

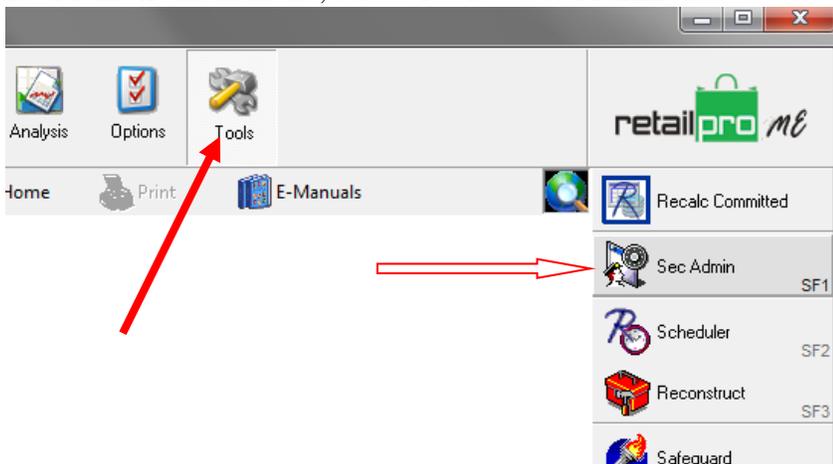


## How to use Security Settings (V8) October, 2014

In this Feature of the Month we'll review how to use Security Settings (Sec Admin) for Retail Pro users. Security settings are an important aspect that controls Retail Pro users' permissions for accessing, viewing, and/or editing areas 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 through Sec Admin. We'll show you a common one about removing permission to reverse receipts; "Dugan" will be the user whose security we adjust.

