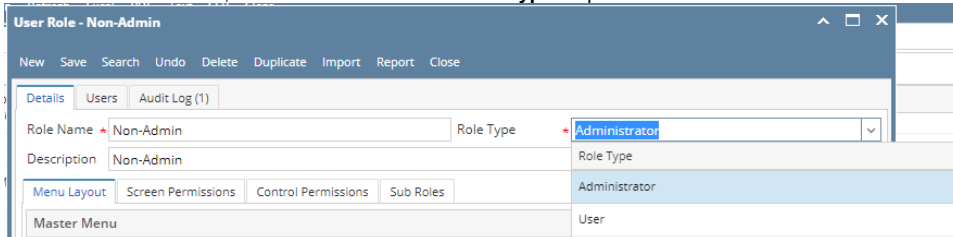


# How to Enable Administrator Rights in User Role

**System Manager** menu can only be accessed when you are using an Admin user role type. Enabling Administrator 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**
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 the User Role screen, select **Administrator** on **Role Type** drop down.



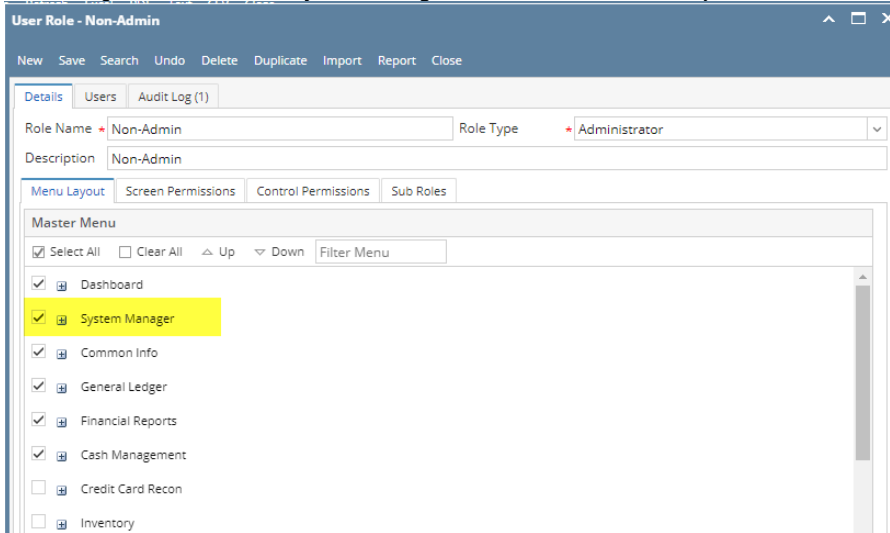
The screenshot shows a web application window titled "User Role - Non-Admin". It has a toolbar with buttons: New, Save, Search, Undo, Delete, Duplicate, Import, Report, and Close. Below the toolbar are three tabs: Details (selected), Users, and Audit Log (1). The form contains the following fields:

- Role Name: Non-Admin
- Role Type: Administrator (selected in a dropdown menu)
- Description: Non-Admin

Below these fields are four sub-tabs: Menu Layout (selected), Screen Permissions, Control Permissions, and Sub Roles. Under the Menu Layout tab, there is a "Master Menu" section with a list of items:

- ☒ Dashboard
- ☒ System Manager (highlighted in yellow)
- ☒ Common Info
- ☒ General Ledger
- ☒ Financial Reports
- ☒ Cash Management
- ☐ Credit Card Recon
- ☐ Inventory

