## How to use Employee Permissions (V9)
October, 2014

In this Feature of the Month we'll review how to manage employee security settings for Retail Pro users. Security settings are an important aspect that controls Retail Pro users' permissions for accessing, viewing, and/or editing application levels within Retail Pro. Editing a customer record, changing the date on documents, and viewing cost fields are all examples of permissions that can be managed. We'll show you a common one about removing permission to reverse receipts; "Dugan" will be the user whose permissions we adjust.

Retail Pro 9

1. You will need to be logged into the system as sysadmin (or other user with Employee Mgmt privileges).

2. First, verify the groups(s) the user(s) are a member of for whose permissions you with to change. From the main menu, select Employee Mgmt > Employees.
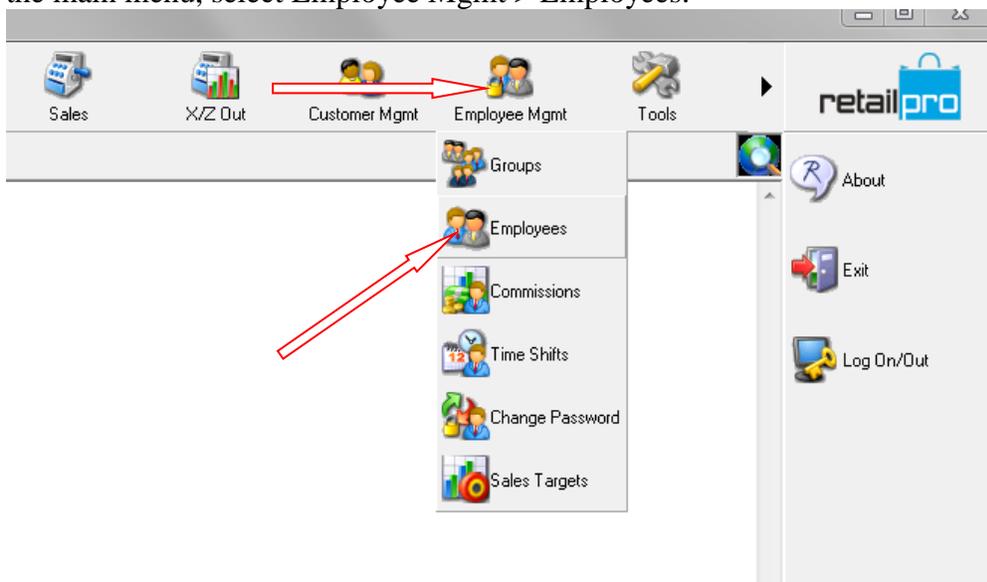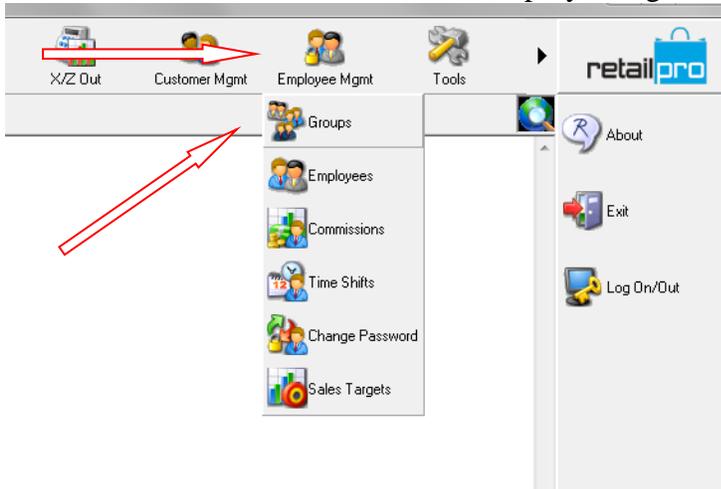
3. On the employee list, double click on the user (or highlight and select Form View) to view the Employee Details, then note the Group(s) the user is a member of.