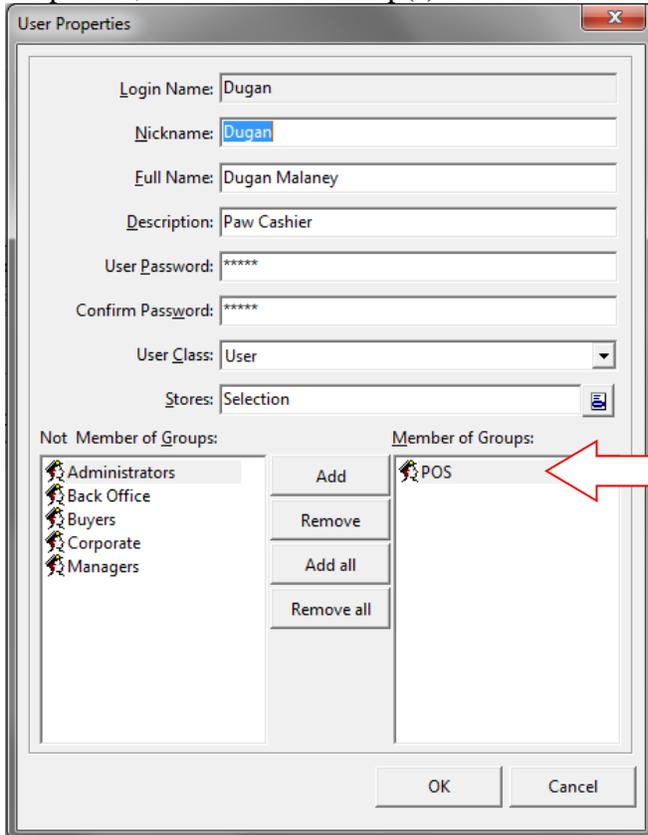
### Retail Pro 8

1. From the main menu, select Tools > Sec Admin.

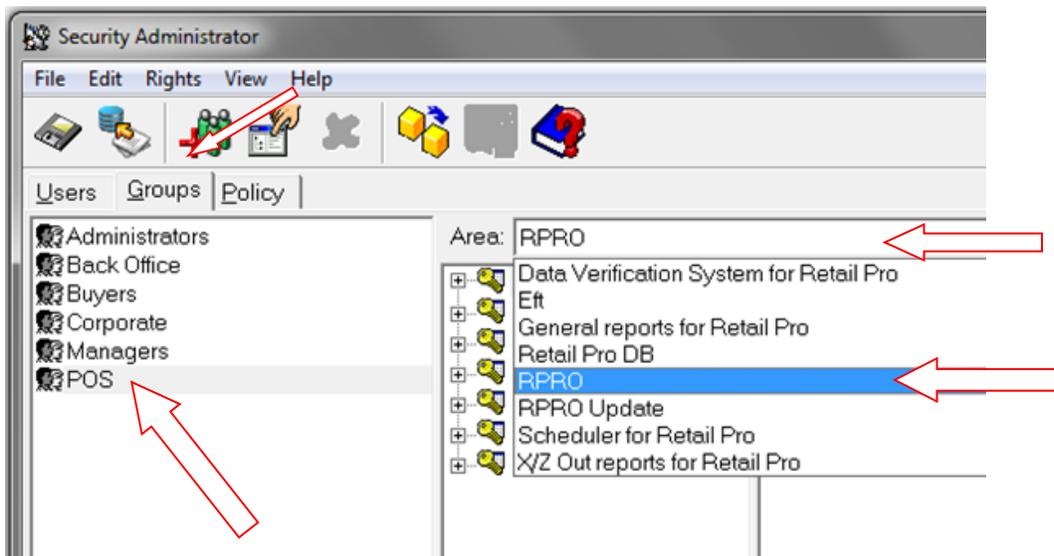


2. Login as sysadmin (or other user with Sec Admin privileges).
3. First, verify the groups(s) the user(s) are a member of for whose permissions you wish to change. On the Users tab, double click on the user (or highlight and select Properties  button) to view the User

Properties, then note the Group(s) the user is a member of. Click OK or Cancel to return to Sec Admin.

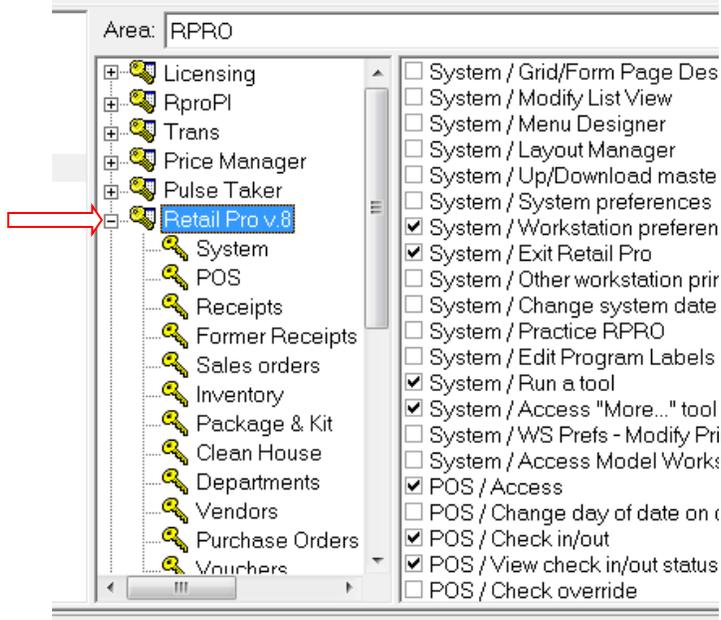


4. After identifying the Group(s) you need to edit, click on the Groups tab and highlight the Group whose permissions you wish to change. Next, select the dropdown box to the right that defines the system “Area” you wish to adjust settings; most general settings are kept in the “RPRO” Area, including our example.

