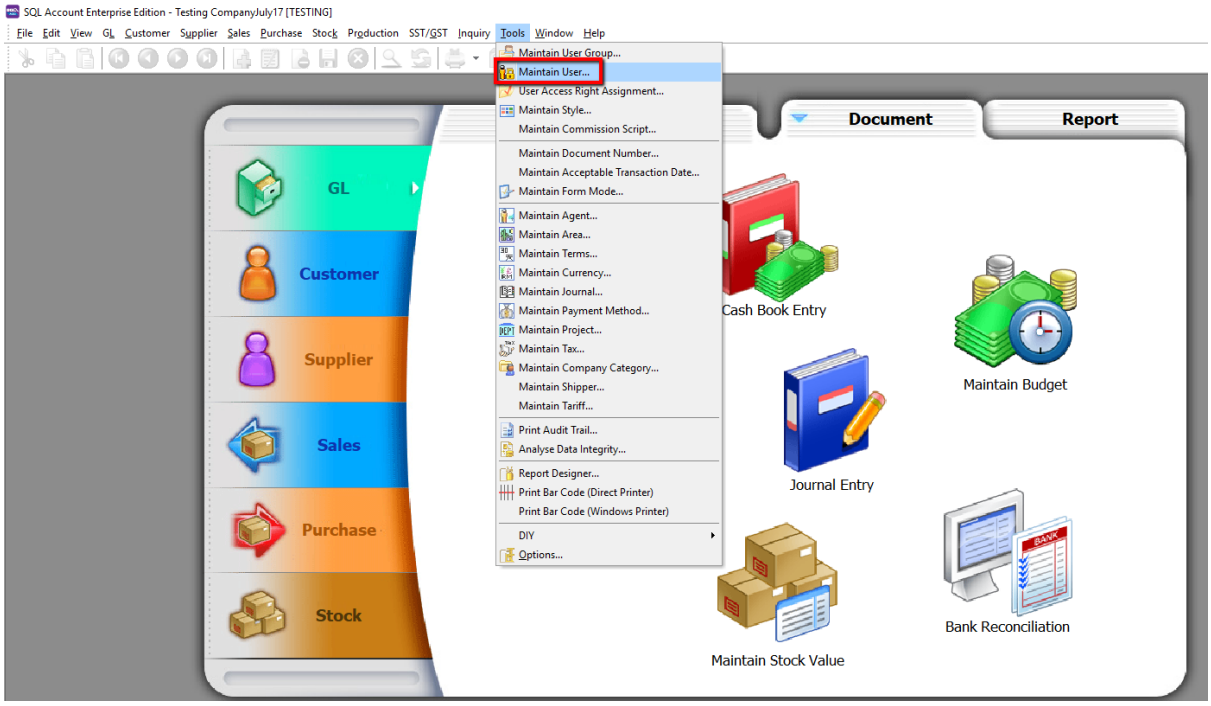
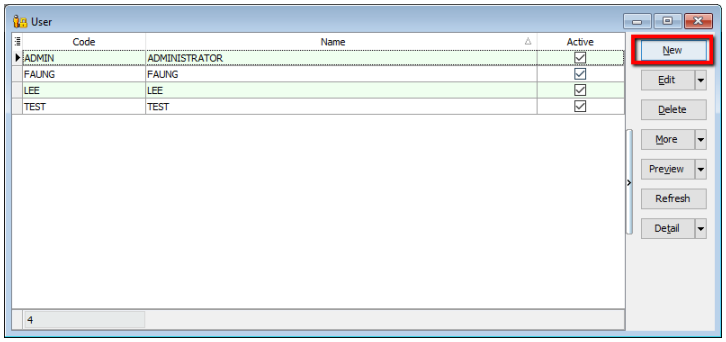
Maintain User Access Rights

Tools | Maintain User

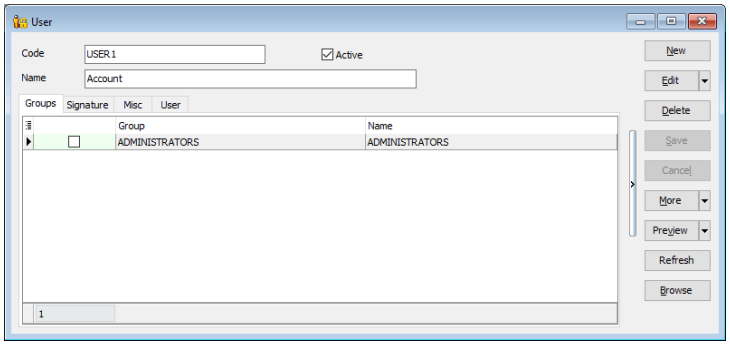


a. How to create a new user and assign password?