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

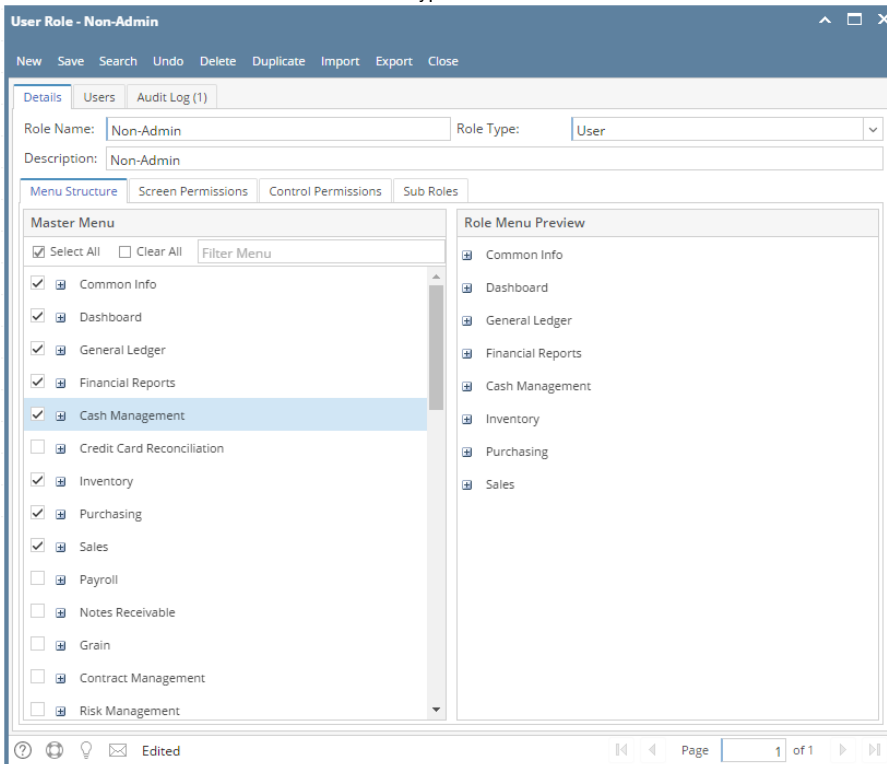


This screenshot shows the same "User Role - Non-Admin" form after the changes have been saved. The "Role Type" dropdown is still set to "Administrator". In the "Master Menu" section, the "System Manager" item is now checked and highlighted in yellow, indicating it is enabled for this user role.

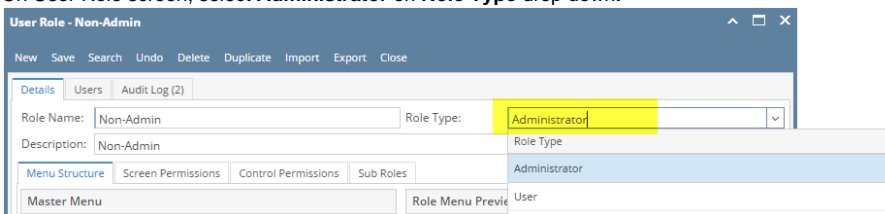
Here are the steps on how to Enable Administrator Rights in a User Role:

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

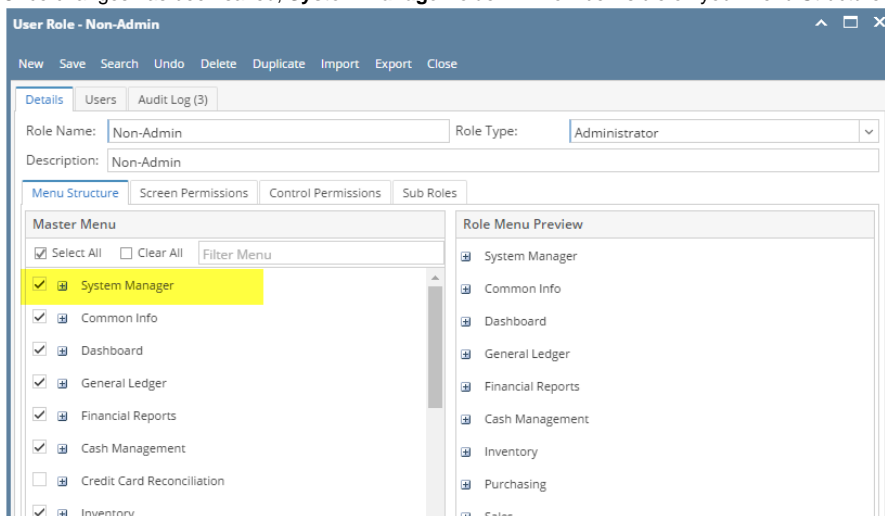


4. On User Role screen, select **Administrator** on **Role Type** drop down.



5. Click **Save** toolbar button

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



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

The screenshot shows the 'User Role - Non-Admin' window. The 'Details' tab is active, displaying 'Role Name: Non-Admin' and 'Role Type: User'. Below this, there are tabs for 'Menu Structure', 'Screen Permissions', and 'Control Permissions'. The 'Menu Structure' tab is selected, showing a 'Master Menu' list with various items like 'Common Info', 'Dashboard', 'General Ledger', etc., each with a checkbox. The 'Role Menu Preview' on the right shows a list of menu items: 'Common Info', 'Dashboard', 'General Ledger', 'Purchasing', and 'Sales'.

