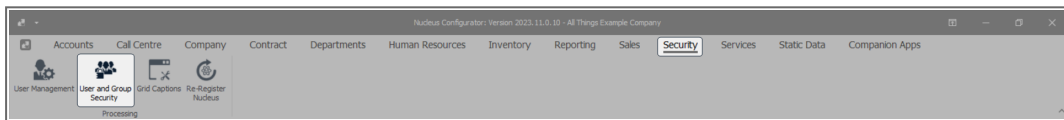


We are currently updating our site; thank you for your patience.

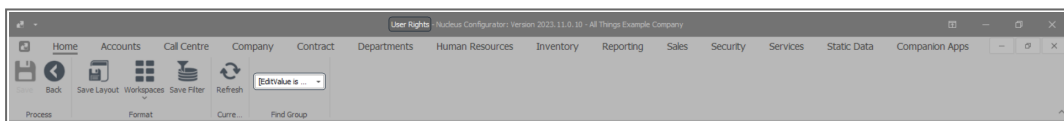
USER AND GROUP SECURITY

REQUISITION RELEASE FOR APPROVAL OVERRIDE

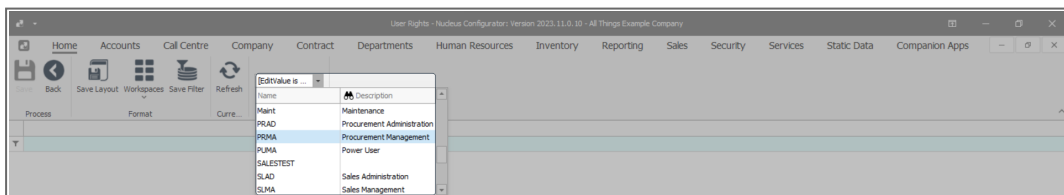
Ribbon Access: Configurator > Security > User and Group Security



- 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.



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

Process	Code	CodeDescription	AccessLevel	Description
WEBP	BPOWebPortal		4	No Access
ACCOUNTS	BPO Accounts		4	No Access
CONFIG	Configurator		3	Limited Access
DASH	Dashboards		4	No Access
BPO	BPO Application		3	Limited Access
CRM	CRM		3	Limited Access
SCONNECT	S Connect		3	Limited Access
SETUD	Sales Studio		3	Limited Access

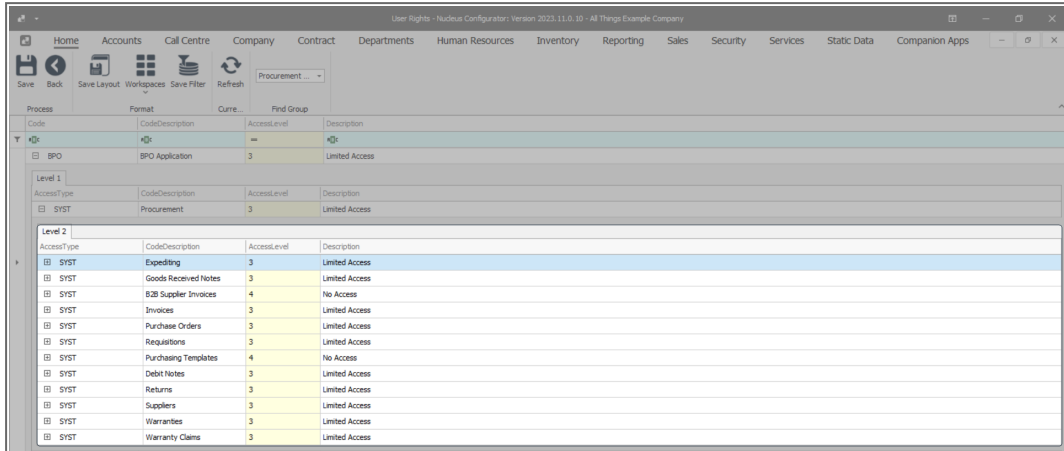
- Click on the **expand** button of the **BPO Application** row.
- A drop-down **data grid** will appear showing **Level 1**.

AccessType	CodeDescription	AccessLevel	Description
SYST	Assets	3	Limited Access
SYST	Contracts	3	Limited Access
SYST	Finance	3	Limited Access
SYST	Functional Locations	3	Limited Access
SYST	Human Resources	3	Limited Access
SYST	Inventory	3	Limited Access
SYST	Maintenance	3	Limited Access
SYST	Procurement	3	Limited Access
SYST	Manufacturing	3	Limited Access
SYST	Projects	3	Limited Access
SYST	Reporting	3	Limited Access
SYST	Sales	3	Limited Access
SYST	Service	3	Limited Access
SYST	Utilities	3	Limited Access