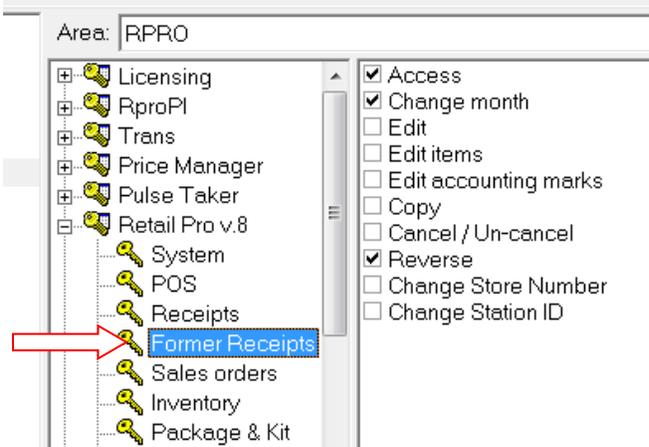


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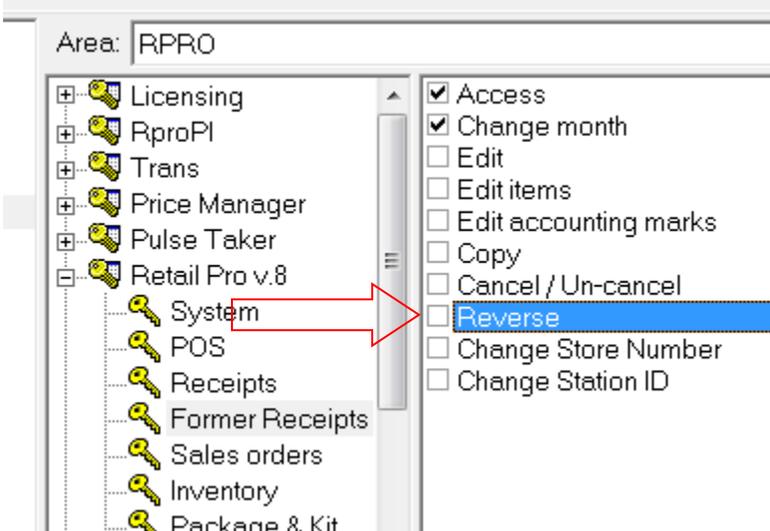
6. Expand the Retail Pro v.8 section by clicking on the (+).



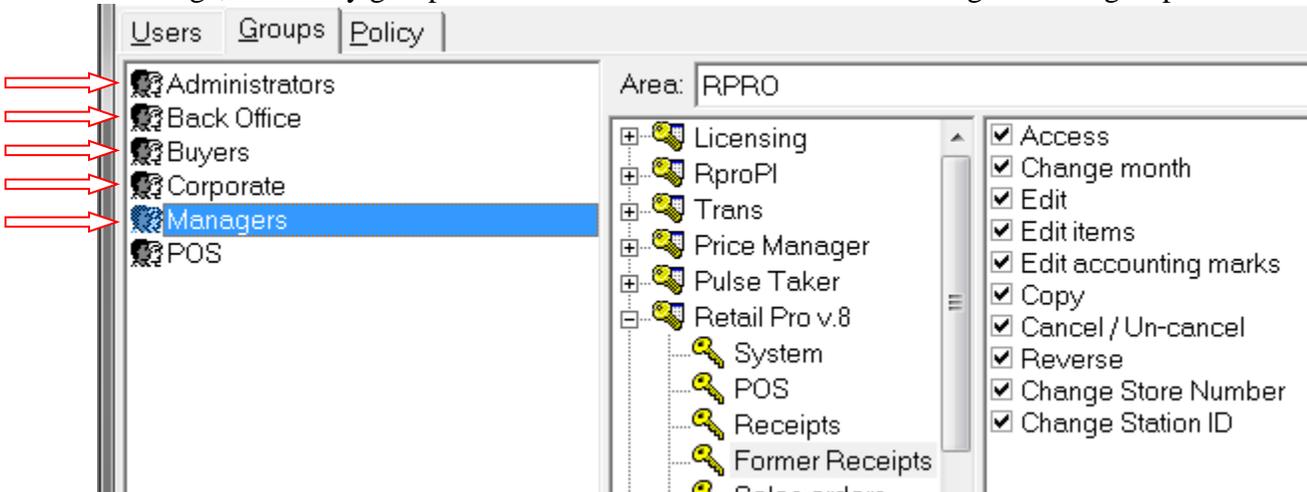
7. Next, select the “Former Receipts” section to list the options for former receipts.



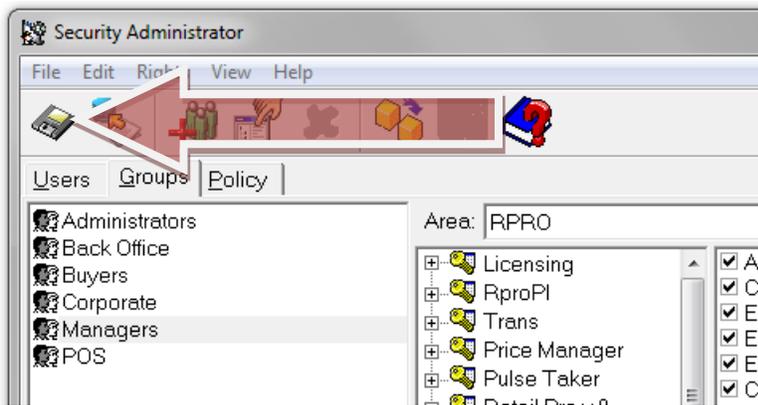
8. Finally, uncheck the box next to “Reverse” to remove the ability for all users assigned to the POS group (in our example) to reverse former receipts.



9. TIP: To change the same settings for other Groups, while in the checkbox list for the settings you wish to change, select any group from the left to view/edit the same settings for that group.



10. SAVE YOUR SETTINGS BEFORE CLOSING!



11. CLOSE AND REOPEN RETAIL PRO AT ALL WORKSTATIONS FOR NEW SETTINGS TO TAKE EFFECT.