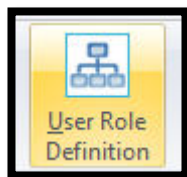


### User Role Definition (Alt + U)

User Role Definition Module enables user to assign rights relating to all the modules.



On clicking the option or on pressing the shortcut (Alt + U), a popup will be displayed to user as shown below:



Default 5 User Roles are added in the application.

1. Admin.
2. Data Entry.
3. Sub Admin.
4. Accountant.
5. Auditor.



User can perform below activities on the List of User Roles:

Add (Alt + A)

User can click on Add (Alt + A) button to add new user role. On clicking the Add button, a popup as will be displayed:

The screenshot shows a window titled 'User Role Definition'. It has two tabs: 'Data Entry' (selected) and 'View'. The 'Data Entry' tab contains a text field labeled 'User Role Name : ADMIN'. To the right of the text field is a 'Quick Access Keys' section with a green header 'Read Mode' and a green sub-header 'EMail (F10)'. Below these are several buttons: '+ Add', 'Edit', 'Delete', 'Export', 'Save', 'Cancel', 'Next', 'Prior', 'First', 'Last', 'Help', and 'Close'. The 'Add' button is highlighted with a red border.

User needs to add a User Role Name and Click on Save (Alt + V) to save or Cancel (Alt+C) to discard.

Edit (Alt + E)

User needs to click on Edit (Alt + E) button to edit existing User Role.

User needs to update the User Role Name click on Save (Alt + V) button to save the or can click on Cancel (Alt +C) button to discard the changes.



#### Delete (Alt + D)

User needs to click on Delete (Alt + D) button to delete the existing User Role.

On clicking the Yes button, the selected User Role will be deleted from the list. On clicking the No button, user will be taken back to previous tab.

#### Next (Alt + N)

On clicking the Next (Alt + N) button, user will be redirected to the next record in the list.

#### Prior (Alt + R)

On clicking the Prior (Alt + R) button, user will be redirected to the previous record in the list.

#### First (Alt + F)

On clicking the First (Alt + F) button, user will be redirected to the first record in the list.

#### Last (Alt + L)

On clicking the Last (Alt + L) button, user will be redirected to the last record in the list.

#### Close (Alt + S)

On clicking the Close (Alt + S) button, User Role definition tab will get closed.

#### Help (Alt + H)

On clicking the Help (Alt + H) button, user will be redirected to help manual of User Role Definition Tab



After creating a new user role, his different roles can be assigned in “User Role-System Event Link Definition Tab”

Then User can Click on Save (Alt + V) to save the changes or can Click on Cancel (Alt + C) to cancel the changes.