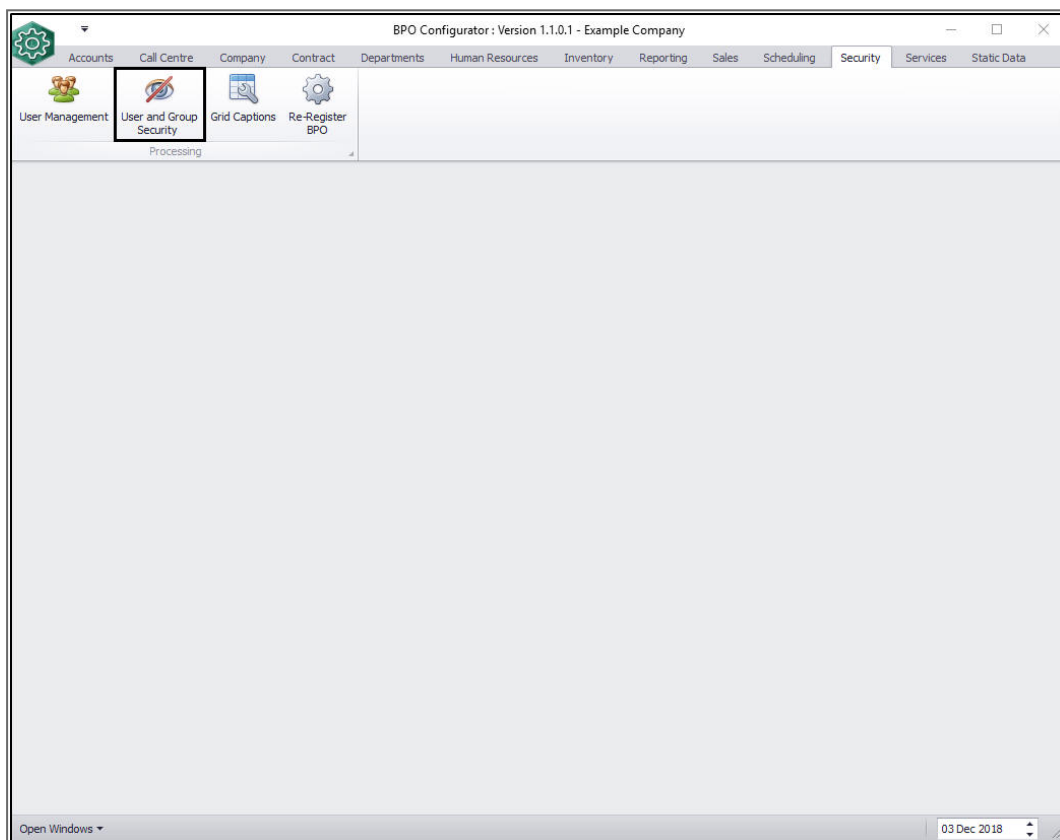


SECURITY

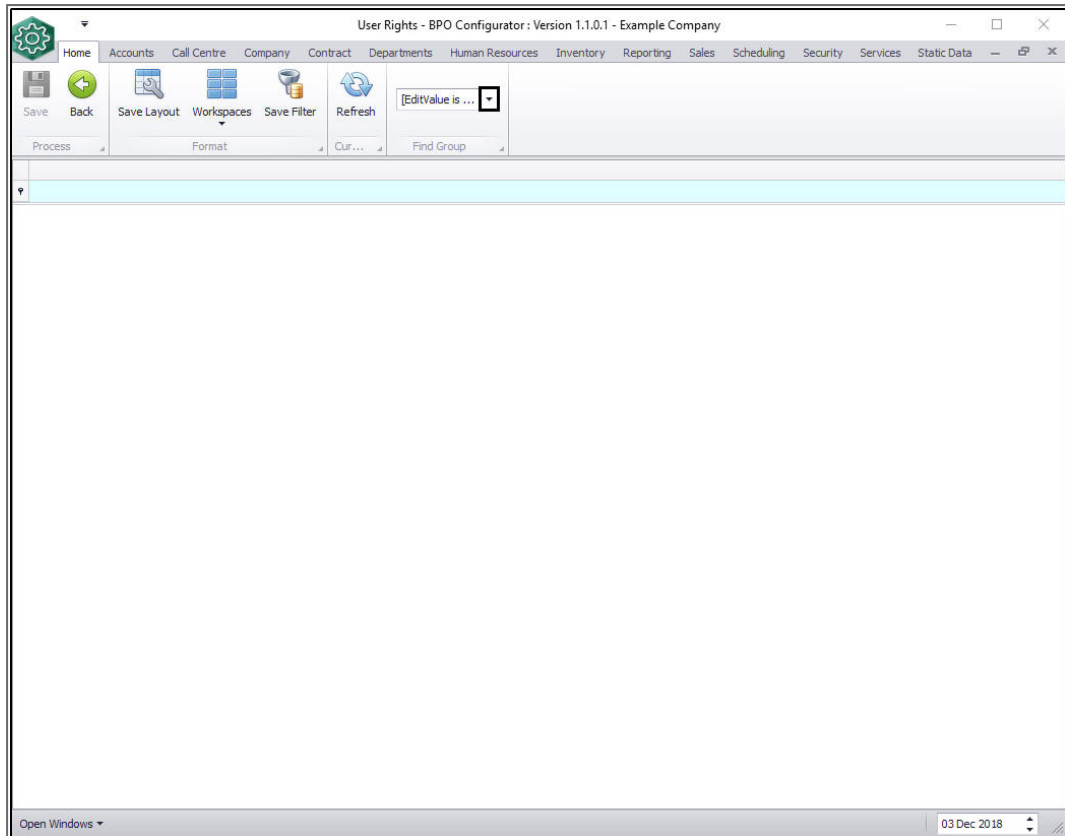
USER AND GROUP SECURITY – REQUISITION RELEASE FOR APPROVAL OVERRIDE

