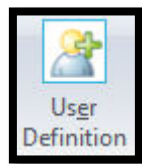




User Definition (Alt + E)

User Definition option enables admin user to add other users and assign them roles.



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

The screenshot shows the 'User Definition' window. It has a 'Data Entry' tab and a 'View' tab. Below the tabs is a table with columns: User ID, User Name, User Role, and User Level. The table contains four rows of user data. To the right of the table is a sidebar with a 'Read Mode' section, 'Quick Access Keys' (Email (F10), Set Checker (F5)), and a grid of buttons: Add, Edit, Delete, Export, Save, Cancel, Next, Prior, First, Last, Help, and Close.

User ID	User Name	User Role	User Level
NAYAN	NAYAN	Data entry Operator	View,Print,Add,Edit
SYS02	ADMIN	ADMIN	View,Print,Add,Edit,Delete,Admin
SYS03	ADMIN	ADMIN	View,Print,Add,Edit,Delete,Admin
SYS04	ADMIN	ADMIN	View,Print,Add,Edit,Delete,Admin



List of added users will be displayed on the screen under the view tab. Under quick access, you can select set checker.

In User checker details, you can set checker for the selected maker. Designated checker can approve the deleted and edited entries based on the selected module.

The screenshot shows a window titled "User Checker Details" with a table of users and their permissions. The table has columns: Maker User, Company, Branch, Module Name, Checker User, Allow Approved Delete?, and Allow Approved Edit?. Below the table, there are checkboxes for "Set 'Allow Approved Delete' For All" and "Set 'Allow Approved Edit' For All", and buttons for "Save", "Cancel", and "Close".

Maker User	Company	Branch	Module Name	Checker User	Allow Approved Delete?	Allow Approved Edit?
NAYAN	Default Organization	Branch 1	Contra	SYS01	<input type="checkbox"/>	<input type="checkbox"/>
NAYAN	Default Organization	Branch 1	Contra	SYS01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NAYAN	Default Organization	Branch 1	Delivery Challan	SYS01	<input type="checkbox"/>	<input type="checkbox"/>
NAYAN	Default Organization	Branch 1	Delivery Challan	SYS01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NAYAN	Default Organization	Branch 1	Inward Note	SYS01	<input type="checkbox"/>	<input type="checkbox"/>
NAYAN	Default Organization	Branch 1	Job Work - To Another JobWorker	SYS01	<input type="checkbox"/>	<input type="checkbox"/>
NAYAN	Default Organization	Branch 1	Job Work - To Another JobWorker	SYS01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NAYAN	Default Organization	Branch 1	Job Work In	SYS01	<input type="checkbox"/>	<input type="checkbox"/>
NAYAN	Default Organization	Branch 1	Job Work In	SYS01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NAYAN	Default Organization	Branch 1	Job Work Out	SYS01	<input type="checkbox"/>	<input type="checkbox"/>
NAYAN	Default Organization	Branch 1	Job Work Out	SYS01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NAYAN	Default Organization	Branch 1	Journal	SYS01	<input type="checkbox"/>	<input type="checkbox"/>
NAYAN	Default Organization	Branch 1	Journal	SYS01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NAYAN	Default Organization	Branch 1	Outward Note	SYS01	<input type="checkbox"/>	<input type="checkbox"/>
NAYAN	Default Organization	Branch 1	Payment	SYS01	<input type="checkbox"/>	<input type="checkbox"/>
NAYAN	Default Organization	Branch 1	Payment	SYS01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NAYAN	Default Organization	Branch 1	Purchase	SYS01	<input type="checkbox"/>	<input type="checkbox"/>
NAYAN	Default Organization	Branch 1	Purchase	SYS01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Set Checker For All: ☐ Set 'Allow Approved Delete' For All ☐ Set 'Allow Approved Edit' For All <Press (F3) to set focus to grid>

User can perform below activities on the list of Users.

[Add \(Alt + A\)](#)

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



User Definition

Data Entry | **View**

* **User ID** : NAYAN

* **User Name** : NAYAN

* **User Password** :

* **Email Address** : nayan@cygnnetinfotech.com

* **User Role** : Data entry Operator +

* **User Level** : View,Print,Add,Edit

Back Dated Entry Locking

☐ Allow Insert

☐ Allow Edit

☐ Allow Delete

Select	Company	Branch
<input checked="" type="checkbox"/>	Default Organization	Branch 1
<input type="checkbox"/>	Default Organization	Branch 2
<input type="checkbox"/>	Default Organization	Branch 3
<input type="checkbox"/>	Default Organization	HO
<input type="checkbox"/>	DEMO COMPANY	DEMO BRANCH
<input type="checkbox"/>	E-invoicing Company	E-invoicing Branch
<input type="checkbox"/>	Ewaybill	Eway Bill Branch
<input type="checkbox"/>	TEST Organisation 1	GST BASED BRANCH
<input type="checkbox"/>	TEST Organisation 1	L R & SONS HO/WAREHOUSE
<input type="checkbox"/>	TEST Organisation 1	LR & SONS

Read Mode

Quick Access Keys

Email (F10)

+ Add Edit

Delete Export

Save Cancel

Next Prior

First Last

Help Close

For new user, a new user id needs to give which would be its login id. User has to select from available role of the new user or can create one by clicking on + button.

User Level: User level is for level of access to be given to the new user i.e. he can just view or view and print or it has full access by selecting last option in drop down list view, print, add, edit, delete and admin.

Back Dated Entry locking will allow user to insert, edit & delete the past entries

User needs to add the required user details and click on Save (Alt + V) button to save the added user or can cancel the added role by clicking on Cancel (Alt +C) button.



Since the user role changes from branch to branch and company to company User needs to select the check box for selecting the company which helps him to figure out which user is associated with the respective branch. Also, the branch name will be displayed next to the company.

Select	Company	Branch
<input checked="" type="checkbox"/>	Default Organization	Defual Company

Edit (Alt + E)

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

User needs to update the user details and click on Save (Alt + S) button to save the user or can cancel the edited user details by clicking on Cancel (Alt +C) button.

Delete (Alt + D)

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

Already Logged in user cannot be deleted.

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

Export (Alt + X)



User needs to click on Export (Alt + X) button to export the list of added users. On clicking Export button, user will be asked for the path to export the spreadsheet of user list. User needs to specify the path and click on save button to export the user list successfully

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 definition tab will get closed.

Help (Alt + H)

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