

USER ACCESS MANAGEMENT



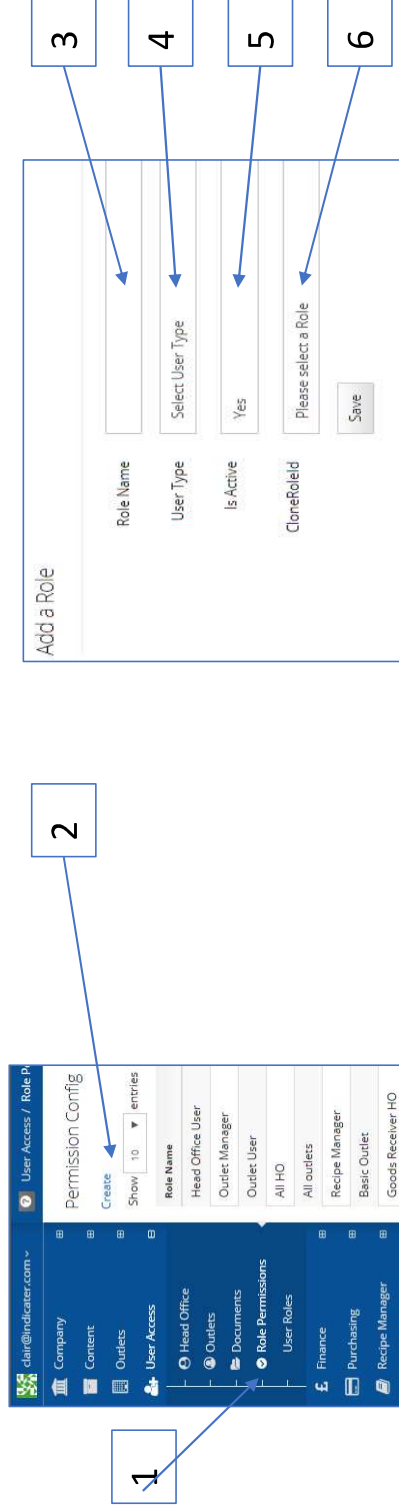
OVERVIEW: The User Access Gatekeeper manages the creation of User Roles (i.e. Chefs) each with a set of pre defined permissions, the Creation of Users, and the allocation of a User Rule to each user.

A unique email address is required as the Username for each user. No passwords are required for clients using Single Sign On (SSO) as the authentication of each user is managed via the SSO process. For further information refer to the User Access Gatekeeper Fact Sheet.

A user will only have access to the User Access if the role assigned to their user is Head Office User.

STEP 1: Select Role Permissions to create a User Role

There are two default pre defined User Roles created: 1 - Head Office User and 2 - An Outlet Manager. These cannot be edited.





USER ACCESS MANAGEMENT

STEP 2: Amending Permissions for User Roles

User Access / Role Permissions

Permission Config

Create

Show 50 entries

| Role Name | Is Active | Edit | Change Permission |
|-------------|-----------|-------|-------------------|
| All HO | True | Click | Click |
| All outflow | True | Click | Click |
| Berista | True | Click | Click |

User Access

Update

| Permission Name | Permission Display Name | Is In M... | Selected |
|-----------------------------|-----------------------------|------------|-------------------------------------|
| Company | | | |
| Employment | | | |
| Finance | | | |
| STORM | | | |
| OutletStocktaking |OutletStocktaking[P] | true | <input type="checkbox"/> |
| StocktakingStockTransfers |Stock Transfers[P] | true | <input checked="" type="checkbox"/> |
| StocktakingProducts |Products | true | <input type="checkbox"/> |
| StocktakingRecipeManager |Recipe Manager | true | <input checked="" type="checkbox"/> |
| OBstocktakingStockTransfers |Reques: Stock Transfer | False | <input type="checkbox"/> |
| FinanceRequisitions |Requisitions | true | <input type="checkbox"/> |
| StocktakingSetup |Setup | true | <input checked="" type="checkbox"/> |
| StocktakingMenus |Stock taking Menus | true | <input type="checkbox"/> |
| StocktakingReport |Stock taking report | true | <input type="checkbox"/> |
| StocktakingStocktakes |Stocktakes | true | <input checked="" type="checkbox"/> |
| StocktakingMasrage |Masrage | true | <input checked="" type="checkbox"/> |

