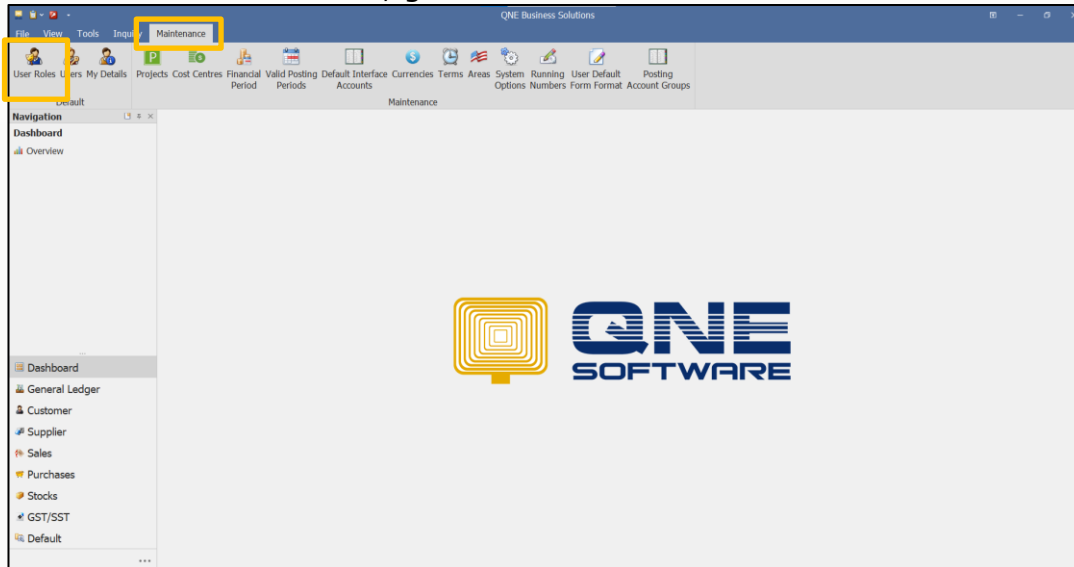




# How to create user roles?

## Solution

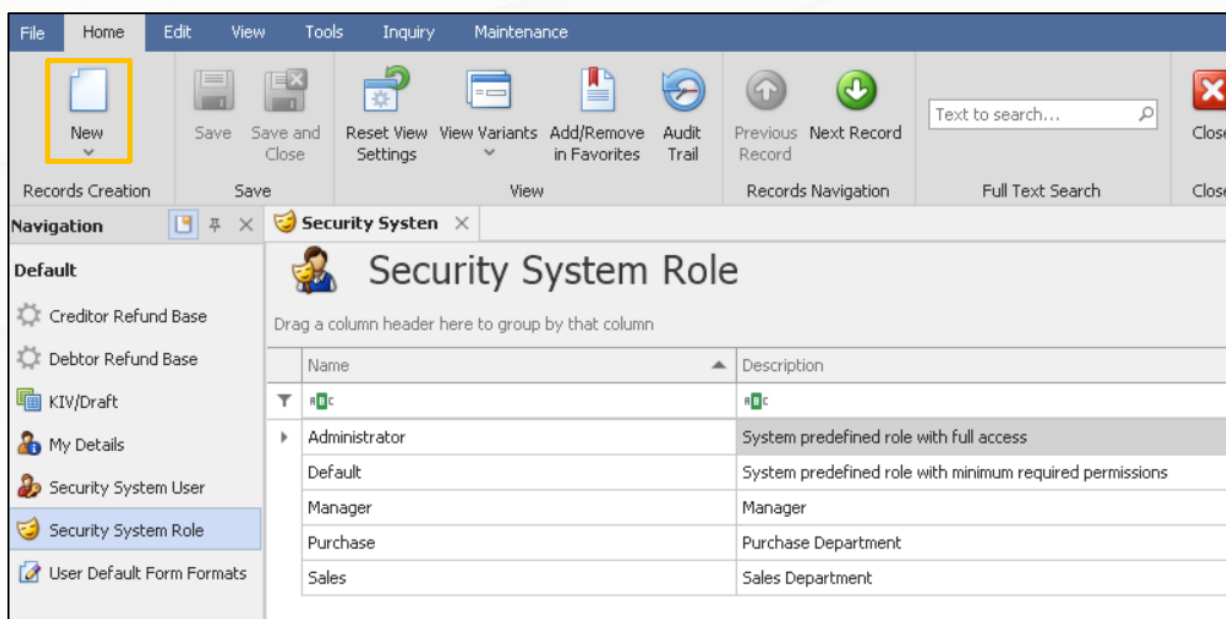
1. To create a new user role, go to Maintenance > User Roles.