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

The screenshot shows the 'User Role - Non-Admin' window. The 'Details' tab is active, displaying 'Role Name: Non-Admin' and 'Role Type: Administrator'. Below this, there are tabs for 'Menu Structure', 'Screen Permissions', and 'Control Permissions'. The 'Menu Structure' tab is selected, showing a 'Master Menu' list with various items like 'Common Info', 'Dashboard', 'General Ledger', etc., each with a checkbox. The 'Role Menu Preview' on the right shows a list of menu items: 'System Manager', 'Common Info', 'Dashboard', 'General Ledger', 'Purchasing', and 'Sales'.

5. Click **Save** toolbar button

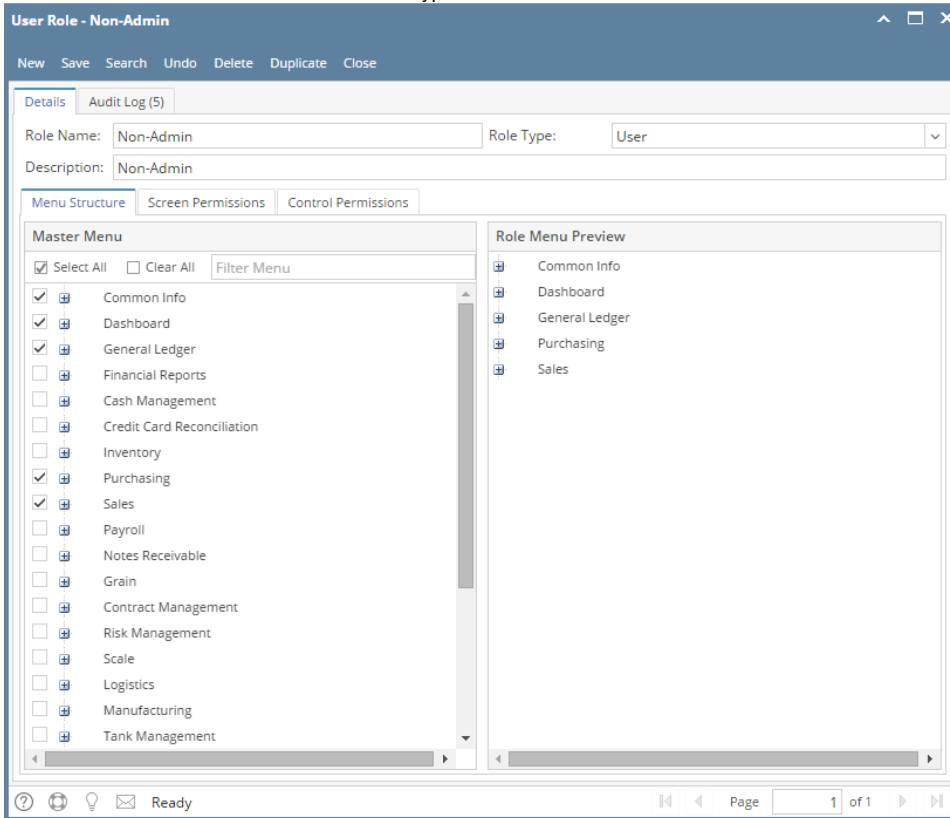
6. Once changes has been saved, **System Manager** folder will now be visible on your Menu Structure Panel

The screenshot shows the 'User Role - Non-Admin' window. The 'Details' tab is active, displaying 'Role Name: Non-Admin' and 'Role Type: Administrator'. Below this, there are tabs for 'Menu Structure', 'Screen Permissions', and 'Control Permissions'. The 'Menu Structure' tab is selected, showing a 'Master Menu' list with various items like 'Common Info', 'Dashboard', 'General Ledger', etc., each with a checkbox. The 'Role Menu Preview' on the right shows a list of menu items: 'System Manager', 'Common Info', 'Dashboard', 'General Ledger', 'Purchasing', and 'Sales'.