4

3

1

2



USER ACCESS MANAGEMENT

STEP 3: A: Create Head Office User (OR B create an outlet user on next page)



1

2

3

4

5

6

7

8

9

Must be a unique email

Must be same as entry 5

NOT IN USE

Tick if outlet access required

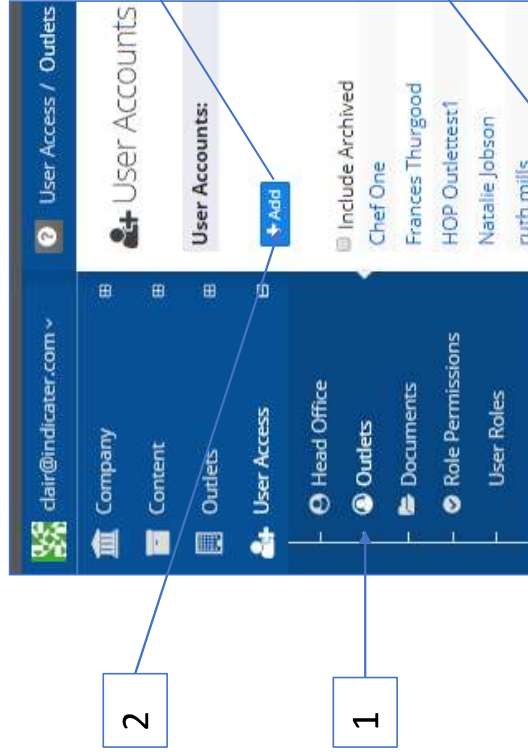
ADD HEAD OFFICE USER

Password still required if using SSO, must be different from SSO password



USER ACCESS MANAGEMENT

STEP 3: B: Create Outlet User



Add User Account

Add Outlet User:

Outlet: Please select an Outlet

First Name:

Surname:

Username:

Password:

Email:

Telephone:

Outlet User Access Templates: n/a

Quick Links:

Staff Rota:

Staff Records:

Income:

Purchasing:

Banking:

Cash Transfers:

Other Costs:

Cash Up:

Stocktakes:

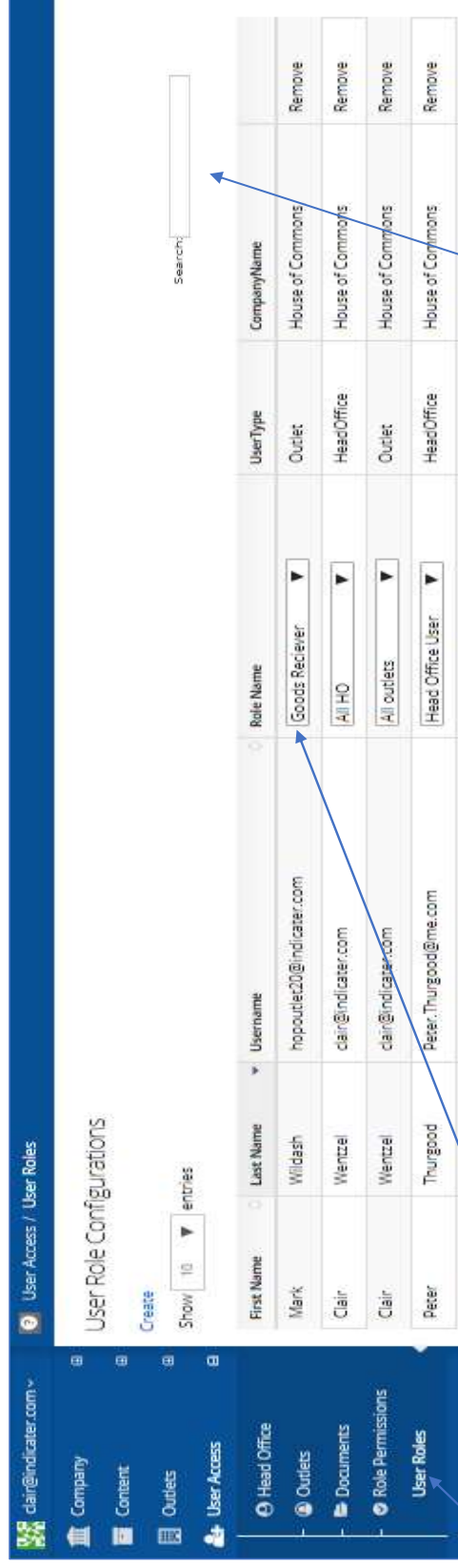
Stock Transfers:

