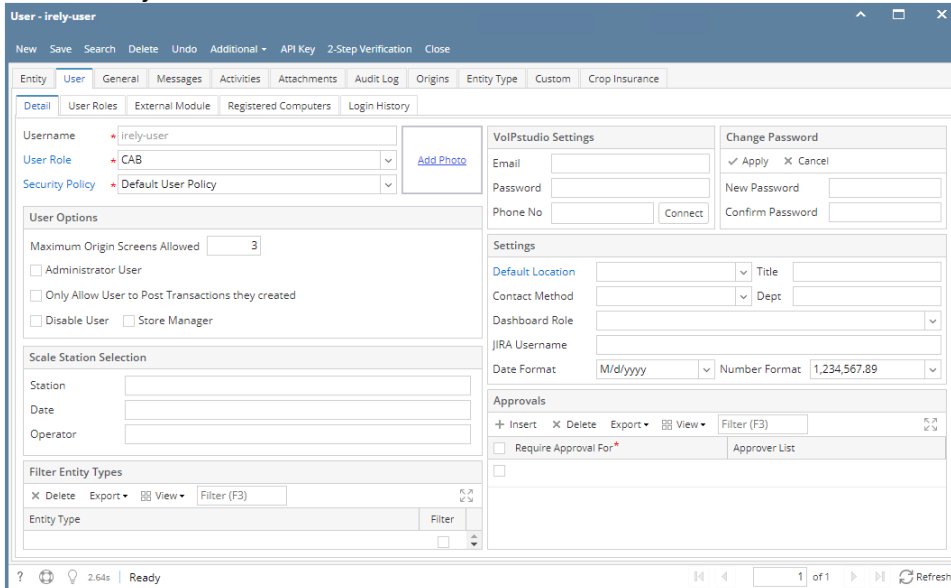


How to Set User to Only Post Transactions they Created in Users Screen

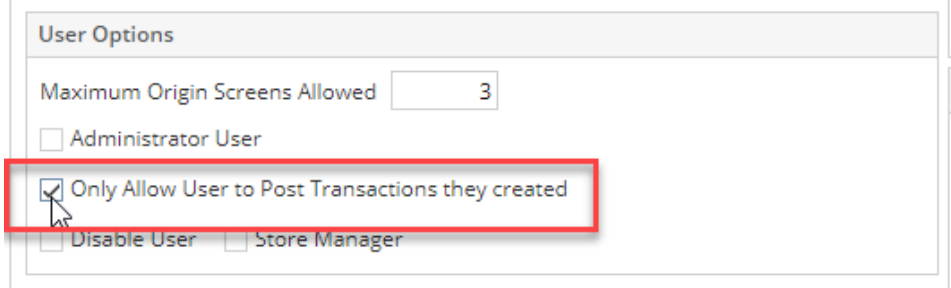
Admin users can set the user to post only the transaction they created in i21 by checking the user options checkbox in Users screen.

Here are the steps on how to Set User to Only Post Transaction they Created:

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Users**
3. Open an existing user.
4. On **Users Entity** screen click **User** tab

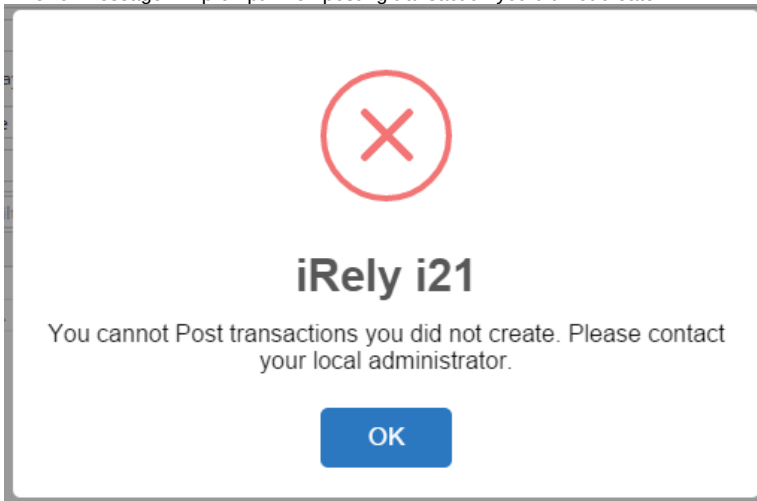


5. On the User Options area, check **Allow User to only Post Transactions they created**



6. Save changes by clicking **Save** button to apply the changes.
7. Login the newly updated user
8. Open any transaction screen (Ex: Cash Management > Bank Transaction)
9. Select and open one transaction
10. Post the transaction by clicking **Post** button.