Ribbon Access: Security > User and Group Security

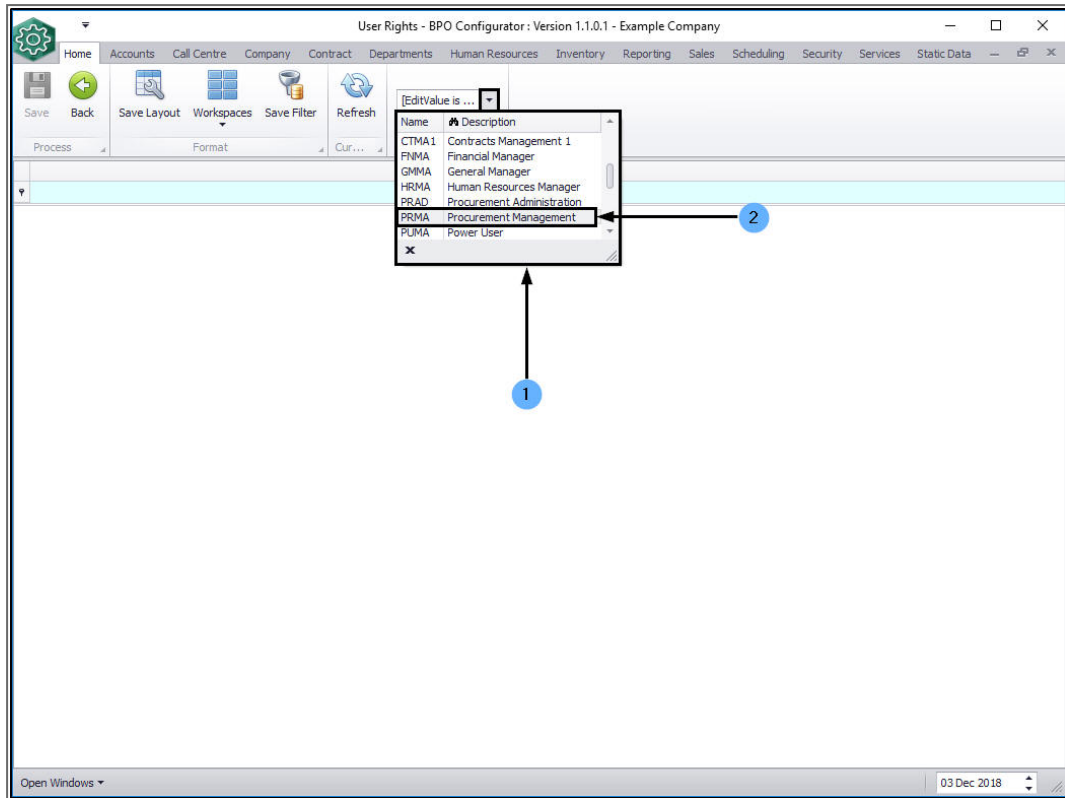


The **User Rights** screen will be displayed.

