How to Enable Administrator Rights in User Role

System Manager menu can only be accessed when you are using an Admin user role type. Enabling Administator rights can be done on User Role screen. Only the admin user can enable the Administrator rights to a user role type.

Here are the steps on how to Enable Administrator Rights in a User Role:

- 1. Log in as Admin user
- On user's menu panel, go to System Manager folder then click User Roles
 Select one user role or Create New User Role type
- 4. On the User Role screen, select Administrator on Role Type drop down.

| User Role - Non-Admin ^ 🗆 🗎 | | |
|--|-----------------|--|
| New Save Search Undo Delete Duplicate Import Report Close | | |
| Details Users Audit Log (1) | | |
| Role Name * Non-Admin Role Type | * Administrator | |
| Description Non-Admin | Role Type | |
| Menu Layout Screen Permissions Control Permissions Sub Roles | Administrator | |
| Master Menu | User | |

- 5. Click Save toolbar button
- 6. Once changes has been saved, System Manager folder will now be visible on your Menu Structure Panel

| User Role - Non-Admin | ~ □ × |
|--|-----------------------------|
| New Save Search Undo Delete Duplicate Import Report Clo | bse |
| Details Users Audit Log (1) | |
| Role Name * Non-Admin | Role Type * Administrator ~ |
| Description Non-Admin | |
| Menu Layout Screen Permissions Control Permissions Sub Roles | |
| Master Menu | |
| ☑ Select All 	☐ Clear All 	△ Up | |
| 🗹 😠 Dashboard | <u>^</u> |
| 🗹 🕢 System Manager | |
| 🗹 😠 Common Info | |
| General Ledger | |
| Financial Reports | |
| Cash Management | |
| 🗌 😠 Credit Card Recon | |
| 🗌 🖬 Inventory | |

- 1. Log in as Admin user
- 2. On user's menu panel, go to System Manager folder then click User Roles

3. Select one user role or Create New User Role type

| Jser Role - Non-Admin ^ 🗆 | | | | | | | |
|--|----------------------|--|--|--|--|--|--|
| New Save Search Undo Delete Duplicate Import Export Clo | se | | | | | | |
| Details Users Audit Log (1) | | | | | | | |
| Role Name: Non-Admin | Role Type: Vser 🗸 | | | | | | |
| Description: Non-Admin | | | | | | | |
| Menu Structure Screen Permissions Control Permissions Sub Role | es | | | | | | |
| Master Menu | Role Menu Preview | | | | | | |
| Select All Clear All Filter Menu | Common Info | | | | | | |
| Common Info | Dashboard | | | | | | |
| Dashboard | 🗃 General Ledger | | | | | | |
| General Ledger | Financial Reports | | | | | | |
| Financial Reports | Gash Management | | | | | | |
| ✓ 🕒 Cash Management | Inventory | | | | | | |
| Gredit Card Reconciliation | Purchasing | | | | | | |
| 🗹 🖬 Inventory | ⊛ Sales | | | | | | |
| 🗹 🗉 Purchasing | | | | | | | |
| 🗹 🖬 Sales | | | | | | | |
| 🗌 🖬 Payroll | | | | | | | |
| 🗌 🕢 Notes Receivable | | | | | | | |
| 🗌 🖬 Grain | | | | | | | |
| 🗌 🕢 Contract Management | | | | | | | |
| Risk Management 🗸 | | | | | | | |
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4. On User Role screen, select Administrator on Role Type drop down.

| Use | r Role - Non-Admin | | | ^ □ × |
|------------------------|--|----------------|---------------|-------|
| Ne | w Save Search Undo Delete Duplicate Import Export Cl | ose | | |
| D | etails Users Audit Log (2) | | | |
| R | ole Name: Non-Admin | Role Type: | Administrator | ~ |
| Description: Non-Admin | | | Role Type | |
| Г | Menu Structure Screen Permissions Control Permissions Sub Ro | bles | Administrator | |
| | Master Menu | Role Menu Prev | ie User | |
| | | | | |

5. Click Save toolbar button

6. Once changes has been saved, System Manager folder will now be visible on your Menu Structure Panel

| User Role - Non-Admin | ^ □ X |
|--|----------------------------|
| New Save Search Undo Delete Duplicate Import Export Clo | ise |
| Details Users Audit Log (3) | |
| Role Name: Non-Admin | Role Type: Administrator ~ |
| Description: Non-Admin | |
| Menu Structure Screen Permissions Control Permissions Sub Ro | les |
| Master Menu | Role Menu Preview |
| Select All Clear All Filter Menu | System Manager |
| 🗹 🗈 System Manager | Common Info |
| 🗹 🖪 Common Info | Dashboard |
| Dashboard | General Ledger |
| General Ledger | Financial Reports |
| ✓ | Gash Management |
| 🗹 🕢 Cash Management | Inventory |
| Credit Card Reconciliation | Purchasing |
| 🗹 🗈 Inventory | 🖼 Sales |

- Log in as Admin user
 On user's menu panel, go to System Manager folder then click User Roles