11. An error message will prompt when posting transaction you did not create.



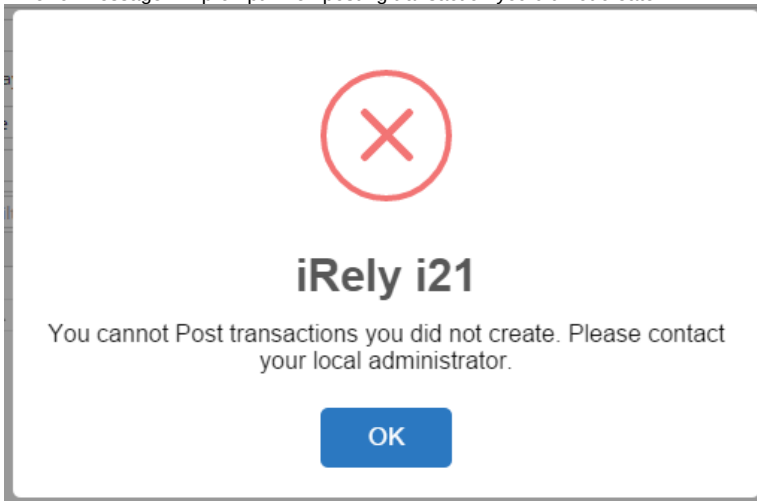
Here are the steps on how to Set User to Only Post Transaction they Created:

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Users**
3. Open an existing user.
4. On **Users Entity** screen click **User** tab

5. On the User Options area, check **Allow User to only Post Transactions they created**

6. Save changes by clicking **Save** button to apply the changes.
7. Login the newly updated user
8. Open any transaction screen (Ex: Cash Management > Bank Transaction)
9. Select and open one transaction
10. Post the transaction by clicking **Post** button.

11. An error message will prompt when posting transaction you did not create.



Here are the steps on how to Set User to Only Post Transaction they Created:

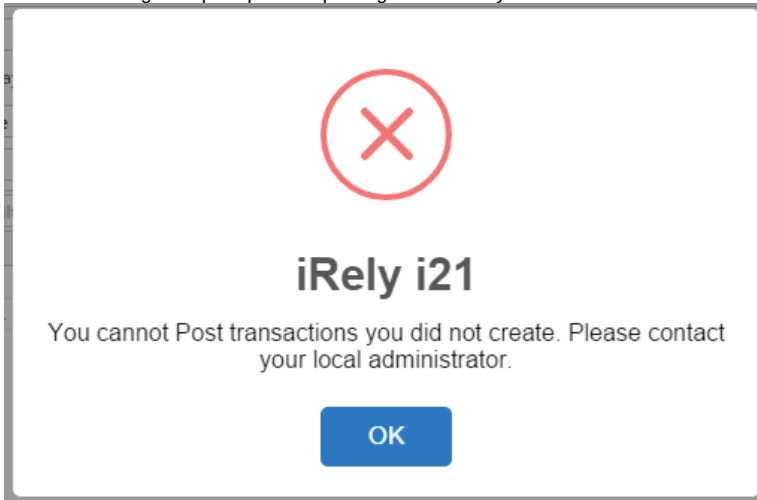
1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Users**
3. Open an existing user.
4. On **Users Entity** screen click **User** tab

A screenshot of the "Entity - User A" form in the iRely i21 application. The form is divided into several sections: "User Information" (Username: User A, Title: Test, Contact Method: Email, Department: Test), "Change Password" (New Password, Confirm Password), "User Options" (Maximum Number of Origin Screens Allowed: 3, checkboxes for "Allow User to only Post Transactions they created", "Administrator User", "Disable User", "User cannot change password", "User must change password on next login"), "Settings" (Default Role: ADMIN, Default Location, JIRA Username, Dashboard Role), and "Approvals" (Require Approval For). The "Allow User to only Post Transactions they created" checkbox is checked.

5. On the User Options area, check **Allow User to only Post Transactions they created**

A close-up screenshot of the "User Options" section of the form. It shows the "Maximum Number of Origin Screens Allowed" set to 3. The checkbox "Allow User to only Post Transactions they created" is checked and highlighted with a red rectangle. Other options include "Administrator User", "Disable User", "User cannot change password", and "User must change password on next login", all of which are unchecked.

