

Application	ChreosClient – Chreos 3
Module	Generic
Minimum service pack	SP26
This document	Access Levels Ref 1.7 Release 1 Published February 2003

Overview

“Access Levels” allows the different areas of *ChreosClient* to be assigned a numeric access level. Every user is also assigned a numeric access level that only allows them access to the areas up to that level.

How to Assign an Access Level

- Place the cursor over the area in *Chreos*.
- Press the <Control> and <Alt> keys and left click.
- The ‘Alter security level’ screen will appear.
- Enter the access level that is required for the area.
- Click the [OK] button.

Where Can Access Levels be Assigned?

There are specific places that must be clicked on to assign an access level.

- On a panel heading, for example “Debtor journals (3.5)” ‘Amount’ is a panel heading.
- On a button, for example [Add] or [Edit].

Where Can Access Levels Not be Assigned?

- Entry field names. This is done as a group by assigning a security level to the appropriate panel heading.
- The Search buttons. This can be done on the panel headings and buttons of the search screens.
- Tab page headings. This can be done on the panel headings and buttons of the tab pages.

- Panel headings if the panel only has buttons in it. In this case you will need to do all of the buttons individually, for example “Stock | Point of Sale | Sales.”
- Grids.
- Icons and Menu options.

What Happens When an Area Does Not Have an Access Level Assigned to it?

When an area does not have an access level assigned to it the area will automatically have an access level of 0 and everyone can access it.

How to Assign a Access Level to a User

- The menu option “Maintenance | Advanced access | Access maintenance” allows you to set the access levels for users of *ChreosClient*. Refer to “Access maintenance (9.16)”.

What do the Different Access Levels Mean?

The access levels are completely user-defined. This means that you can chose what level each requires for a user to gain access. You can have as many access levels as you require to achieve this.

Examples of Use

- If you assign a access level of ‘5’ to the [Add] button in “Clients | Receipts”, users with access levels 0-5 will have be able to use “Debtor receipts (3.3)”.
- If you assign a security level of ‘3’ to the ‘Summary’ panel heading in the details page of “Creditors | Creditor management”, users with access levels 0-3 will be able to view the summary details for creditors.
- If you assign an access level of ‘4’ to the [Invoice] button in “Stock | Point of sale” only users access levels 0-4 will be able to convert a point of sale transaction into an invoice.

Why Assigning Access Levels is Useful

- Only certain users will have access to sensitive and/or confidential information.
- Only certain users will have the ability to perform certain transactions.

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