2. The system will lead you to Security System Role screen. You can see a list of system predefined roles.

Click New to create a new user role.

Note: You can clone from the existing roles and edit accordingly.



3. Update the roles under "Name" column.

To give you some idea, you can set "Name" based on specific department or assigned job role / position / individual, or any other naming conveniences that you prefer to be used in the system for particular user purpose.

4. For Description column, you may write specifically about this roles / department / the user's name (If your company has many different accesses right for everyone you can create by user name as well).

Besides, you can update as remarks or summary of the user role which may include authorities or access rights provided to certain functions, modules, features, settings etc.


Business Object	Navigate	Read	Create	Write	Delete	Preview	Print
Access Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account Inquiry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. For "Administrative" checkbox, which means this user is administrator allow to access all transactions, reporting and even the user access right. Untick this option if the user roles are not administrator

For the option "Change New Password Every [ ]", kindly refer below KB for further explanation

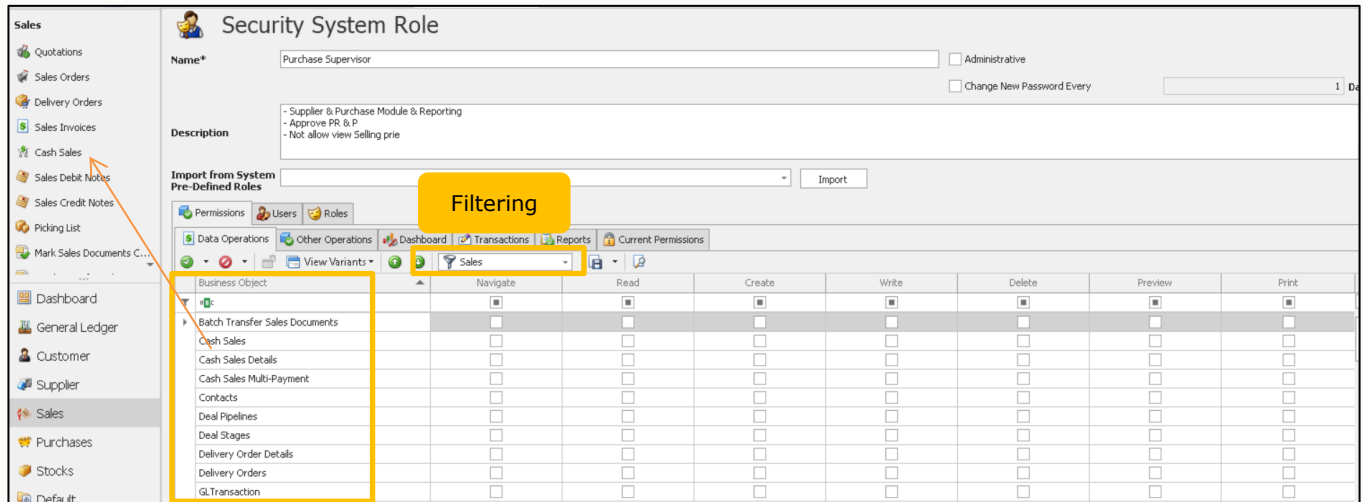
<https://support.qne.com.my/support/solutions/articles/81000410403-how-to-change-password-after-x-days->

Business Object	Navigate	Read	Create	Write	Delete	Preview	Print
Access Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account Inquiry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. For "Business Object" column, it displays all business objects available in the system. You may use the filtering function  to filter by module.

The sample below filter by Sales module.

You will able to see the business object from Sales Module, example Delivery Order, Cash Sales, etc.