- Click on the **drop-down arrow** in the **Find Group** ribbon frame.



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



A list of **Procurement Codes** and **Access Levels** will be displayed.

- Click on the **expand** button in the **PRCH_Main - Procurement** row.

User Rights - BPO Configurator : Version 1.1.0.1 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

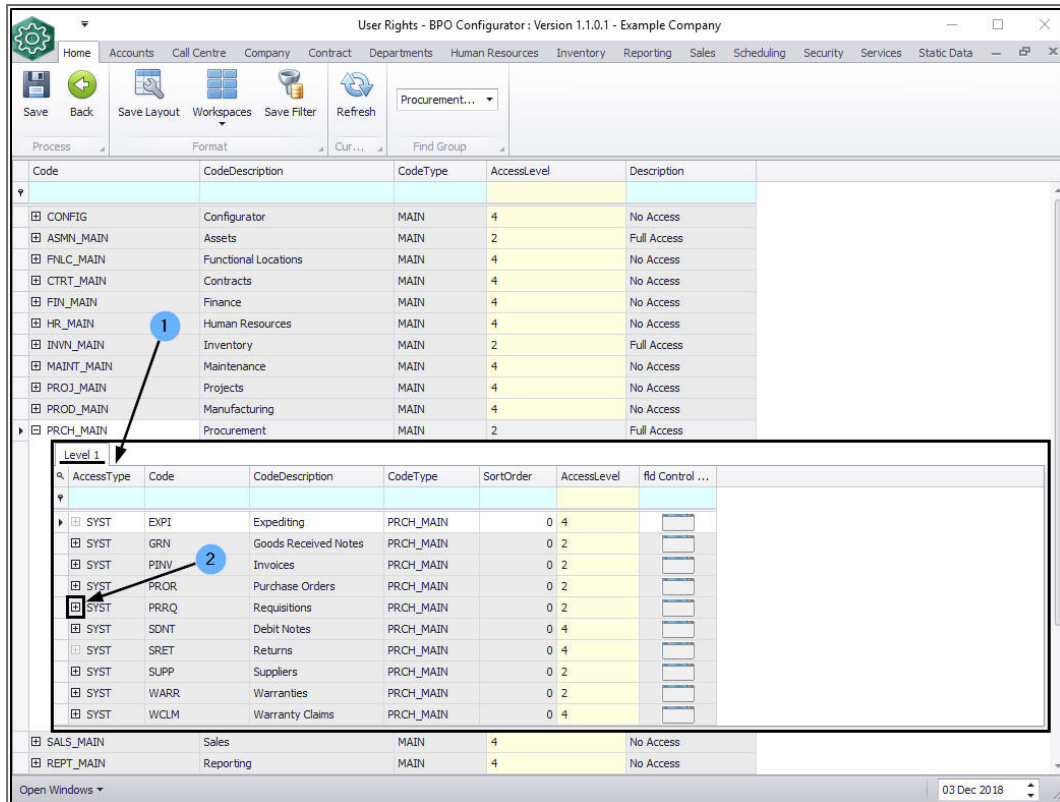
Save Back Save Layout Workspaces Save Filter Refresh Procurement...

Process Format Cur... Find Group

Code	CodeDescription	CodeType	AccessLevel	Description
CONFIG	Configurator	MAIN	4	No Access
ASMN_MAIN	Assets	MAIN	2	Full Access
FNLC_MAIN	Functional Locations	MAIN	4	No Access
CTRT_MAIN	Contracts	MAIN	4	No Access
FIN_MAIN	Finance	MAIN	4	No Access
HR_MAIN	Human Resources	MAIN	4	No Access
INNV_MAIN	Inventory	MAIN	2	Full Access
MAINT_MAIN	Maintenance	MAIN	4	No Access
PROJ_MAIN	Projects	MAIN	4	No Access
PROD_MAIN	Manufacturing	MAIN	4	No Access
PRCH_MAIN	Procurement	MAIN	2	Full Access
SALS_MAIN	Sales	MAIN	4	No Access
REPT_MAIN	Reporting	MAIN	4	No Access
UTIL_MAIN	Utilities	MAIN	4	No Access
SERV_MAIN	Service	MAIN	4	No Access
REPORT_MAIN	Reports	MAIN	4	No Access

Open Windows 03 Dec 2018

1. The **Level 1** frame for **PRCH_Procurement** will be expanded.
2. Click on the **expand** button in the **PRRQ - Requisitions** row.