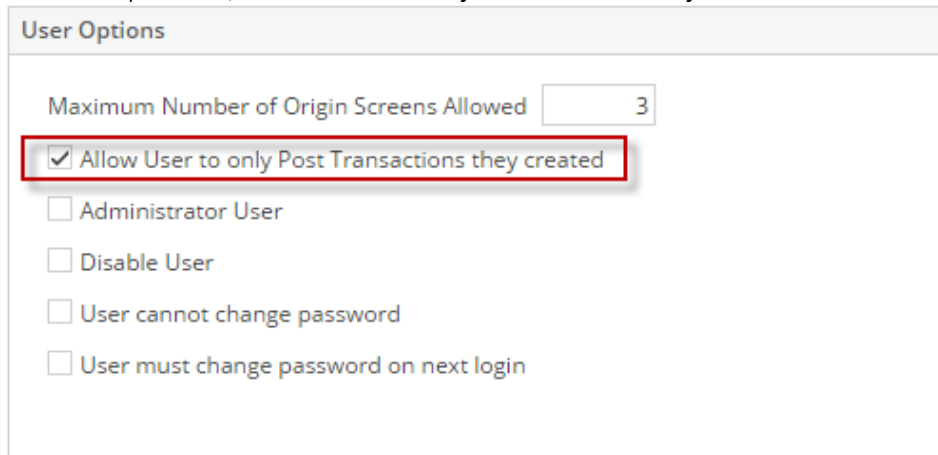
6. Save changes by clicking **Save** button to apply the changes.
7. Login the newly updated user
8. Open any transaction screen (Ex: Cash Management > Bank Transaction)
9. Select and open one transaction
10. Post the transaction by clicking **Post** button.
11. An error message will prompt when posting transaction you did not create.



Here are the steps on how to Set User to Only Post Transaction they Created:

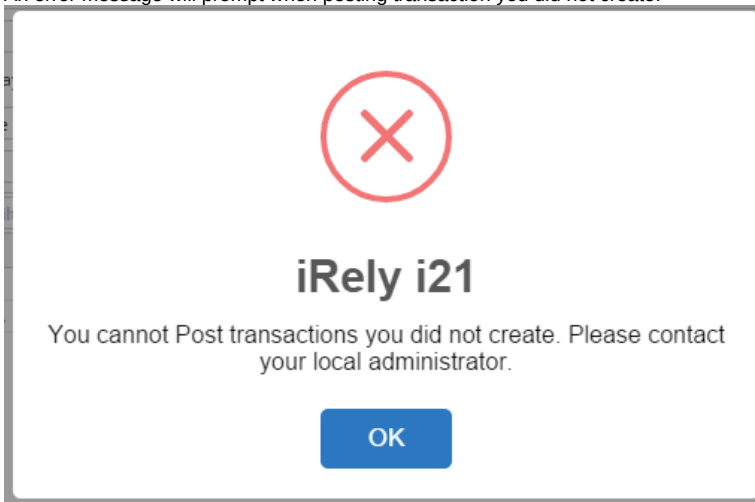
1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Users**
3. Open an existing user.
4. On **Users Entity** screen click **User** tab

- On the User Options area, check **Allow User to only Post Transactions they created**



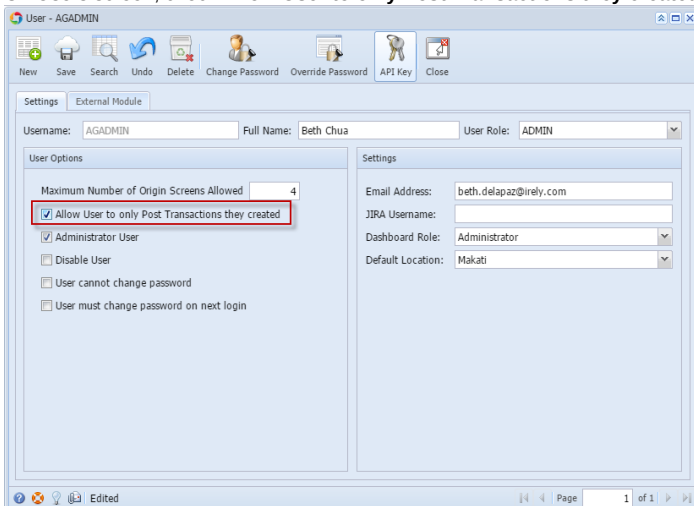
The image shows a 'User Options' dialog box. At the top, it says 'Maximum Number of Origin Screens Allowed' with a text box containing the number '3'. Below this, there is a list of checkboxes. The first checkbox, labeled 'Allow User to only Post Transactions they created', is checked and is highlighted with a red rectangular border. The other checkboxes are 'Administrator User', 'Disable User', 'User cannot change password', and 'User must change password on next login', all of which are currently unchecked.

