

We are currently updating our site; thank you for your patience.

USER AND GROUP SECURITY

REQUISITION RELEASE FOR APPROVAL OVERRIDE

Ribbon Access: Configurator > Security > User and Group Security

e -		Nucleus Configurat	or: Version 2023.11	0.10 - All Things E	xample Company				-	٥	×
Accounts Cal Centre Company	Contract Departments	Human Resources	Inventory	Reporting	Sales <u>Security</u>	Services	Static Data	Companion Apps			^

- The User Rights screen will be displayed.
- Click on the drop-down arrow in the Find Group ribbon frame.



- The Group Name list will be displayed.
- Select **Procurement Management** from this list.

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- A Code and Access Level data grid will be displayed.
- Select the **BPO Application** row.



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	Đ	DASH	Dashboards		4	No Access										
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- Click on the **expand** button of the **BPO Application** row.
- A drop-down **data grid** will appear showing **Level 1**.

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• Select the SYST - Procurement row.

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- Click on the **expand** button of the selected row.
- A drop-down **data grid** will appear showing **Level 2**.

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	AccessType	CodeDescription	AccessLevel	Description										
÷	E SYST	Expediting	3	Limited Access										
	E SYST	Goods Received Notes	3	Limited Access										
	⊞ SYST	B2B Supplier Invoices	4	No Access										
	⊞ SYST	Invoices	3	Limited Access										
		Purchase Orders	3	Limited Access										
		Requisitions	3	Limited Access										
		Purchasing Templates	4	No Access										
	E SYST	Debit Notes	3	Limited Access										
	E SYST	Returns	3	Limited Access										
	E SYST	Suppliers	3	Limited Access										
	E SYST	Warranties	3	Limited Access										
	⊞ SYST	Warranty Claims	3	Limited Access										

• Select the **SYST - Requisitions** row.

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- Click on the **expand** button of the selected row.
- A drop-down **data grid** will appear showing **Level 3**.



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	SYST	Procurement	3	Limited Access										
	Level 2													
	AccessType	CodeDescription	AccessLevel	Description										
	E SYST	Expediting	3	Limited Access										
	E SYST	Goods Received Notes	3	Limited Access										
	⊞ SYST	B2B Supplier Invoices	4	No Access										
		Invoices	3	Limited Access										
	⊞ SYST	Purchase Orders	3	Limited Access										
÷.	SYST	Requisitions	3	Limited Access										
	Level 3													
	AccessType	CodeDescription	AccessLevel	Description										
		Excel Export	4											
	E SYST	Requisition Maintain	3	Limited Access										
	E SYST	Requisition Approval Matrix	3	Limited Access										
		Release Requisition	3											
	MENU	Requisitions	2	Requisitions										

• Select the **Release Requisition** row.

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Open	Windows ~												User : Brigitt	e 02 Jan 2024	Version : 2023.11.0.10	All Things E:	xample Co	mpany

- You will note that currently the Release Requisition Access Level is set to **3 Limited Access**.
- Click in the **Access Level** field of the Release Requisition row to set the security level.
- A drop-down menu will appear and you will select an Access Level.



• In this image, **2 - Full Access**, is selected.

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• Click on Save.

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	⊞ SYST	Goods Received Notes	3	Limited Access									
	⊞ SYST	B2B Supplier Invoices	4	No Access									
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- A User Rights message will pop up saying -
 - User Rights updated successfully.
- Click on OK.



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	ACCOUNTS	BPO Accounts	4	No Access										
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	E SYST	Contracts	3	Limited Access										
	E SYST	Finance	3	Limited Access	User Righ	nts updated succe	sfully.							
	E SYST	Functional Locations	3	Limited Access										
	E SYST	Human Resources	3	Limited Access										
	E SYST	Inventory	3	Limited Access										
	E SYST	Maintenance	3	Limited Access										
	E SYST	Procurement	3	Limited Access										

• Click **Refresh** to update the saved changes.



• You will return to the User Rights screen.

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