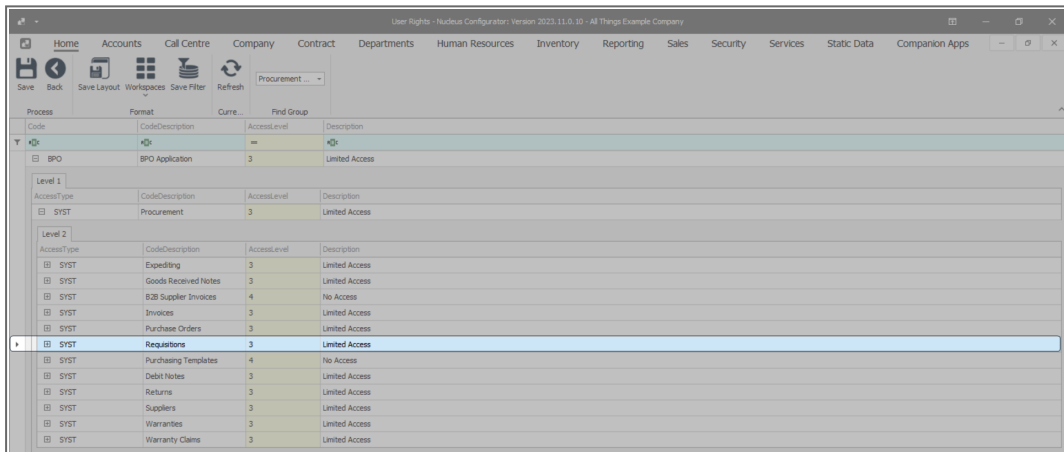
- Select the **SYST - Procurement** row.

AccessType	CodeDescription	AccessLevel	Description
SYST	Assets	3	Limited Access
SYST	Contracts	3	Limited Access
SYST	Finance	3	Limited Access
SYST	Functional Locations	3	Limited Access
SYST	Human Resources	3	Limited Access
SYST	Inventory	3	Limited Access
SYST	Maintenance	3	Limited Access
SYST	Procurement	3	Limited Access
SYST	Manufacturing	3	Limited Access
SYST	Projects	3	Limited Access
SYST	Reporting	3	Limited Access
SYST	Sales	3	Limited Access
SYST	Service	3	Limited Access
SYST	Utilities	3	Limited Access

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



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



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

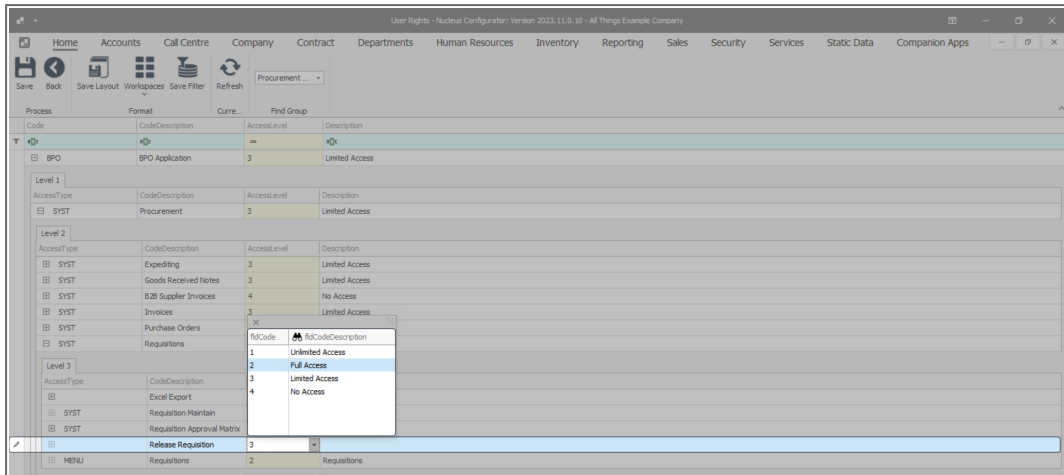
Code	CodeDescription	AccessLevel	Description
BPO	BPO Application	3	Limited Access
Level 1			
AccessType	CodeDescription	AccessLevel	Description
SYST	Procurement	3	Limited Access
Level 2			
AccessType	CodeDescription	AccessLevel	Description
SYST	Expediting	3	Limited Access
SYST	Goods Received Notes	3	Limited Access
SYST	B2B Supplier Invoices	4	No Access
SYST	Invoices	3	Limited Access
SYST	Purchase Orders	3	Limited Access
SYST	Requisitions	3	Limited Access
Level 3			
AccessType	CodeDescription	AccessLevel	Description
	Excel Export	4	
SYST	Requisition Maintain	3	Limited Access
SYST	Requisition Approval Matrix	3	Limited Access
SYST	Release Requisition	3	Limited Access
MENU	Requisitions	2	Requisitions

- Select the **Release Requisition** row.

