How to Restrict Company Locations Permissions on a User Role



This feature is no longer applicable on i21 version **15.4** and higher

The Company Locations tab allows the administrator to restrict a User Role on what Company Locations the users assigned to that role can access.

Here are the steps on how to restrict Company Locations Permissions on a User Role:

- 1. Log in as Admin user
- 2. On user's menu panel, go to System Manager folder then click User Roles
- 3. Select and open a User Role on Search User Roles
- 4. Click the **Company Locations** tab 5. Click the **Add** button.

aick the Add button.	
🕽 User Role - ADMIN	
New Save Search Undo Delete Duplicate Close	
Role Name: ADMIN 📝 Enable Administrator rights	
Description: Do not use in Production. For Demo Purposes Only.	
Menu Structure Screen Permissions Control Permissions Company Locations	
💿 Add 😑 Delete 🔚 Layout 🔹 🍞 Filter Records (F3)	
Location Name	

Add Company Locations Permissions screen will open after clicking Add button

6. Select the Company Locations that can be accessed by the user role, then click Open Selected toolbar button

A (dd Company Location Permissions		•		* • ×
	👌 🔝 🔛				
Ope	n Selected Refresh Close				
7	Filter Records (F3) 12 reco	rds (6 selected)			
	Location Name	Location Type	Location	Active	
	India	Plant		true	
V	Ft Wayne	Office		true	
V	Indianapolis	Office		true	
V	New Haven	Plant	1001	true	
	iRely Makati	Office	1004	true	
V	California	Office		true	
	Makati	Office		false	
	Taytay	Warehouse	1002	true	
	Enterprise	Warehouse	1004	true	
	Warehouse 1	Warehouse		true	
	Australia	Farm		true	
	Houston	Warehouse		true	
0	🔮 🏆 Ready				
ist	of company location	ns will be displayed in	the grid:		
M	lenu Structure Screen Permi	ssions Control Permissions	Company Locations		
0) Add 🤤 Delete 🛛 🖶 Layout	- 💡 Filter Records (F3)			
	Location Name				
	India				
	Ft Wayne				
-	Indianapolis				
	Indianapolis New Haven				
	Indianapolis New Haven iRely Makati				
	Indianapolis New Haven iRely Makati California				

7. Click Save toolbar button. Once the changes has been saved, users assigned to that user role will only have access to the company locations added to the role.