**Security System Role**

Name\* Purchase Supervisor

Description

- Supplier & Purchase Module & Reporting
- Approve PR & P
- Not allow view Selling prie

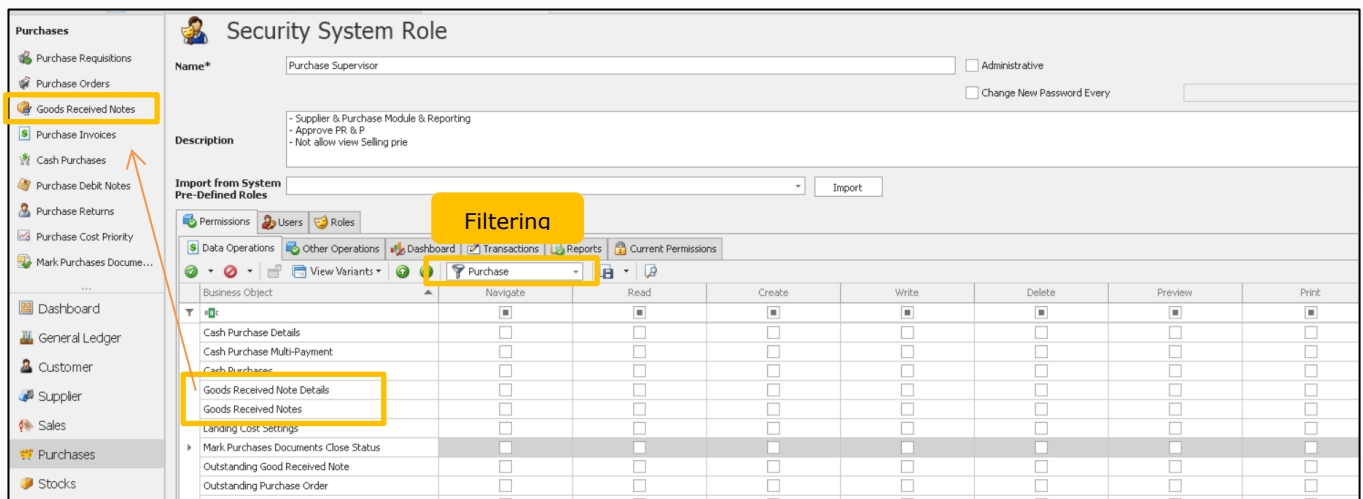
Import from System Pre-Defined Roles

Permissions Users Roles

Filtering: Sales

Business Object	Navigate	Read	Create	Write	Delete	Preview	Print
Batch Transfer Sales Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Sales Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Sales Multi-Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deal Pipelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deal Stages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery Order Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GL Transaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you filter by Purchase module, system displays all business object from Purchase Module. Example Goods Received Notes, Cash Purchase, Purchase Invoice and so on.



**Security System Role**

Name\* Purchase Supervisor

Description

- Supplier & Purchase Module & Reporting
- Approve PR & P
- Not allow view Selling prie

Import from System Pre-Defined Roles

Permissions Users Roles

Filtering: Purchase

Business Object	Navigate	Read	Create	Write	Delete	Preview	Print
Cash Purchase Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Purchase Multi-Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Purchases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goods Received Note Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goods Received Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landing Cost Settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Purchases Documents Close Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outstanding Good Received Note	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outstanding Purchase Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



You will notice that from the navigation, system displays "Goods Received Notes" however in user roles system display "Goods Received Notes" and "Goods Received Notes Details". Same goes to Sales Invoice & Sales Invoice Details and other transaction screens.

If you allow or not allow user to access Goods Received Notes, please ticked or untick both tables. ("Goods Received Notes" and "Goods Received Notes Details")

7. Define the access of this roles by ticked or unticked the function of "Navigate, Read, Create, Preview and Print".

**Security System Role**

Name: Purchase Supervisor

Description: Supplier & Purchase Module & Reporting, Approve PR & P, Not allow view Selling prie

Import from System Pre-Defined Roles

Permissions Users Roles

Business Object	Navigate	Read	Create	Write	Delete	Preview	Print
Cash Purchase Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Purchase Multi-Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Purchases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goods Received Note Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goods Received Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landing Cost Settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Purchases Documents Close Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outstanding Good Received Note	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outstanding Purchase Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Below is the explanation of functions