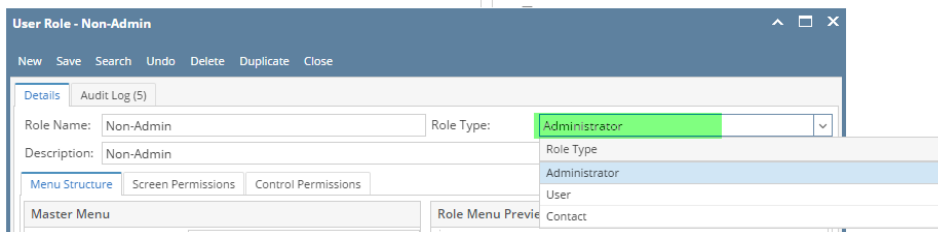
Here are the steps on how to Enable Administrator Rights in a User Role:

1. Log in as **Admin user**

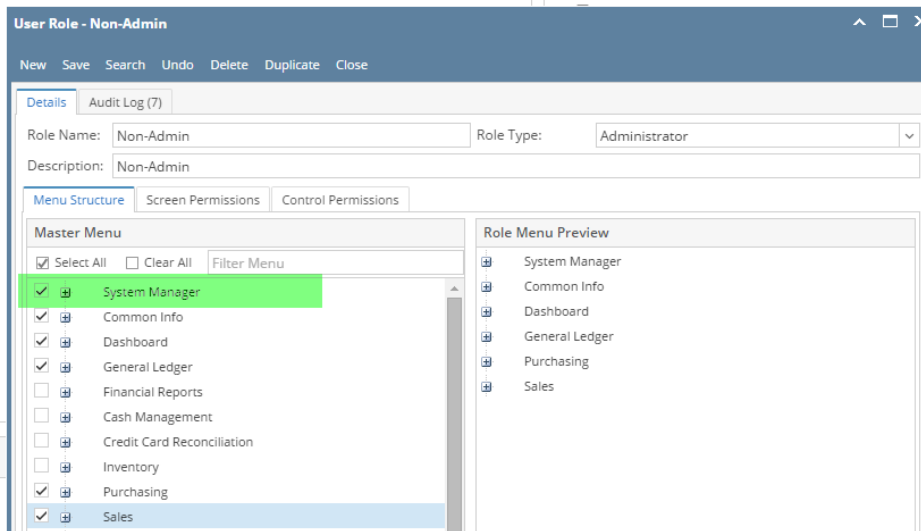
2. On user's menu panel, go to **System Manager** folder then click **User Roles**
3. Select one user role or Create New User Role type



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



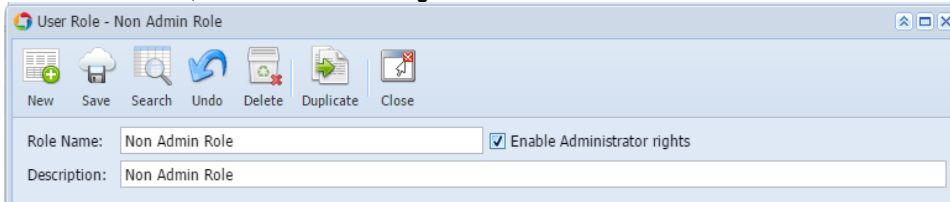
5. Click **Save** toolbar button
6. Once changes has been saved, **System Manager** folder will now be visible on your Menu Structure Panel



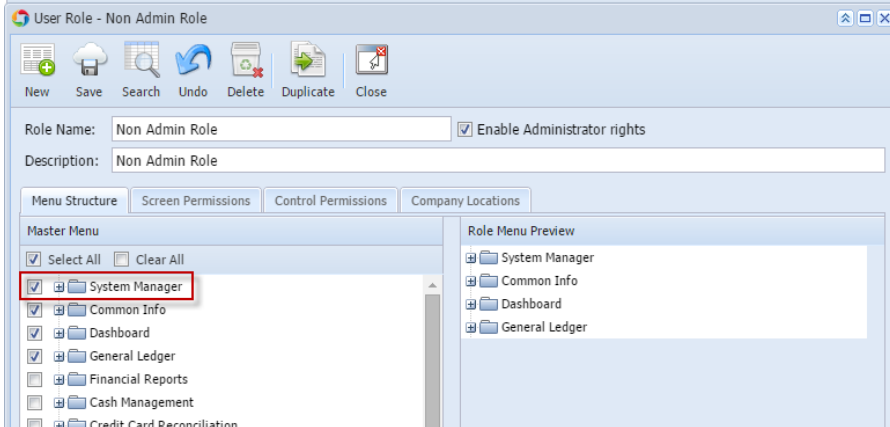
Here are the steps on how to Enable Administrator Rights in a User Role:

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.