3. Select one user role or Create New User Role type

| Details Audit Log (5) Role Name: Non-Admin Description: Non-Admin Menu Structure Screen Permissions Control Permissions Master Menu | |
|---|---|
| Role Name: Non-Admin Description: Non-Admin Menu Structure Screen Permissions Control Permissions Master Menu | |
| Description: Non-Admin Menu Structure Screen Permissions Control Permissions Master Menu © Role Menu Preview Ø Select All Filter Menu © Ø Clear All Filter Menu © Common Info Ø Dashboard Ø General Ledger Ø Ø General Ledger Ø Purchasing Ø Sales Ø Credit Card Reconciliation Ø Dashboard Ø Sales Ø Credit Card Reconciliation Ø Sales Ø Sales Ø Purchasing Ø Sales Ø Sales Ø Purchasing Ø Sales Ø Ø Ø Risk Management Ø Gastagement Ø Ø Ø Contract Management Ø Scale Ø Ø Ø Contract Management Ø Scale Ø Ø Ø Colstics Ø General Ledger Ø Ø | ~ |
| Menu Structure Screen Permissions Control Permissions Master Menu | |
| Master Menu Role Menu Preview Ø Select All Clear All Filter Menu Ø General Ledger Ø General Ledger Ø General Ledger Ø Cash Management Ø Credit Card Reconciliation Ø Inventory Ø Purchasing Ø Sales Ø Payroll Ø Contract Management Ø Contract Management Ø Scale Ø Logistics Logistics | |
| Select All Clear All Filter Menu Dashboard Dashboard Dashboard General Ledger Dashboard Purchasing Cash Management Sales Dashboard Sales Purchasing Sales Payroll Notes Receivable Dashboard Sales Risk Management Sales Risk Management Sales Contract Management Sales Dashboard Sales Dashboard Sales Dashboard Sales Dashboard Sales Dashboard Sales Dashboard Sales | |
| Image: Common Info Image: | |
| Image: Second | |
| Image: Selection of the se | |
| B Financial Reports B Sales B Cash Management Inventory B Inventory Inventory B Purchasing Inventory B Sales Inventory B Contract Management Inventory B Sales Inventory B Sales Inventory | |
| Image: Cash Management Image: Credit Card Reconciliation Image: Inventory Image: Payroll Image: Payroll </td <td></td> | |
| B Credit Card Reconciliation Inventory Inventory Purchasing Sales P Sales P Payroll P Notes Receivable P Grain P Contract Management P Scale P Logistics | |
| Inventory Purchasing Sales Payroll Payroll Image: Sales Image: Sales <td></td> | |
| ^Q | |
| Image: Sales Image: Sales | |
| | |
| Image: Contract Management Image: Contract Management Image: Contract Management Imagement | |
| Grain Contract Management Risk Management Scale Logistics | |
| Contract Management Risk Management Scale Logistics | |
| B Risk Management B Scale Logistics | |
| Generation Scale Scale Logistics | |
| Logistics | |
| | |
| | |
| | |

4. On User Role screen, select Administrator on Role Type drop down.

| User Role - Non-Admin | | | ~ □ × | |
|---|------------------|---------------|-------|---|
| New Save Search Undo Delete Duplicate Close | | | | |
| Details Audit Log (2) | | | | |
| Role Name: Non-Admin | Role Type: | Administrator | ~ | |
| Description: Non-Admin | | Role Type | | Ŧ |
| Menu Structure Screen Permissions Control Permissions | | Administrator | | |
| Master Menu | Role Menu Previe | User | | |

5. Click Save toolbar button
6. Once changes has been saved, System Manager folder will now be visible on your Menu Structure Panel

| User Kole - Non-Admin | |
|---|----------------------------|
| New Save Search Undo Delete Duplicate Close | |
| Details Audit Log (3) | |
| Role Name: Non-Admin | Role Type: Administrator 🗸 |
| Description: Non-Admin | |
| Menu Structure Screen Permissions Control Permissions | |
| Master Menu | Role Menu Preview |
| Select All Clear All Filter Menu | System Manager |
| 🗹 🗃 System Manager 🔶 | Common Info |
| 🗹 😰 Common Info | Dashboard |
| 🗹 🕢 Dashboard | 🗃 General Ledger |
| 🗹 😠 General Ledger | Purchasing |
| Financial Reports | B Sales |
| 🗌 🗃 Cash Management | |
| Credit Card Reconciliation | |
| Inventory | |
| ✓ Purchasing | |
| 🗹 🗄 Sales | |

Here are the steps on how to Enable Administrator Rights in a User Role:

1. Log in as Admin user

2. On user's menu panel, go to System Manager folder then click User Roles

| Role Name: Non-Admin | Role Type: User |
|---|-------------------|
| Description: Non-Admin | |
| Manu Structure Screen Permissions Control Permissions | |
| | |
| Master Menu | Role Menu Preview |
| Select All Clear All Filter Menu | Common Info |
| Common Info | Dashboard |
| Dashboard | General Ledger |
| ✓ 🗈 General Ledger | Purchasing |
| Financial Reports | t∰ Sales |
| Cash Management | |
| Credit Card Reconciliation | |
| inventory | |
| ✓ ➡ Purchasing | |
| Sales | |
| Payroll | |
| Notes Receivable | |
| Grain Grain | |
| Contract Management | |
| Bisk Management | |
| Scale | |
| | |
| | |
| | • |
| | |
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| Details Audit Log (5) | | | |
|---|------------------|---------------|------|
| Role Name: Non-Admin | Role Type: | Administrator | ~ |
| Description: Non-Admin | | Role Type | |
| Manu Structure Screen Permissions Control Permissions | | Administrator | |
| Mend Structure Screen Permissions Condor Permissions | | User | |
| Master Menu | Role Menu Previe | Contact | |
| | ± | - | 11.1 |