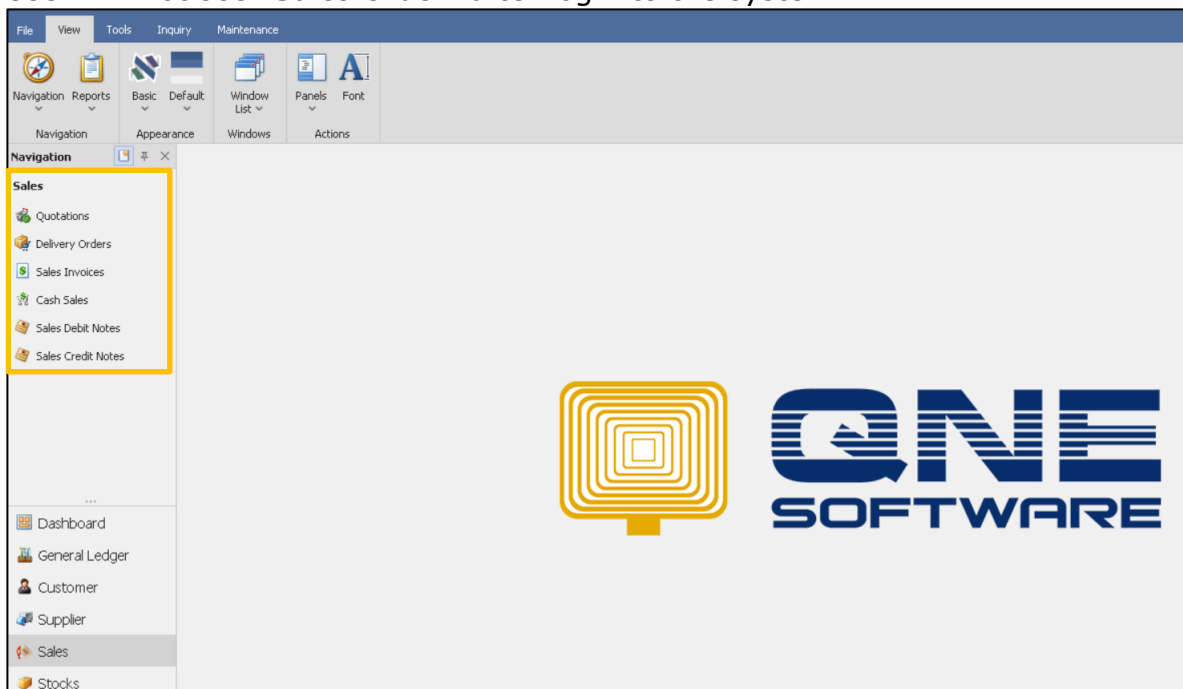
Function	Explanation	Result if untick the option
<b>Navigate</b>	Access right for the user to navigate or view to object	If Sales Order is unticked, user will not see Sales Order in after login <a href="#">REFER PICTURE A</a>
<b>Read</b>	Access right for the user to view or read the content of the existing record	User will see the content with the wording "Protected Content" <a href="#">REFER PICTURE B</a>
<b>Create</b>	Access right for creating new record or data into the system	User cannot see the object to create the transaction <a href="#">REFER PICTURE C</a>
<b>Write</b>	Access right for editing the record	System will deem (locked) after the record is saved <a href="#">REFER PICTURE D</a>
<b>Delete</b>	Access right for deleting the record	User will not see "Delete" button <a href="#">REFER PICTURE D</a>
<b>Preview</b>	Access right for preview the report	User will not see "Preview" button <a href="#">REFER PICTURE E</a>
<b>Print</b>	Access right for allows user to print report	User will not see "Print" button <a href="#">REFER PICTURE E</a>

## PICTURE A [UNTICK NAVIGATE]

If the user access right cannot Navigate the Sale Order,

Business Object	Navigate	Read	Create	Write	Delete	Preview	Print
Sales DN Approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales Invoice Approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales Invoice Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sales Invoices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sales Order Approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales Order Details	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sales Orders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sales Register Item	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User will not see "Sales Order" after login to the system



## PICTURE B [UNTICK READ]

If the user access right cannot read the Sales Order,

Business Object	Navigate	Read	Create	Write	Delete	Preview	Print
Sales Orders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sales Order Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sales Order Approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User still able to access Sales Order however the columns stated "Protected Content"

Navigation: Sales > Sales Orders

Details Customer DO Address Others Notes Files Info JomPay

Customer	Protected Content	Currency	Protected Content	Rate	Protected Content
To	Protected Content	Attention	Protected Content	Doc Date	Protected Content
Delivery Term	Protected Content	Agent	Protected Content	S. Order No.	Protected Content
Term	Protected Content	Require Date	Protected Content	Reference No.	Protected Content
Location	Protected Content	Project	Protected Content		