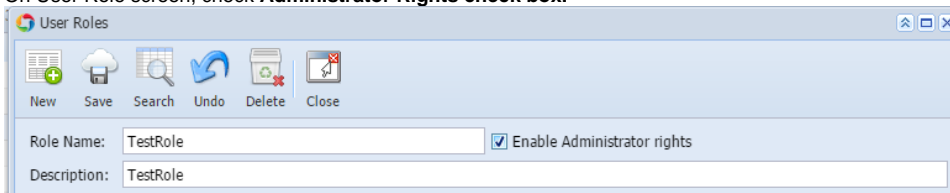


5. Click **Save** toolbar button
6. Once changes has been saved, **System Manager** folder will now be visible on your Menu Structure Panel

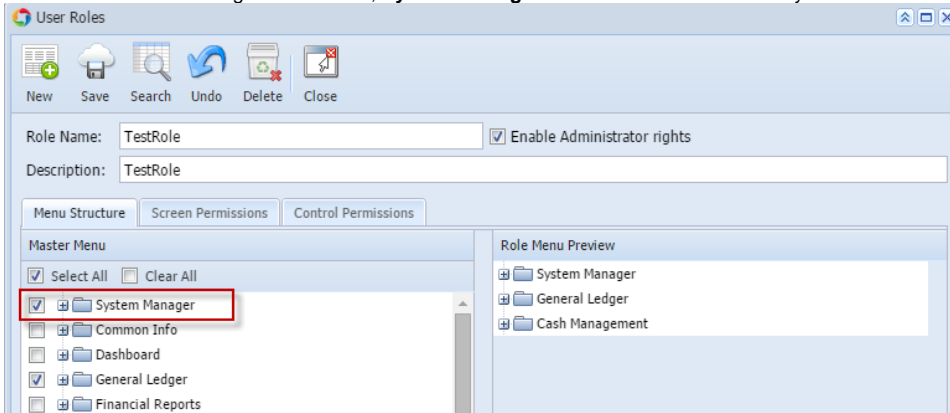


Here are the steps on how to Enable Administrator Rights in a User Role:

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.



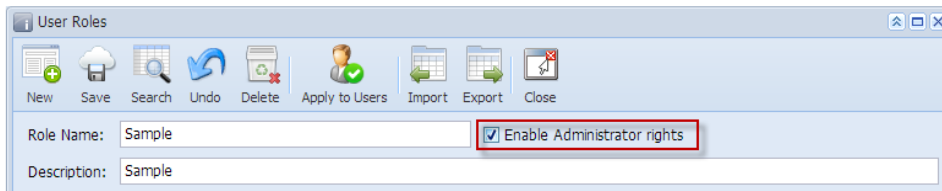
5. Once the Administrator Rights is checked, **System Manager** folder will now be visible on your Master Menu Panel



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

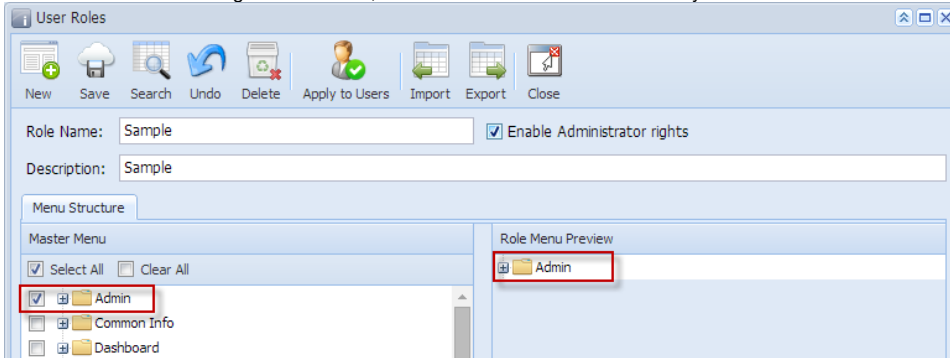
1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **User Roles**
3. Select one user role or Create New User Role type

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



The screenshot shows the 'User Roles' form. At the top, there is a toolbar with icons for New, Save, Search, Undo, Delete, Apply to Users, Import, Export, and Close. Below the toolbar, the 'Role Name' field is set to 'Sample' and the 'Description' field is also set to 'Sample'. A checkbox labeled 'Enable Administrator rights' is checked and highlighted with a red rectangle.

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



The screenshot shows the 'User Roles' form with the 'Enable Administrator rights' checkbox checked. Below the form fields, there is a 'Menu Structure' section. On the left, under 'Master Menu', there is a list of menu items: 'Admin', 'Common Info', and 'Dashboard'. The 'Admin' item is checked and highlighted with a red rectangle. On the right, under 'Role Menu Preview', the 'Admin' folder is also visible and highlighted with a red rectangle.