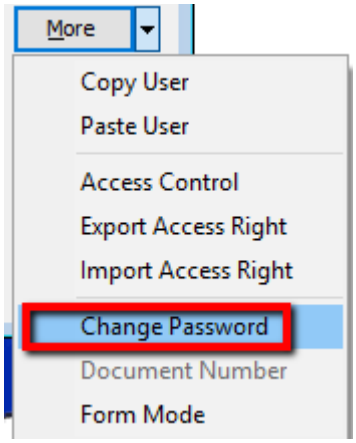
i. Click New

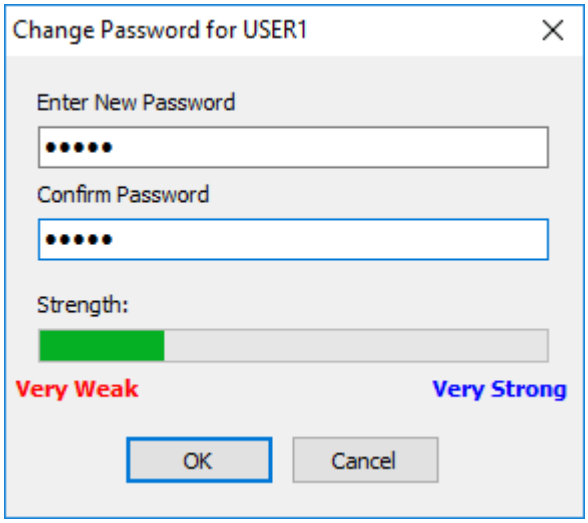


ii. Assign the Code and Name and click SAVE



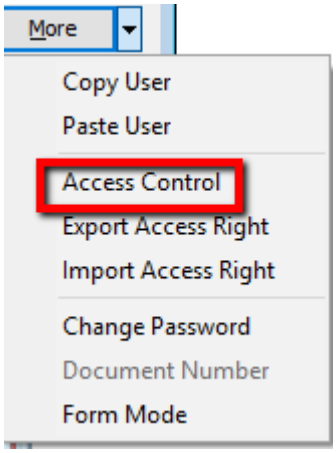
iii. Assign password (Edit | More > Change Password)





b. How to assign the access rights for user?