Protected Content

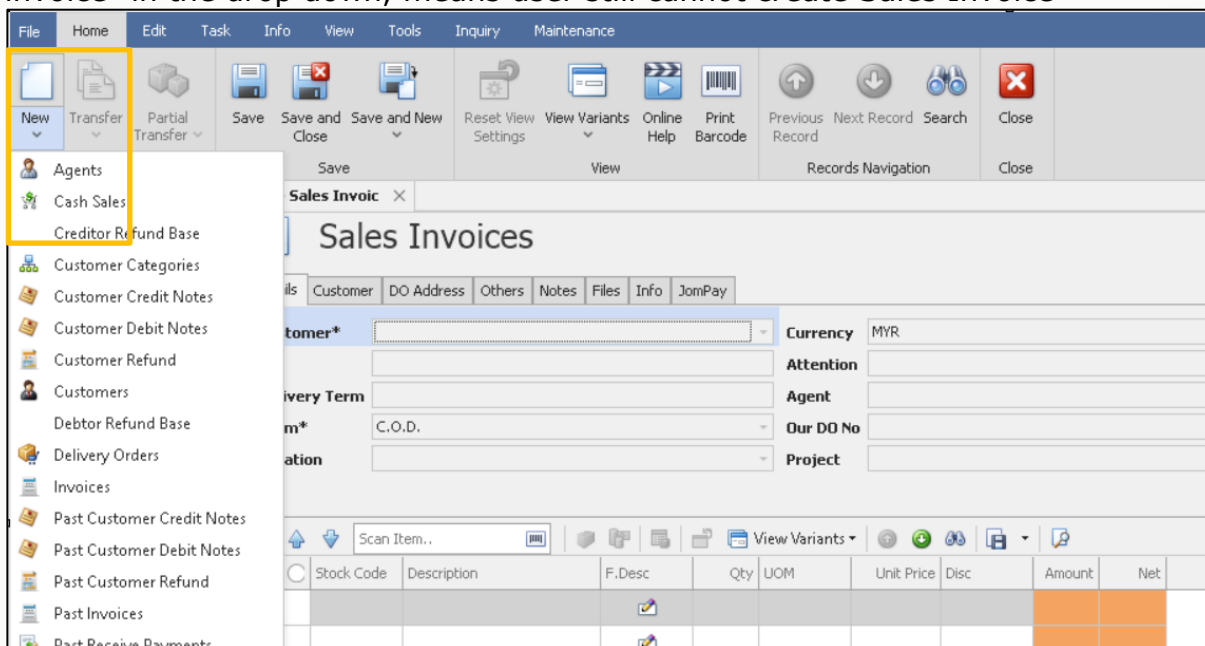
Taxable	Protected Content	Tax	Protected Content	Rounding Adj	Protected Content	Due Amount	Protected Content
---------	-------------------	-----	-------------------	--------------	-------------------	------------	-------------------

## PICTURE C [UNTICK CREATE]

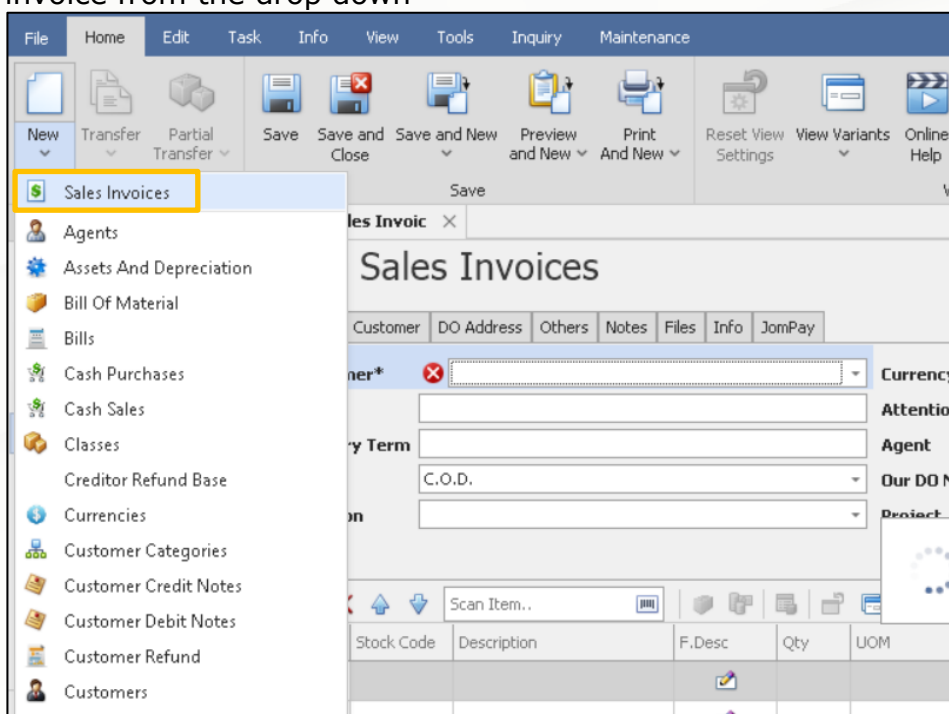
If the user access right cannot Create a Sales Invoice,

