

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 Ex	kample Company				Ŧ	-	٥	×
Accounts Cal Centre Company	Contract Departments	Human Resources	Inventory	Reporting	Sales Security	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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	Home Accounts	Call Centre	Comp	any Contract	Departments	Human Resources	Inventory	Reporting	Sales	Security	Services	Static Data	Companion Apps	Ø	×
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- A Code and Access Level data grid will be displayed.
- Select the **BPO Application** row.



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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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	E 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										
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	⊞ SYST	Procurement	3	Limited Access										
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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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	E SYST		Procurement	3	Limited Access										
	Level 2														
	AccessTy	pe	CodeDescription	AccessLevel	Description										
÷.	E SYS	T	Expediting	3	Limited Access										
	E SYS	π	Goods Received Notes	3	Limited Access										
	E SYS	π	828 Supplier Invoices	4	No Access										
	E SYS	π	Invoices	3	Limited Access										
	E SYS	ग	Purchase Orders	3	Limited Access										
	E SYS	π	Requisitions	3	Limited Access										
	E SYS	T	Purchasing Templates	4	No Access										
	E SYS	т	Debit Notes	3	Limited Access										
	E SYS	т	Returns	3	Limited Access										
	E SYS	T	Suppliers	3	Limited Access										
	E SYS	T	Warranties	3	Limited Access										
	E SYS	π	Warranty Claims	3	Limited Access										

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

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	⊞ SYST	Expediting	3	Limited Access										
		Goods Received Notes	3	Limited Access										
		B2B Supplier Invoices	4	No Access										
	E SYST	Invoices		Limited Access										
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•	⊞ SYST	Requisitions	3	Limited Access										
	E SYST	Purchasing Templates	4	No Access										
	⊞ SYST	Debit Notes		Limited Access										
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	⊞ SYST	Suppliers		Limited Access										
		Warranties		Limited Access										
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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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Save	Back Save Layout W	orkspaces Save Filter Refresh	Procurement	t Departments Human Resour	ces Inventory	Reporting	Sales	Security	Services	Static Data	Companion Apps	- 0	2
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	⊞ SYST	Goods Received Notes	3	ited Access									
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	⊞ SYST	Invoices	3	nited Access									
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• Select the **Release Requisition** row.

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	Level 2													
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	⊞ SYST	Expediting	3	Limited Access										
		Goods Received Notes	3	Limited Access										
	E SYST	B2B Supplier Invoices	4	No Access										
	E SYST	Invoices	3	Limited Access										
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	E SYST	Purchasing Templates	4	No Access										
	E SYST	Debit Notes	3	Limited Access										
	⊞ SYST	Returns	3	Limited Access										
		Suppliers	3	Limited Access										
		Warranties	3	Limited Access										
	en Windows ~									Users - Drivith	- 02.3 2024	ersion : 2023.11.0.10 A	Things Example C	-

- 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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	⊞ SYST	Invoices	3	Limited Access									
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• Click on Save.

8 -			User Right			All Things Example					æ	
Home Acc	ounts Call Centre Co	mpany Con	tract Departments	Human Resources	Inventory	Reporting	Sales	Security	Services	Static Data	Companion Apps	 0
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E BPO	BPO Application	3	Limited Access									
Level 1												
AccessType	CodeDescription	AccessLevel	Description									
E 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									
⊞ SYST	Invoices	3	Limited Access									
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- A User Rights message will pop up saying -
 - User Rights updated successfully.
- Click on OK.



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



• You will return to the User Rights screen.

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