i. Highlight User, and Edit | More > Access Control

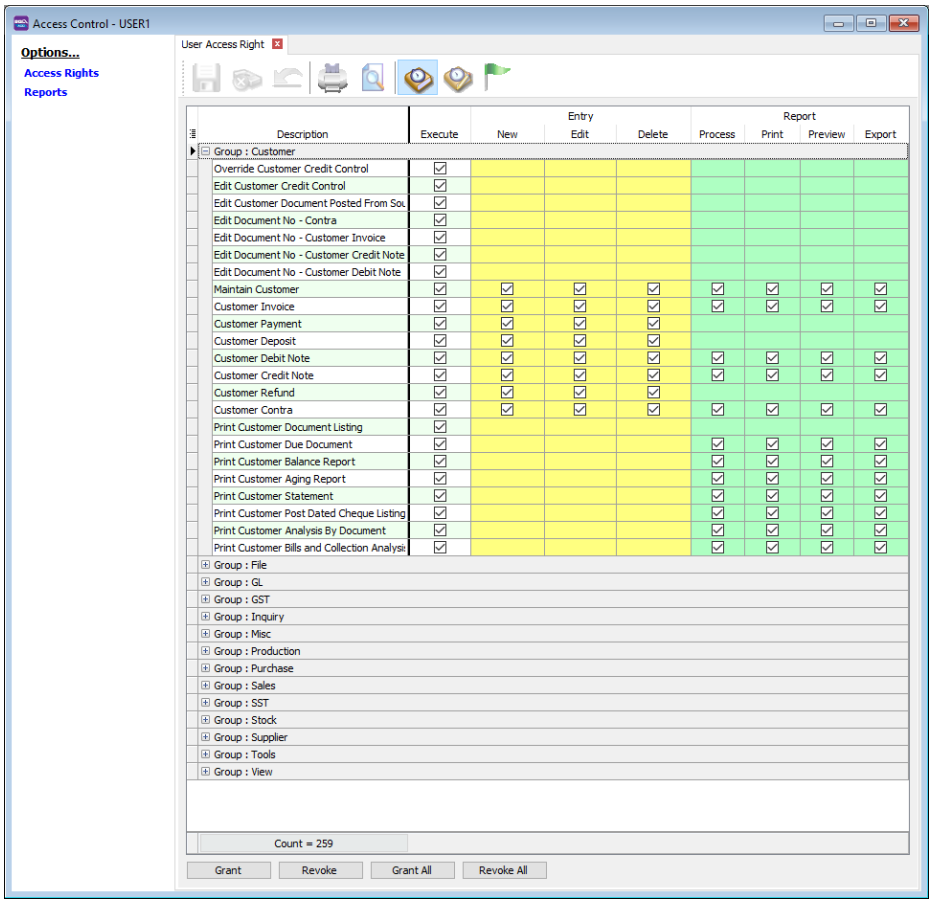


ii. You will found the full list of access control and please find below explanation for the setting of access control

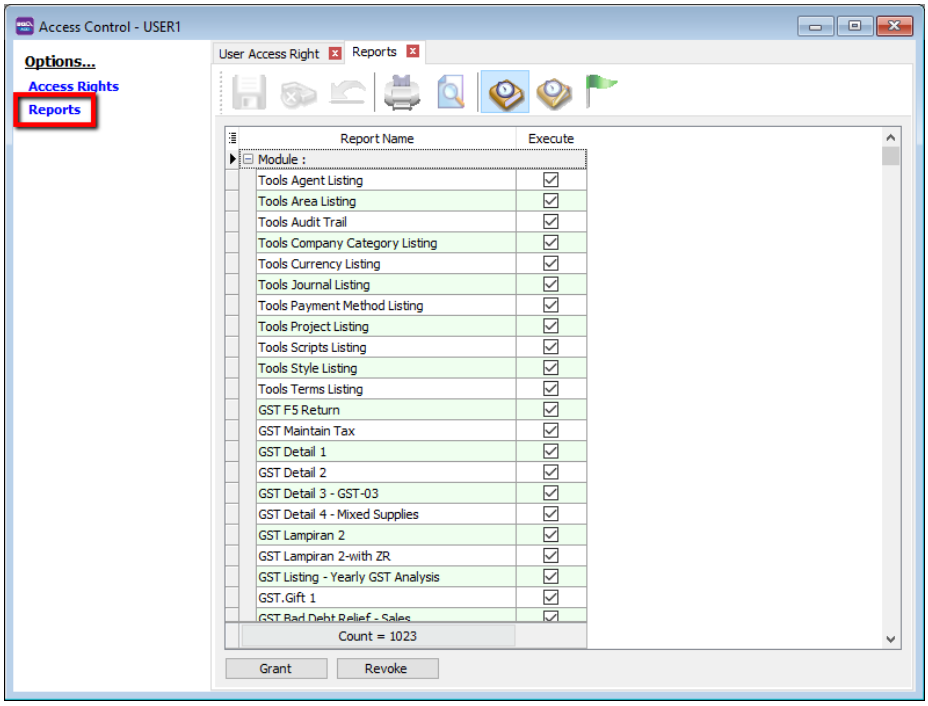
No	Label Name	Explanation
1	Execute	To use the functions from the menu list.
2	New	To create new documents.
3	Edit	To modify the documents.
4	Delete	To delete the documents.
5	Process	N/A to SQL Accounting. It apply to SQL Payroll.
6	Print	To print.
7	Preview	To preview.
8	Export	To export.

No	Label Name	Explanation
1	Grant	Action button to grant the access rights.
2	Revoke	Action button to disallow the access rights.
3	Grant All	Action button to grant all the access rights.
4	Revoke All	Action button to disallow all the access rights.

* Read the description check and uncheck accordingly what user can do or cannot do



iii. For reports, you can assign the access rights user to view certain report / hide reports.