Business Object	Navigate	Read	Create	Write	Delete	Preview	Print
Sales DN Approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales Invoice Approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales Invoice Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales Invoices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales Order Approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User still able to see the "New" button however system will not show "Sales invoice" in the drop down, means user still cannot create Sales Invoice



Normal user with the access right to create Sales Invoice, user will see Sales invoice from the drop down



## PICTURE D [UNTICK WRITE & DELETE]

If the user access right cannot write and delete,

**Security System Role**

Name\*: Sales ☐ Administrative ☐ Change New Password Every 1 Day

Description: Sales Department

Permissions Users Roles

Data Operations Other Operations Dashboard Transactions Reports Current Permissions

View Variants Sales

Business Object	Navigate	Read	Create	Write	Delete	Preview	Print
Delivery Order Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery Orders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GLTransaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hold Bill Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User will not see the delete button, and the transaction is deemed cannot edit anymore

File Home Edit Task Info View Tools Inquiry Maintenance

Recalculate Copy From Copy To Clone... Refresh Cancel Resave

Edit Record Edit

Navigation Delivery Orders D02312/001 - D

Details Customer DO Address Others Notes Files Info JomPay

Customer\* 700-A001 Currency MYR

To ADVANCE TRADING SDN BHD Attention

Delivery Term Agent

Term\* C.O.D. Project

Location

Scan Item.. View Variants

Stock Code	Description	F.Desc	Qty	UOM	Unit Pr...	Disc	Amount	Net
TRAINING	TRAINING & SUPPORT SER...		1	UNIT(S)	500.00		500.00	500.00

## PICTURE E [UNTICK PREVIEW & PRINT]

If the user access right cannot Preview & Print in Delivery Order,

**Security System Role**

Name\*: Sales ☐ Administrative ☐ Change New Password Every 1 Day

Description: Sales Department

Permissions Users Roles

Data Operations Other Operations Dashboard Transactions Reports Current Permissions

Business Object Navigate Read Create Write Delete Preview Print

Business Object	Navigate	Read	Create	Write	Delete	Preview	Print
Delivery Order Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery Orders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GL Transaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hold Bill Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

user will not see these buttons in the transaction

File Home Edit Task Info View Tools Inquiry Maintenance

New Transfer Partial Transfer By Barcode Save Save and Close Save and New Reset View Settings View Variants Online Help Previous Record Next Record Search Close

Records Creation Save View Records Navigation Close

Delivery Orders D02312/001 - D

**Delivery Orders**

Details Customer DO Address Others Notes Files Info JomPay

Customer\*: 700-A001 Currency: MYR

To: ADVANCE TRADING SDN BHD Attention:

Delivery Term: C.O.D. Agent:

Term\*: C.O.D. Project:

Location:

Scan Item...

Stock Code	Description	F.Desc	Qty	UOM	Unit Pr...	Disc	Amount	Net
TRAINING	TRAINING & SUPPORT SER...		1	UNIT(S)	500.00		500.00	500.00

Normal user with the access right to Preview and Print the Delivery Order

File Home Edit Task Info View Tools Inquiry Maintenance

New Transfer Partial Transfer By Barcode Save Save and Close Save and New Preview and New Print And New Reset View Settings View Variants Online Help Audit Trail Previous Record Next Record Search Close

Records Creation Save View Records Navigation Close

Security System Sales - Security Delivery Orc Delivery Orders D02312/001 - D

**Delivery Orders**

Details Customer DO Address Others Notes Files Info JomPay

Customer\*: 700-A001 Currency: MYR

To: ADVANCE TRADING SDN BHD Attention:

Delivery Term: C.O.D. Agent:

Term\*: C.O.D. Project:

Location:

Scan Item...

