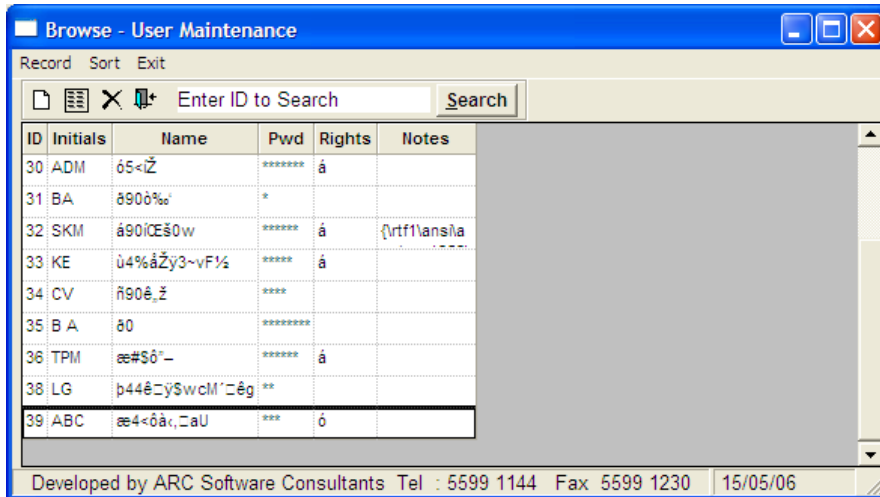
User Rights

The Users Setup master has been provided to ensure that: -

1. Only authorized users can log in to the system.
2. They can operate only the modules to which they have been granted specific rights.

Through this module you can create new users and assign them rights to specific modules or modify such assignment of existing users or if required, delete the user completely.

You can access Users Master by clicking on Master -> User Setup. On doing so list of all the users is displayed wherein details like name, password and rights are encrypted where as only the user's initial are displayed in a legible form.

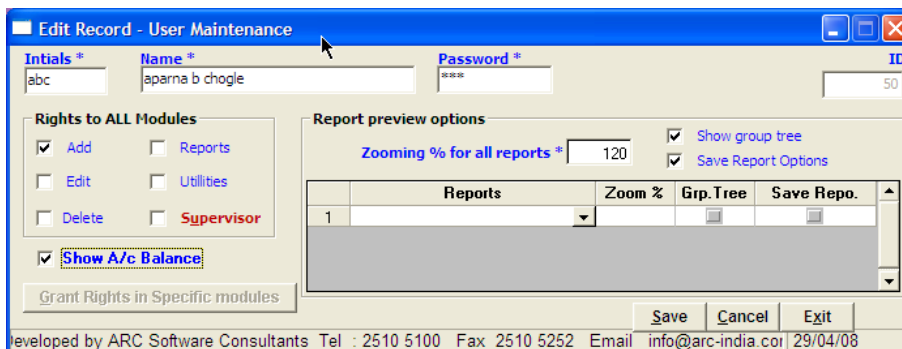


You can double click on a user to modify the rights.

You can grant the following types of rights

1. **Add** – This right will allow the user to add records in any Master or Transaction Entry Module.
2. **Edit** – This option will allow the user to edit any existing records in any Master or Transaction Entry Module.
3. **Delete** – This option will allow the users to delete any records in any Master or Transaction Entry Module.
4. **Reports** – This right will allow the user to generate all the reports.
5. **Utilities** – This right will allow the user to execute various utilities like Master Updation, Run SQL, Commands etc.
6. **Supervisor** – If you grant this right to any user he / she becomes equivalent to an administrator and shall have all the rights in all the modules of the package with out the need to grant the rights individually. Such users can also create new users and grant them rights as well as change their passwords, if required.

Rights can be granted either globally across the entire package where in the user may be granted rights to add records in **ALL** the modules of the package as shown below