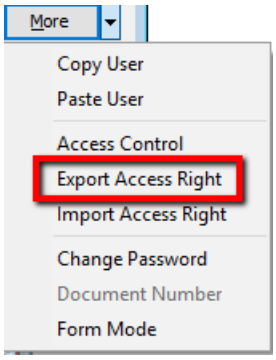


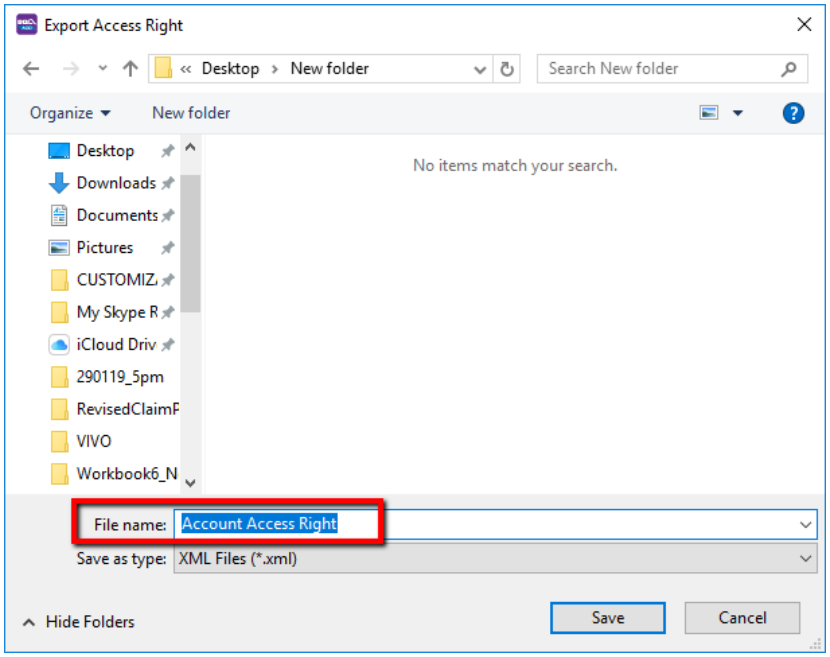
c. How to copy paste full access rights for others user?

- You are allow to set 1 user access rights and assign to another user with same access rights.

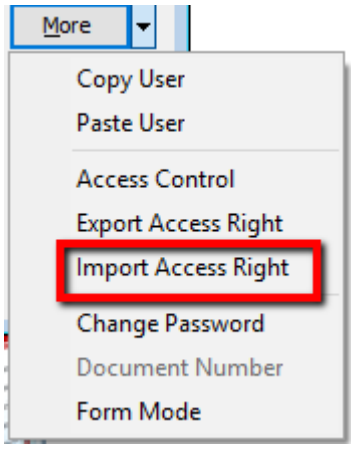
i. Create a new user (Refer a)

ii. Go to the user ID you wish to export access rights and Save

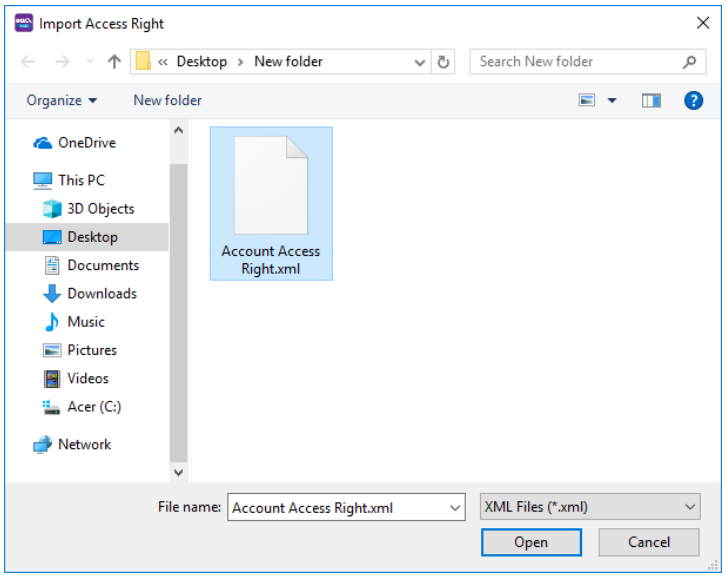




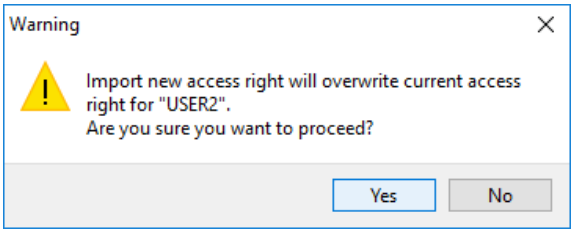
iii. Back to the new create user, edit | More > Import Access Rights



iv. Select the access rights save



v. Click Yes



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