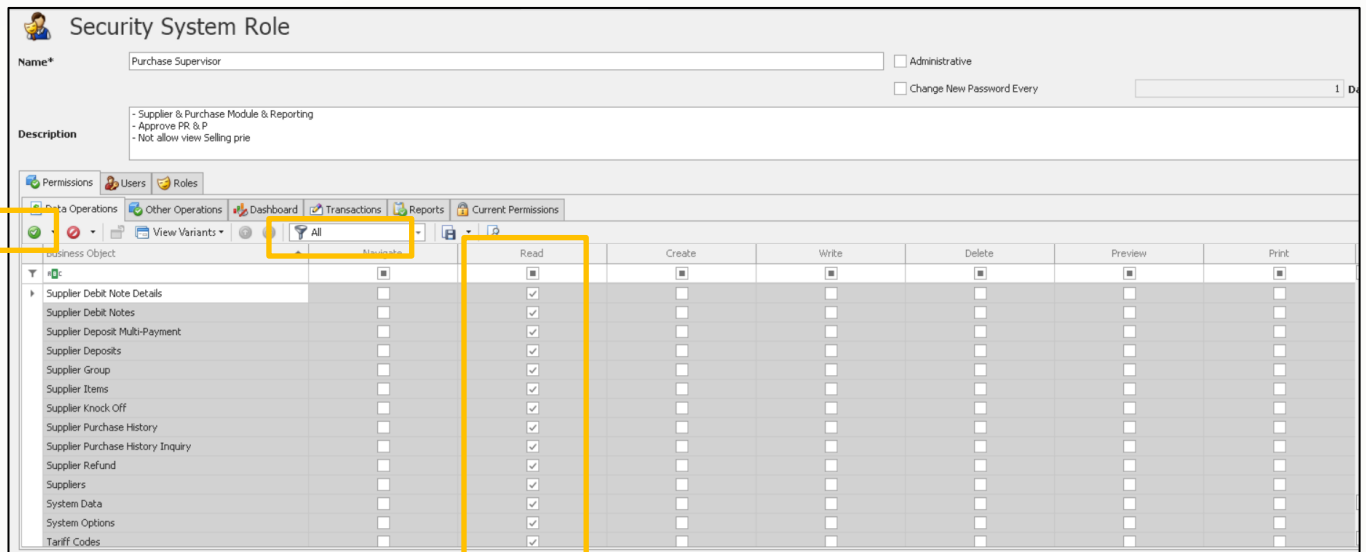
Stock Code	Description	F.Desc	Qty	UOM	Unit Pr...	Disc	Amount	Net
TRAINING	TRAINING & SUPPORT SER...		1	UNIT(S)	500.00		500.00	500.00



8. Let says we allow this user role to view Supplier & Purchase Modules, the first step we will going to grant all objects to view mode first. This is because there are some other objects relate to Purchase & Supplier modules example Stock Code, Tax Codes, Term, Projects and so on that the user can read them

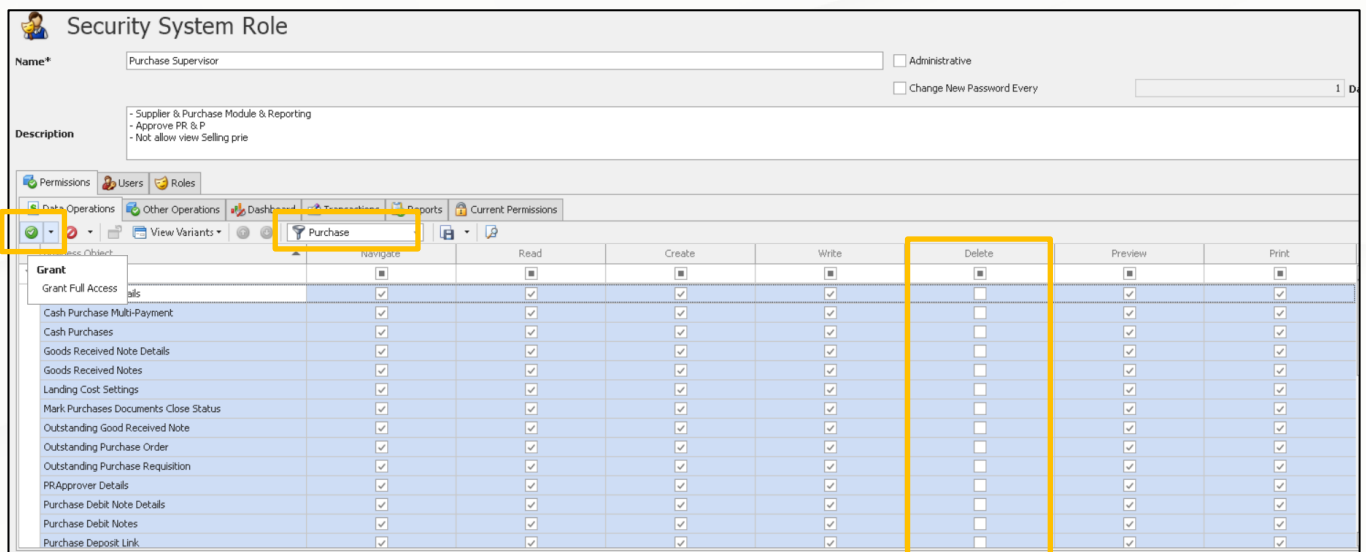
Firstly, filter All module > Ctrl + A to high all objects > Click Grant.  
Then tick "Read".