- 5. Click Save toolbar button
- 6. Once changes has been saved, System Manager folder will now be visible on your Menu Structure Panel



- 1. Log in as Admin user
- 2. On user's menu panel, go to System Manager folder then click User Roles

3. Select one user role or Create New User Role type

4. On User Role screen, check Administrator Rights check box.

| 🇊 User Role - I | Non Admin Role | | | | | |
|-----------------|----------------|--------|-----------|-------|-----------------------------|--|
| New Save | Search Undo | Delete | Duplicate | Close | | |
| Role Name: | Non Admin Role | 9 | | | Enable Administrator rights | |
| Description: | Non Admin Role | 9 | | | | |

5. Click Save toolbar button

6. Once changes has been saved, System Manager folder will now be visible on your Menu Structure Panel

| 🎝 User Role - Non Admin Role | |
|---|-------------------------------|
| New Save Search Undo Delete Duplicate Close | |
| Role Name: Non Admin Role | ☑ Enable Administrator rights |
| Description: Non Admin Role | |
| Menu Structure Screen Permissions Control Permissions Com | pany Locations |
| Master Menu | Role Menu Preview |
| 🔽 Select All 📃 Clear All | 🕀 🚍 System Manager |
| 🔽 🗉 🚍 System Manager | 🕀 🧰 Common Info |
| 🕼 🕀 Common Info | ⊕ 🧰 Dashboard |
| 📝 🕀 🧰 Dashboard | 🕀 🦳 General Ledger |
| 🔽 🕀 🧰 General Ledger | |
| Financial Reports | |
| 🔲 🕢 🧰 Cash Management | |
| 🔲 🖮 🧰 Credit Card Reconciliation | |

Here are the steps on how to Enable Administrator Rights in 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 one user role or Create New User Role type
- 4. On User Role screen, check Administrator Rights check box.

| | 🎝 User Roles | 8 | |
|---|--------------|--|--|
| | New Save | Search Undo Delete Close | |
| | Role Name: | TestRole 📝 Enable Administrator rights | |
| 1 | Description: | TestRole | |

5. Once the Administrator Rights is checked, System Manager folder will now be visible on your Master Menu Panel User Roles

| New Save Search Undo Delete Close | | | |
|---|-------------------------------|--|--|
| Role Name: TestRole | ☑ Enable Administrator rights | | |
| Description: TestRole | | | |
| Menu Structure Screen Permissions Control Permissions | | | |
| Master Menu | Role Menu Preview | | |
| Select All 🔲 Clear All | 🕀 🧰 System Manager | | |
| 🔽 🗉 🚍 System Manager | 🗄 🚞 General Ledger | | |
| 🔲 🕀 🧰 Common Info | 🕀 🧰 Cash Management | | |
| 🔲 🕀 🧰 Dashboard | | | |
| 🔽 🕀 🧰 General Ledger | | | |
| 🔲 🕀 🛅 Financial Reports | | | |

- 1. Log in as Admin user
- 2. On user's menu panel, go to System Manager folder then click User Roles
- 3. Select one user role or Create New User Role type

4. On User Role screen, check Administrator Rights check box.

| User Roles | | | | | | | × 🗆 × | |
|------------|------------|------------|---|--|--|--|---|--|
| | P | Q | 5 | 0 | 8 | | | |
| New | Save | Search | Undo | Delete | Apply to Users | Import | Export | Close |
| Role Name: | | Sample | | | | | V E | Enable Administrator rights |
| Descrip | otion: | Sample | | | | | | |
| | New Role N | User Roles | User Roles New Save Role Name: Sample Description: Sample | User Roles New Save Save Search Undo Role Name: Sample Description: Sample | I User Roles Image: New Save Search Undo Description: Sample | I User Roles Image: New Save Search Undo Delete Apply to Users Role Name: Sample Description: Sample | I User Roles Image: Sample New Sample | I User Roles Image: Sample New Sample Description: |

5. Once the Administrator Rights is checked, Admin folder will now be visible on your Master Menu Panel

| User Roles | | | | | | | |
|--|--------------|--|--|--|--|--------------------------|-------------------|
| New Save Search Undo Delete Apply to Users Import | Export Close | | | | | | |
| Role Name: Sample Description: Sample Menu Structure | | | | | | | |
| | | | | | | Master Menu | Role Menu Preview |
| | | | | | | 🕼 Select All 📃 Clear All | Admin |
| 🔽 🕀 🚞 Admin | | | | | | | |
| Common Info | | | | | | | |
| Dashboard | | | | | | | |