4. Return to the main menu, then select Employee Mgmt > Groups.

5. Highlight the Group you wish to edit permissions for and select Form View. Once in Form View, use the Members tab to confirm the user(s) who are a part of the Group you are adjusting.
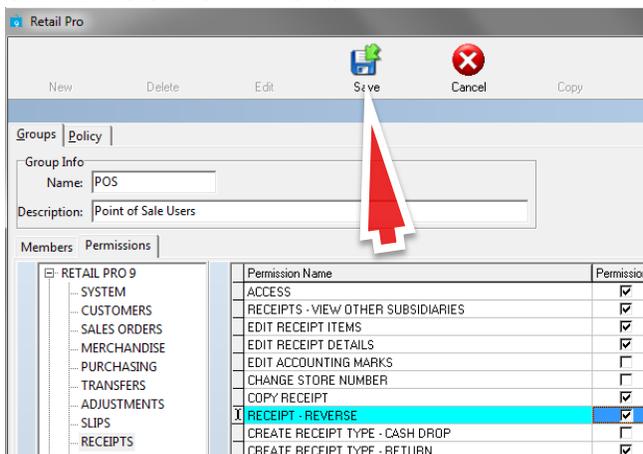
6. Next, select the Permissions tab to view the Permissions associated with each Application/Level. Then expand the RETAIL PRO level by clicking the (+); most general settings are in this Application, including our example.
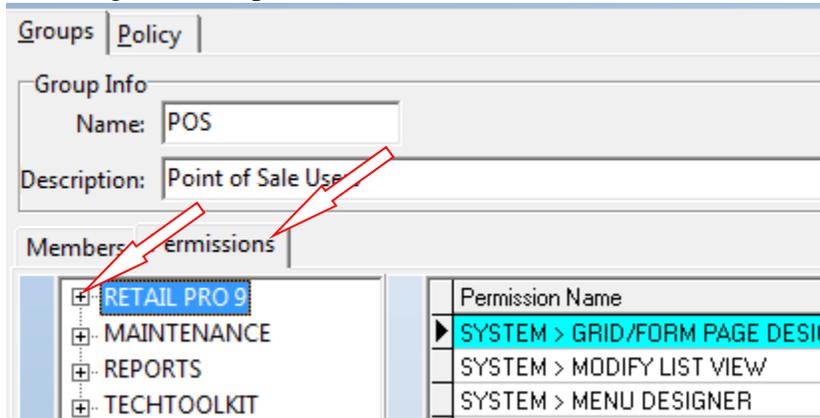
7. Highlight the RECEIPTS level and uncheck the Permission box for RECEIPT – REVERSE.
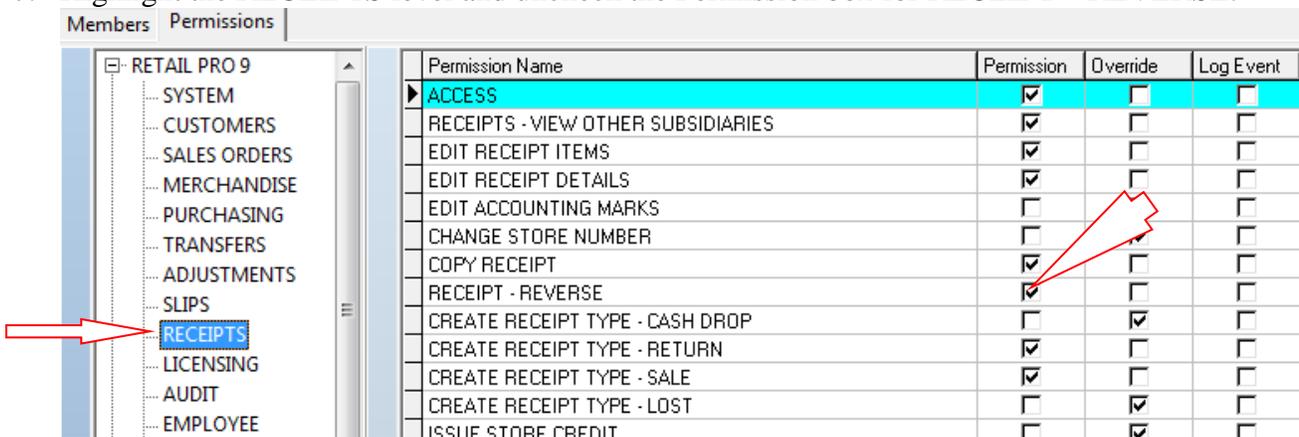
8. SAVE YOUR CHANGES!!!

9. NOTE on Security Overrides: When selecting group security permissions, for each group, you can specify which permissions can be overridden (by a user from a group with sufficient security rights).If the Override check box for a security permission is selected, and a user without rights tries to perform that task, the Security Override dialog displays. When a manager or different employee (with sufficient security) enters their username and password, the user can perform the task. **(Select either the Permission or the Override checkbox, not both.)**