Notice that other functions like Navigation, create and so on is unticked



9. Continue to filter Purchase module > Ctrl + A to high all objects > Click Grant.

If you do not allow this user to delete, just click on delete button



10. Continue to set access right in Supplier module, repeat the same step after filter by Supplier

Business Object	Read	Create	Write	Delete	Preview	Print
Purchasers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Relief Importation Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Categories	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Credit Note Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Credit Notes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Debit Note Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Debit Notes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Deposit Multi-Payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Deposits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Knock Off	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Refund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Suppliers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

11. By using the same method of step no. 9, you can set the access right for viewing the report.

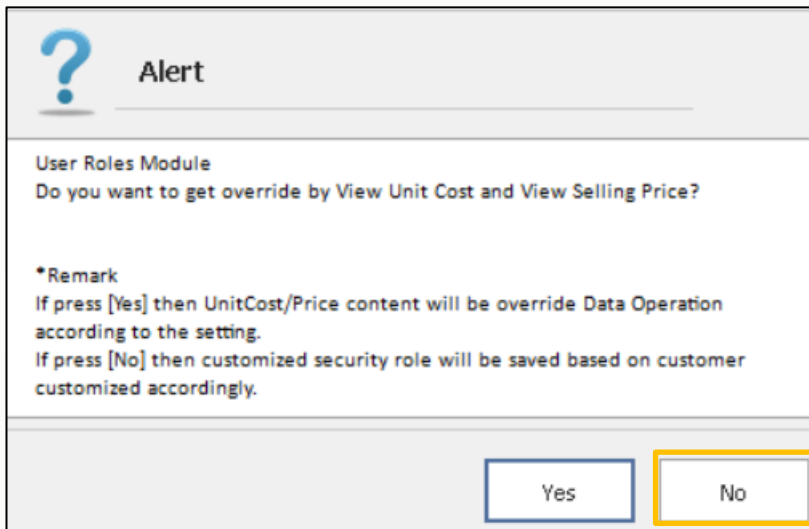
First, click on "Reports" tab > Filter by Purchase > CTRL + A > Grant the access right.

Note: The write function in reporting does not mean to edit the records, it means when the user can filter the report or not.

Business Object	View	Write	Filter	Preview	Print	Inquiry	Design	Export
Goods Received Note	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Goods Received Note Listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Goods Received Note Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Monthly Purchase Item	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Outstanding Goods Received Note	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Outstanding Purchase Order	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Outstanding Purchase Requisition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Purchase Book	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Purchase Debit Note	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Purchase Debit Note Listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Purchase Debit Note Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Purchase Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Purchase Invoice Listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Purchase Invoice Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

12. Then continue to filter Supplier Reports and tick all.

13. So, for now you have set the access right as mentioned. If you still have other control, continue to set it. Else, you can click save. If the system prompts below message, click No.



Refer other KB if you wish to know more about the access right for "Others Operation", "Dashboard", and "Transactions"

14. For now, we have created the user roles successfully. For next, we need to create the user and link the user role on it. Kindly refer this KB

<https://support.qne.com.my/support/solutions/articles/81000412629-how-to-create-user->