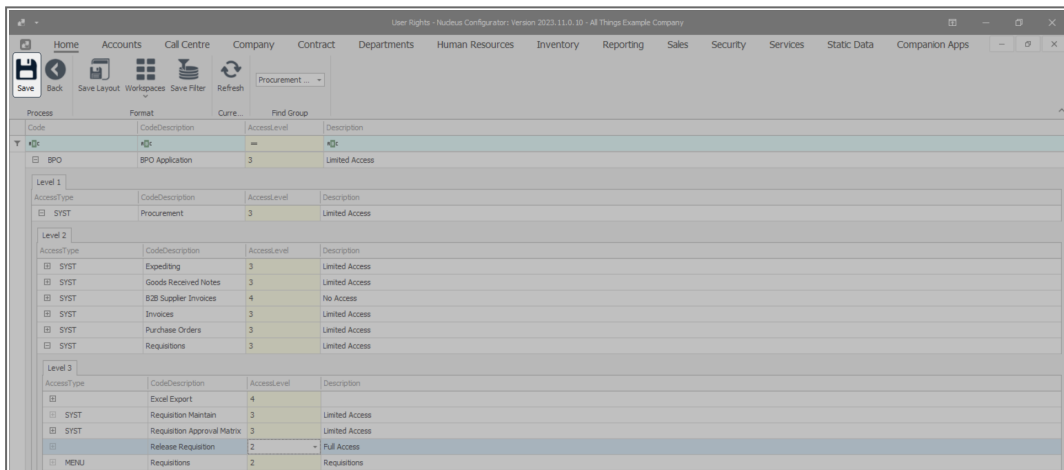
Code	CodeDescription	AccessLevel	Description
BPO	BPO Application	3	Limited Access
Level 1			
AccessType	CodeDescription	AccessLevel	Description
SYST	Procurement	3	Limited Access
Level 2			
AccessType	CodeDescription	AccessLevel	Description
SYST	Expediting	3	Limited Access
SYST	Goods Received Notes	3	Limited Access
SYST	B2B Supplier Invoices	4	No Access
SYST	Invoices	3	Limited Access
SYST	Purchase Orders	3	Limited Access
SYST	Requisitions	3	Limited Access
Level 3			
AccessType	CodeDescription	AccessLevel	Description
	Excel Export	4	
SYST	Requisition Maintain	3	Limited Access
SYST	Requisition Approval Matrix	3	Limited Access
SYST	Release Requisition	3	Limited Access
MENU	Requisitions	2	Requisitions
SYST	Purchasing Templates	4	No Access
SYST	Debit Notes	3	Limited Access
SYST	Returns	3	Limited Access
SYST	Suppliers	3	Limited Access
SYST	Warranties	3	Limited Access

- 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**.

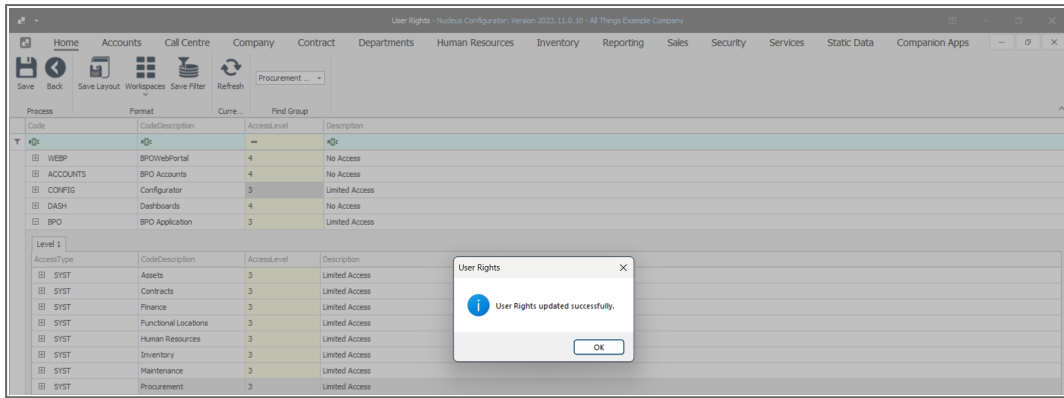
- In this image, **2 - Full Access**, is selected.



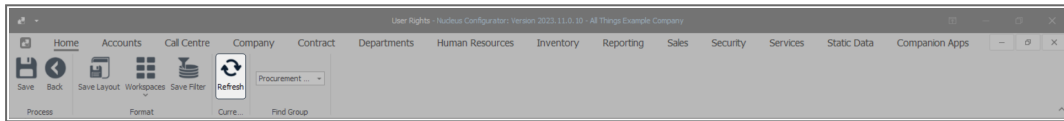
- Click on **Save**.



- A User Rights message will pop up saying -
 - **User Rights updated successfully.**
- Click on **OK**.



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



- You will return to the User Rights screen.

MNU.085.002