The screenshot shows the 'User Rights - BPO Configurator' window for 'Example Company'. The main table lists various modules and their access levels. A callout box labeled '1' points to the 'PRCH_MAIN' row. Another callout box labeled '2' points to the 'PRRQ' row in the expanded 'Level 2' frame.

Code	CodeDescription	CodeType	AccessLevel	Description
CONFIG	Configurator	MAIN	4	No Access
ASMN_MAIN	Assets	MAIN	2	Full Access
FNLC_MAIN	Functional Locations	MAIN	4	No Access
CTRT_MAIN	Contracts	MAIN	4	No Access
FIN_MAIN	Finance	MAIN	4	No Access
HR_MAIN	Human Resources	MAIN	4	No Access
INWV_MAIN	Inventory	MAIN	2	Full Access
MAINT_MAIN	Maintenance	MAIN	4	No Access
PROJ_MAIN	Projects	MAIN	4	No Access
PROD_MAIN	Manufacturing	MAIN	4	No Access
PRCH_MAIN	Procurement	MAIN	2	Full Access

AccessType	Code	CodeDescription	CodeType	SortOrder	AccessLevel	fld Control ...
SYST	EXPI	Expediting	PRCH_MAIN	0	4	
SYST	GRN	Goods Received Notes	PRCH_MAIN	0	2	
SYST	PJNV	Invoices	PRCH_MAIN	0	2	
SYST	PROR	Purchase Orders	PRCH_MAIN	0	2	
SYST	PRRQ	Requisitions	PRCH_MAIN	0	2	
SYST	SDNT	Debit Notes	PRCH_MAIN	0	4	
SYST	SRET	Returns	PRCH_MAIN	0	4	
SYST	SUPP	Suppliers	PRCH_MAIN	0	2	
SYST	WARR	Warranties	PRCH_MAIN	0	2	
SYST	WCLM	Warranty Claims	PRCH_MAIN	0	4	

1. The **Level 2** frame for PRRQ Requisitions will be expanded.
2. Click in the **Access Level** column in the **PRRELOR Release Requisition** row.

User Rights - BPO Configurator : Version 1.1.0.1 - Example Company

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Save Back Save Layout Workspaces Save Filter Refresh Procurement...

Process Format Cur... Find Group

Code	CodeDescription	CodeType	AccessLevel	Description
CONFIG	Configurator	MAIN	4	No Access
ASMN_MAIN	Assets	MAIN	2	Full Access
FNLC_MAIN	Functional Locations	MAIN	4	No Access
CTRT_MAIN	Contracts	MAIN	4	No Access
FIN_MAIN	Finance	MAIN	4	No Access
HR_MAIN	Human Resources	MAIN	4	No Access
INWV_MAIN	Inventory	MAIN	2	Full Access
MAINT_MAIN	Maintenance	MAIN	4	No Access
PROJ_MAIN	Projects	MAIN	4	No Access
PROD_MAIN	Manufacturing	MAIN	4	No Access
PRCH_MAIN	Procurement	MAIN	2	Full Access

Level 1

AccessType	Code	CodeDescription	CodeType	SortOrder	AccessLevel	fld Control ...
SYST	EXPI	Expediting	PRCH_MAIN	0	4	
SYST	GRN	Goods Received Notes	PRCH_MAIN	0	2	
SYST	PINW	Invoices	PRCH_MAIN	0	2	
SYST	PROR	Purchase Orders	PRCH_MAIN	0	2	
SYST	PRRQ	Requisitions	PRCH_MAIN	0	2	