- Save changes by clicking **Save** button to apply the changes.
- Login the newly updated user
- Open any transaction screen (Ex: Cash Management > Bank Transaction)
- Select and open one transaction
- Post the transaction by clicking **Post** button.
- An error message will prompt when posting transaction you did not create.



Here are the steps on how to Set User to Only Post Transaction they Created:

- Log in as **Admin user**
- On user's menu panel, go to **System Manager** folder then click **Users**
- Select and open the User on search Users screen
- On Users screen, check **Allow User to only Post Transactions they created**



The image shows a 'User - AGADMIN' settings window. The 'User Options' tab is active. It displays fields for 'Username: AGADMIN', 'Full Name: Beth Chua', and 'User Role: ADMIN'. Below these, the 'User Options' section contains a 'Maximum Number of Origin Screens Allowed' set to '4'. The checkbox 'Allow User to only Post Transactions they created' is checked and highlighted with a red border. Other options include 'Administrator User' (checked), 'Disable User' (unchecked), 'User cannot change password' (unchecked), and 'User must change password on next login' (unchecked). To the right, the 'Settings' section shows 'Email Address: beth.delapaz@irely.com', 'JIRA Username:' (empty), 'Dashboard Role: Administrator', and 'Default Location: Makati'.

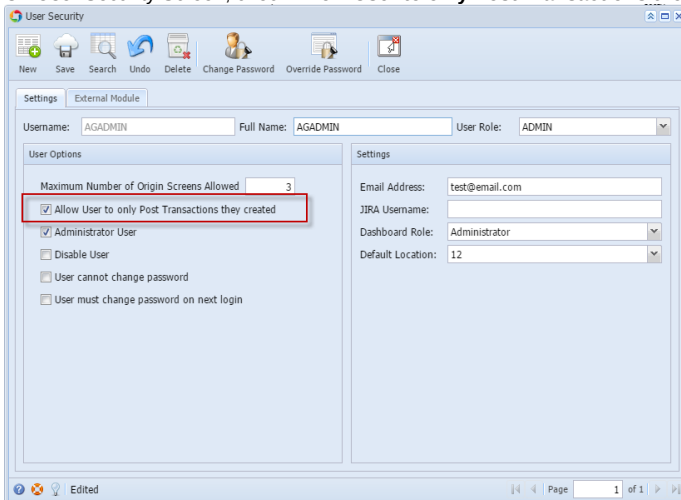
5. Save changes by clicking **Save** toolbar button.



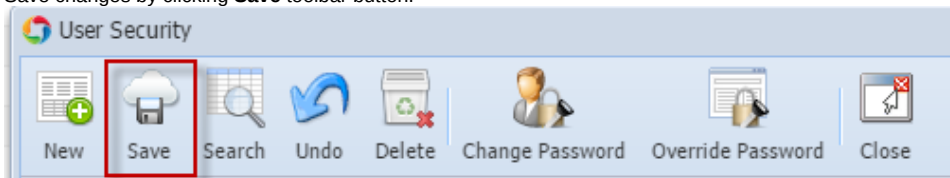
6. Login the newly updated user
7. Open any transaction screen (Ex: Cash Management > Bank Transaction)
8. Select and open one transaction
9. Post the transaction by clicking **Post** button.
10. An error message will prompt when posting transaction you did not create.