ADD USER

Password still required if using SSO, should be different from the SSO password.

USER ACCESS MANAGEMENT

STEP 4: Allocate (map) a different Role (other than the default roles) to a User



User Role Configurations

Create

Show 10 entries

| First Name | Last Name | Username | Role Name | UserType | CompanyName |
|------------|-----------|---------------------------|------------------|------------|------------------|
| Mark | Wildash | hopoutlet20@indicater.com | Goods Receiver | Outlet | House of Commons |
| Clair | Wentzel | clair@indicater.com | All HO | HeadOffice | House of Commons |
| Clair | Wentzel | clair@indicater.com | All outlets | Outlet | House of Commons |
| Peter | Thurgood | Peter.Thurgood@me.com | Head Office User | HeadOffice | House of Commons |

1

3

If the user is not logged in role change will take immediate affect, If they are logged in and you amend a user role it will take 15 minutes for the changes to take affect.

2



USER ACCESS MANAGEMENT

STEP 5: Amend permissions for specific user

The screenshot shows the 'User Access' management interface. At the top, there's a search bar with a '1' pointing to it. Below the search bar, there are two dropdown menus, both containing '[Head Office:Permissions]'. A '3' points to the 'Update' button at the bottom of the user details section.

The user details section shows:

- First Name: Clair
- Last Name: Wentzel
- Company: House of Commons
- UserType: HeadOffice

The permissions table below has columns: Permission Name, Permission Display Name, Is In Menu, and Selected. A '2' points to the 'Update' button, and a '3' points to the 'Selected' column. A blue arrow points from the 'Selected' column to the 'Is In Menu' column.

| Permission Name | Permission Display Name | Is In Menu | Selected |
|--------------------|-------------------------|------------|-------------------------------------|
| Company/Today | Today | true | <input checked="" type="checkbox"/> |
| Content/Contacts | Contacts | true | <input checked="" type="checkbox"/> |
| Company/Expense | Expenses | true | <input checked="" type="checkbox"/> |
| Company/Marketing | Marketing | true | <input checked="" type="checkbox"/> |
| HeadOffice/Reports | Reports | true | <input checked="" type="checkbox"/> |
| Company/Documents | Documents | true | <input checked="" type="checkbox"/> |
| Content/Contacts | Contacts | true | <input checked="" type="checkbox"/> |
| HeadOffice/Reports | Reports | true | <input checked="" type="checkbox"/> |
| Content/Documents | Documents | true | <input checked="" type="checkbox"/> |
| Content/Headlines | Headlines | true | <input checked="" type="checkbox"/> |
| Content/Marketing | Marketing | true | <input checked="" type="checkbox"/> |
| Finance | Finance | true | <input checked="" type="checkbox"/> |
| Finance/AuditTrail | Audit Trail | true | <input checked="" type="checkbox"/> |

You can select or deselect the required ticks this will only change the permission for this user.