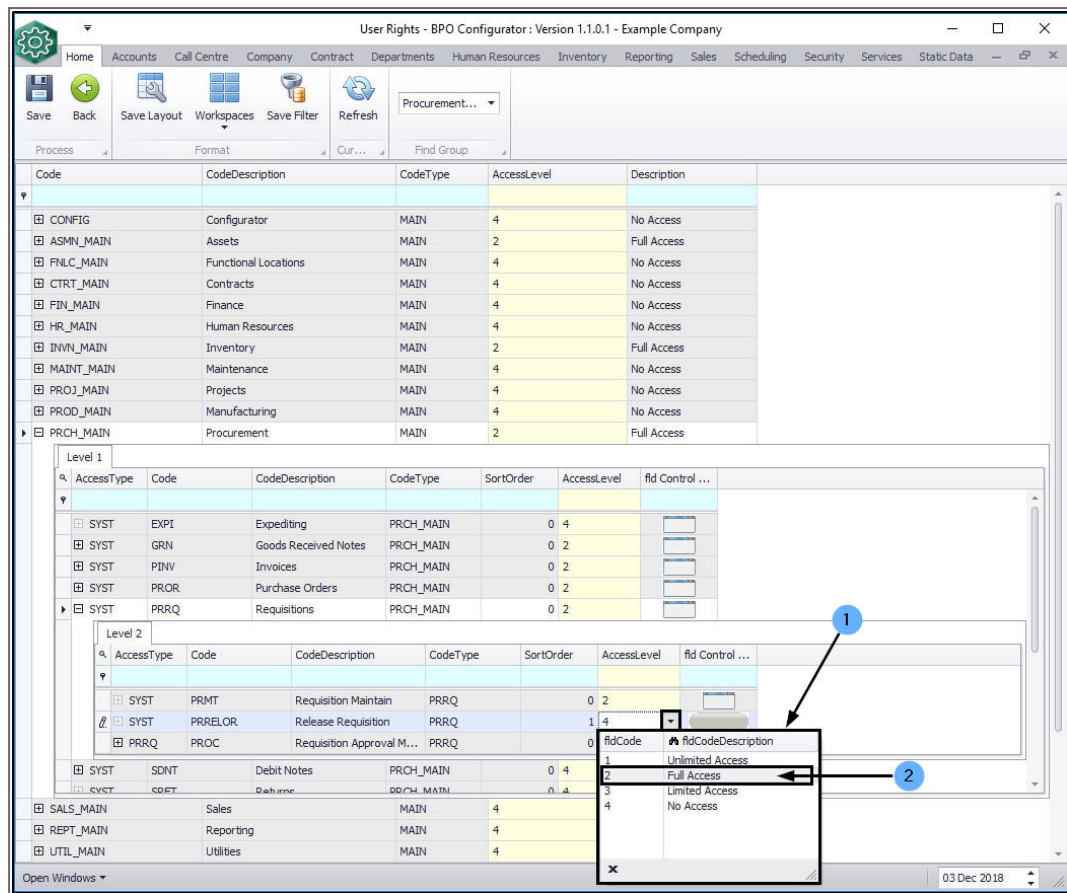
Level 2

AccessType	Code	CodeDescription	CodeType	SortOrder	AccessLevel	fld Control ...
SYST	PRMT	Requisition Maintain	PRRQ	0	2	
SYST	PRRELOR	Release Requisition	PRRQ	1	4	
PRRQ	PROC	Requisition Approval M...	PRRQ	0	2	

Open Windows

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1. The **Access Type Code** list will be displayed.
2. Click on **2 - Full Access**.