Here are the steps on how to Set User to Only Post Transaction they Created:

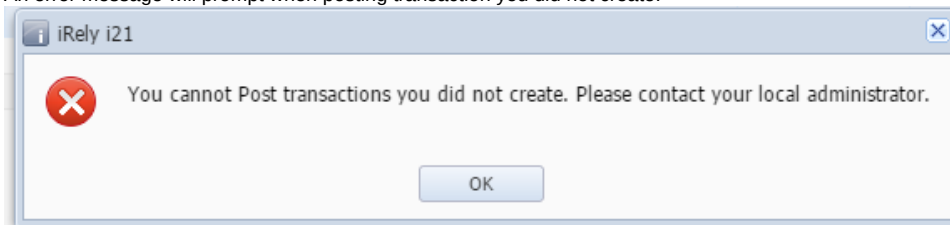
1. Log in as **Admin** user
2. On user's menu panel, go to **System Manager** folder then click **User Security**
3. Select and open the User on Search User Security
4. On User Security Screen, check **Allow User to only Post Transactions they created**



5. Save changes by clicking **Save** toolbar button.



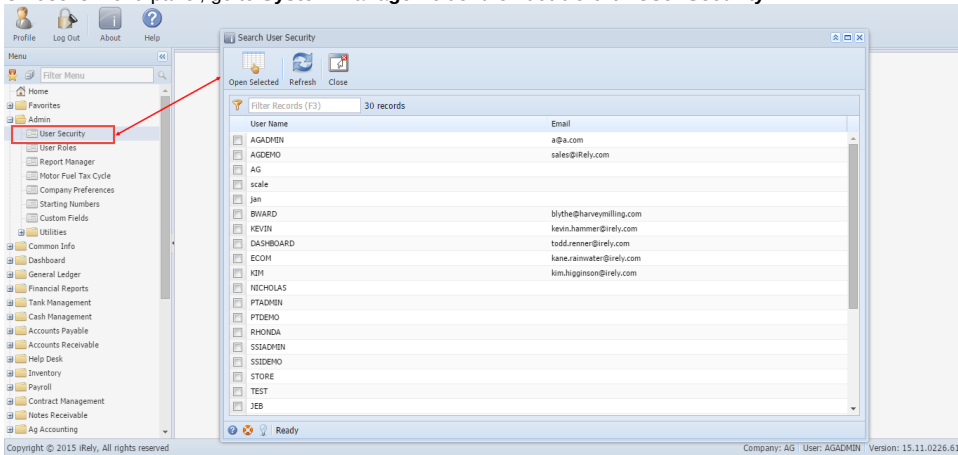
6. Login the newly updated user
7. Open any transaction screen (Ex: Cash Management > Bank Transaction)
8. Select and open one transaction
9. Post the transaction by clicking **Post** button.
10. An error message will prompt when posting transaction you did not create.



Here are the steps on how to Set User to Only Post Transaction they Created:

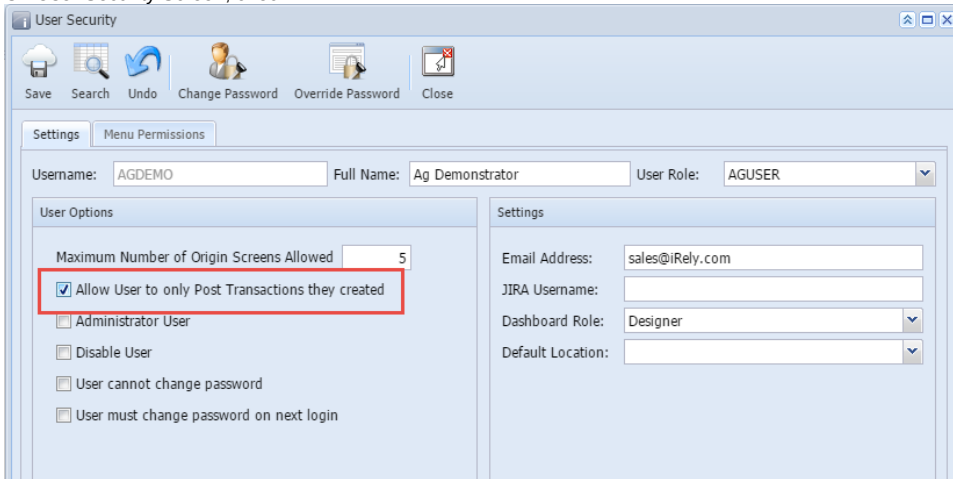
1. Log in as **Admin** user

2. On user's menu panel, go to **System Manager** folder then double-click **User Security**

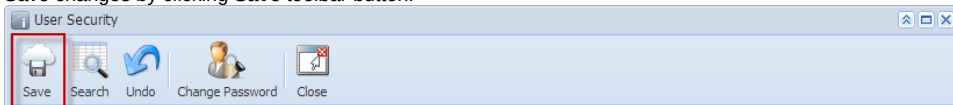


3. Select and open the User on Search User Security

4. On User Security Screen, check



5. Save changes by clicking **Save** toolbar button.

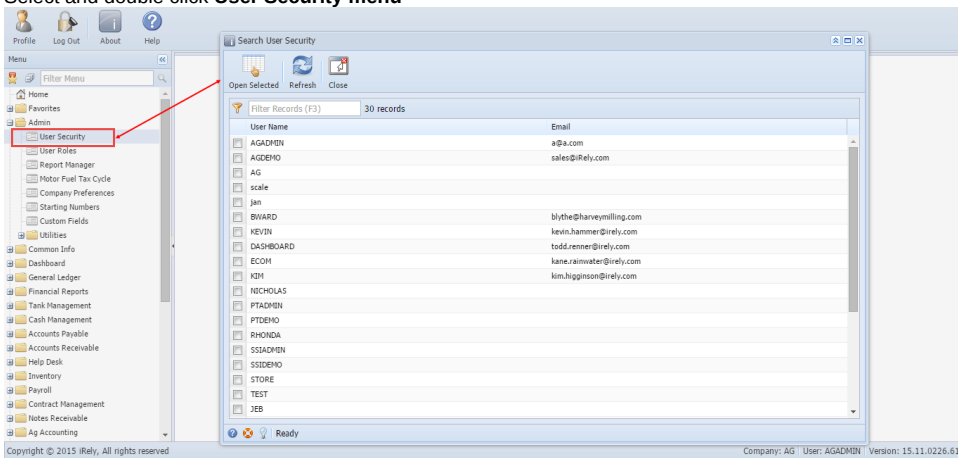


6. Login the newly updated user
7. Open any transaction screen (Ex: Cash Management > Bank Transaction)
8. Select and open one transaction
9. Post the transaction by clicking **Post** button.
10. An error message will prompt when posting transaction you did not create.

Here are the steps on how to Set User to Only Post Transaction they Created:

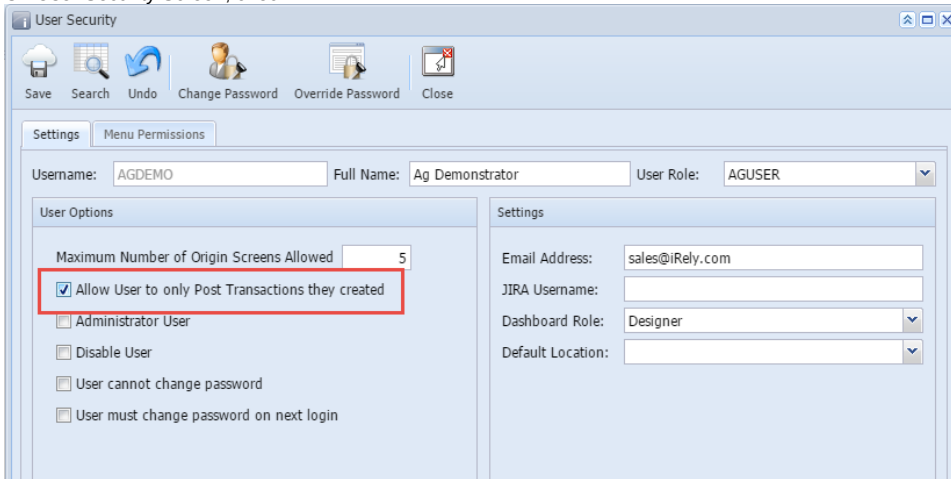
1. Login as Admin User
2. On the User's menu panel go to **Admin** folder

3. Select and double click **User Security** menu

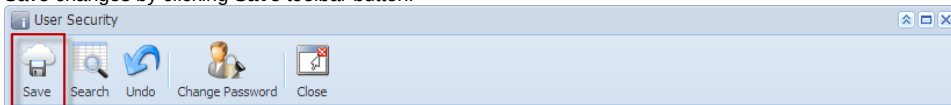


4. Select and open the User on Search User Security

5. On User Security Screen, check



6. Save changes by clicking **Save** toolbar button.



7. Login the newly updated user

8. Open any transaction screen (Ex: Cash Management > Bank Transaction)

9. Select and open one transaction

10. Post the transaction by clicking **Post** button.

11. An error message will prompt when posting transaction you did not create.