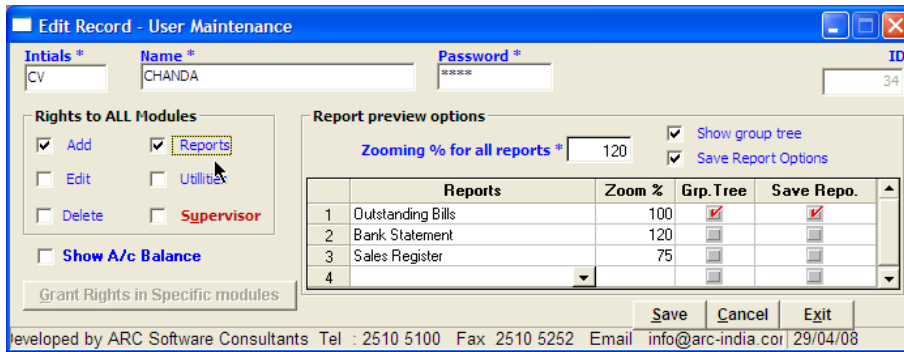


In the above example the user ABC will have rights to add new records in **ALL** the Entry modules i.e. Masters as well as Transaction entry modules. The rights to all modules can be granted in any combination i.e. you can grant rights to add as well as to reports by checking the appropriate check boxes. In such case besides being able to add new records across all the modules, the user will also be able to generate **ALL** the reports.

Show Account Balance – during data entry, when ever an account is selected, if this check box is ticked, the current balance of that account us displayed. If you wish that user does not see this balance, un tick this check box.

Report Preview Options

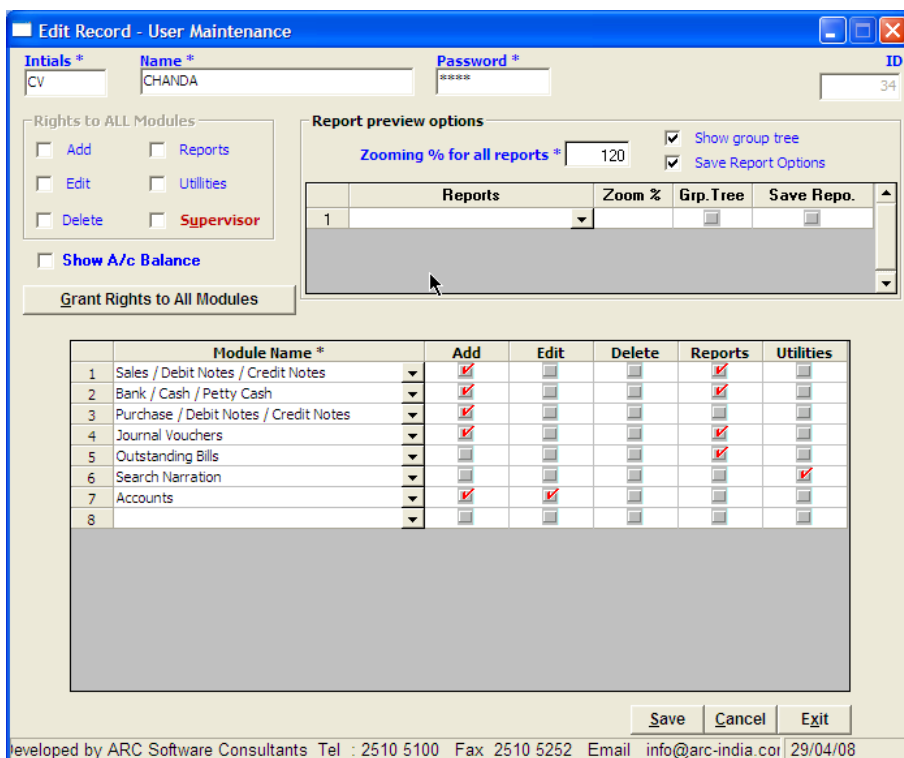
Zooming % for All reports – depending on the size of the monitors the users have and their individual preferences, you can set the default zoom % for all reports. It is also possible to set this option with different values for different reports as per your comfort level



Show Group Tree – in hierarchical reports, users can view the grouping of the report in the form of an expandable / collapsible tree on the left hand side of the report in a separate frame.

Save Report Options – what ever options a user has selected while generating reports , these options are saved if this option is checked and when ever the users goes for the same report again, he/she has an option to replace the option values with the values that were selected earlier.

Alternatively if you need to assign rights to a user in specific modules, then you should leave all the check boxes unchecked and click on **Grant Rights in Specific Modules** button. On doing so the following form appears



Where in you can select any module out of the entire menu and grant the rights against that module individually.

Please note: -

1. Grant rights to all modules and grant right to specific module are mutually exclusive options meaning that only one of them can be used to grant rights to the users.
2. You can grant rights to modules appearing directly in the main menu only, meaning you cannot grant rights to bank reconciliation features which is available from within the bank entry module.