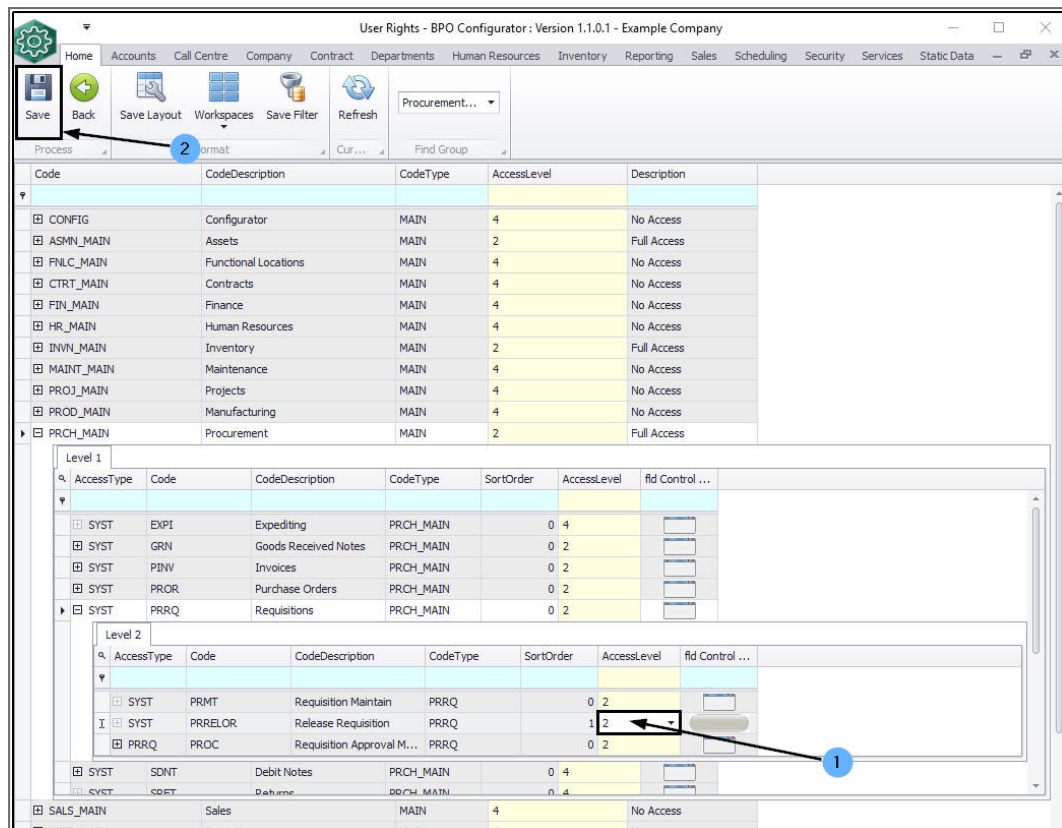


The screenshot shows the 'User Rights - BPO Configurator' window. The main table lists various system codes and their access levels. The 'PRRELOR' row is selected, and a context menu is open over it. The context menu shows the following options:

AccessLevel	AccessType
1	Unlimited Access
2	Full Access
3	Limited Access
4	No Access

Arrows 1 and 2 indicate the steps: 1. Click on the Access Level 2 in the Release Requisition row. 2. Click on the Save button.

1. When the Access Level has changed to **2** in the Release Requisition row,
2. click on **Save**.



- A **User Rights** message box will pop up informing you that;
 - **User Rights updated successfully.**
- Click on **OK**.

User Rights - BPO Configurator : Version 1.1.0.1 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Back Save Layout Workspaces Save Filter Refresh Procurement...

Process Format Cur... Find Group

Code	CodeDescription	CodeType	AccessLevel	Description
CONFIG	Configurator	MAIN	4	No Access
ASMN_MAIN	Assets	MAIN	2	Full Access
FNLC_MAIN	Functional Locations	MAIN	4	No Access
CTRT_MAIN	Contracts	MAIN	4	No Access
FIN_MAIN	Finance	MAIN	4	No Access
HR_MAIN	Human Resources	MAIN	4	No Access
INWV_MAIN	Inventory	MAIN	2	Full Access
MAINT_MAIN	Maintenance	MAIN	4	No Access
PROJ_MAIN	Projects	MAIN	4	No Access
PROD_MAIN	Manufacturing	MAIN	4	No Access
PRCH_MAIN	Procurement	MAIN	2	Full Access

Level 1

AccessType	Code	CodeDescription	CodeType	SortOrder	AccessLevel	fld Control ...
SYST	EXPI	Expediting	PRCH_MAIN	0	4	
SYST	GRN	Goods Received Notes	PRCH_MAIN	0	2	
SYST	PINW	Invoices	PRCH_MAIN	0	2	
SYST	PROR	Purchase Orders	PRCH_MAIN	0	2	
SYST	PRRQ	Requisitions	PRCH_MAIN	0	2	
SYST	SDNT	Debit Notes				
SYST	SRET	Returns				
SYST	SUPP	Suppliers				
SYST	WARR	Warranties				
SYST	WCLM	Warranty Claims				

SALS_MAIN Sales No Access

REPT_MAIN Reporting No Access

UTIL_MAIN Utilities MAIN 4 No Access

SERV_MAIN Service MAIN 4 No Access

REPORT_MAIN Reports MAIN 4 No Access

User Rights

User Rights updated successfully.

OK

MNU.085.002

