 <b>Lighthouse</b> Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
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## 00.002.02 - User Master

### PROCESS OVERVIEW

This master is used to define the user / role, which means that User will be provided rights accordingly to perform the transactions in ERP systems.


### PROCESS PRE-REQUISITES

This master needs authorizations to create or maintain user master:

Input Fields	Input Details	General Remarks
Employee Code	Filter	To select employee code this is required to configured in employee master if HR module is in the scope.
Department / Insp. Dep. String	Filter	To select department this is configured in department master.
Entity str	Filter	To select entity press f9 for lov which will configure from entity master.
Division str	Filter	To select division from division master.
Document Type	Filter	To select document type press f9 for lov which is configured in document type master.
Task	Filter	To select task for user which is configured in task master.
Acc year String	Filter	To select the FY for working which define through account carry forward.
Project str	Filter	To select project code this is define in project definition.
Role	Filter	To select roll for user this is added in same.
Module	Filter	To select module by pressing button.

### KEY FEATURES

- User master specifically used for defining user and its role.
- Admin or Authorize user has control over the user rights by this form.
- Admin creates New User and assign role as per user department or working profile.
- Admin can control rights to user by series wise, forms wise, Transaction wise, T-code wise, or ledger wise.

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- Specially User has some limitation for view, edit, print, or query the data by this form.
- Admin copy Rights and Role can be existing users for another user.

## PROCESS DETAILS

**FM1701 -- User Master**


User Code:  User Type:  User Status:

User/Role	User/Role Name	Roles	Type
RY88	RAMASHRYA YADAV		USER
SA127	SULTAN ALI		USER
SA199	S A RAHIM		USER
SB135	SUBRATA BANDYOPADHYAY		USER
SB168	SWARNADIP BASU		USER
SC105	SANDIP CHATTARAJ		USER
SC119	SOMNATH CHATTERJEE		USER
SC121	SOURAV CHAKRABORTY		USER
SC143	SUBHOMOY CHOWDHURY		USER
SC191	SWASTIK CHATTERJEE		USER
SD102	SAMIR KUMAR DAS		USER
SD107	SANTOSH KUMAR DAS		USER
SD109	SAYAN DAS		USER
SD123	SUBRATA KUMAR DAS		USER
SD208	SOMEN DUTTA		USER
SG112	SAYAN GHOSH		USER
SG114	SHASHI BHUSAN GOCHYAT		USER
SG196	SOURMEN GHOSH		USER
SH108	SARYU PRASAD HAZAM		USER
SH132	SUPRIYO HAZRA		USER
SHASHANK	SHASHANK MAHESHWARI		USER

No. of Rights for : Masters  Transactions  DBA  Others

Recent: 171/2

BUTTONS	DESCRIPTION
<u>A</u> DD USER	To Add new user and their basic rights.
Add Role	To create Role in the user master, this can be assigned to the user.
Rights	To Give Rights of Add, Edit, Delete, Query, Print, Approve, Valuation & Insp/Spcl for Particular Series or Particular Ledger.
Basic Rights	To see the basic rights of user like project, acc year etc. Rights.
Rights Management	To Give Series Wise Rights, Form Wise Rights & Engine Wise Rights.
Delete	To Delete selected user.
Find	To View the selected record.

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Exit	To Exit from the current opened window.
Print	To print the records in report format.
Exit	To Exit from the current opened window.

## Basic Rights -

### Basic Rights and Add User:-

FM1701 -- User Master

**User Details**

User Code\* AB154

User Name\* AMIT KUMAR BAHETI

Password\* \*\*\*\*\*

Employee Code

Department

Insp Dept Str ADMIN MANT PRJ S&M STORE Dept

Level 9

Entity Str LI Entity

Division Str HO RE Division

Document Type T111 Document

Task Task

Acc Year Str 16 17 18 19 Acc Year

Project Str Project

Role Role

Module Module

Email

Machine

Folder Path Select Folder

Close Status

Close Date

Ok Cancel

Report 1/1

<NSC> <DRG>

### Work Step – To Add User Details

Step 1 Press 'Add User' Button: To add a new record.


Step 2 Add User Code: User can create maximum 8 alphanumeric digit code.

Step 3 Add User Name: Require to enter the user name

Step 4 Enter the required password it can be alpha numeric.

Step 5 Add Employee Code: Select the employee code from the LOV which will be displayed from the employee master

Step 6 Select Department by Press F9: The department will get displayed from the department master

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Step 7 Select Inspection department String by selecting Department button. The details will get displayed from the department master if the check box is checked accordingly

Step 8 Select User Level by drop down list: User level can be defined by selecting numeric value from the drop down.

Step 9 Select Entity by clicking on the entity button: From using this option user able to do transaction in that entity.

Step 10 Select Division by clicking on check box in Division Button: Using this option user has the facility to able to make transaction under that particular division.

Step 11 Select Document type by clicking on check box in document button to attach document which provide rights to user for attaching document under that document type.

Step 12 select task type by clicking on the check box in task button to tag task of the user.

Step 13 Select Account Year by clicking on check box in Account year Button. User can be activated to login in ERP for the mentioned accounting year.

Step 14 Select Project by click on check box in project button to provide specific project wise rights.

Step 15 Add User Role by click on check box in role button. For Example approval, updation, edit etc rights can be provided accordingly.

Step 16 Select ERP Module by click on check box in Module Button.

Step 17 Add Email Address of User.


Step 18 Add User Machine details.

Step 19 Select Folder Path for particular Working file Save.


Step 20 Select Close Status of User from Drop down.

Step 21 Mention close date of User.

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
User code	User code	R	Manual entry as per organization decided.
User name	Name of the user	R	User name.
Password	Password	R	Required password to log in the ERP system.
Employee code	Employee code fetch from employee master	O	Select by pressing F9.
Department	Department fetch from department master	O	Select by pressing F9.

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Insp Dept Str	Inspection dept string	O	Select by clicking on Dept button.
Level	Level of rights	R	Select from list 1 to 9.
Entity Str	Entity string is fetch from entity master	R	Select by selecting check box in entity button.
Division Str	Fetch division from division master	R	Select by selecting check box in Division button.
Document Type	Fetch data from document type master	O	Select by selecting check box in Document button.
Task	Fetch task from task master	O	Select by selecting check box in task button.
Acc Year Str	Accounting year string Fetching from accounting year master	R	Select by selecting check box in Acc Year button.
Project Str	Project string fetching data from Project definition.	O	Select by selecting check box in Project button.
Role	Role Fetch from total created roll	O	Select by selecting check box in Roll button.
Module	Modules	O	Select pre-define modules from list.
Email	Email Id is use for mails configuration and other features	O	Put the email id by manual entry.
Machine	Machine	O	Machine Id

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Folder path	Select folder path	O	Select folder path by clicking on button.
Close status	Close status tag with employee which is use to deny login	O	Select from the list.
Close date	Close date tag with the date from deny to log in	O	Put manual in date format.

## Add Roll -

FM1701 -- User Master

Role Details

Module \* PM - Project Management

Entity Str LI

Acc Year Str 18-19

Role Code R-PM-001

Role Name project

Record: 1/1      <DBG>


## Work Step – To Add User Details

Step 1 Press 'Add Role' Button -

Step 2 Select modules from list.- This will help to assign the module rights to the user

Step3 Enter Acc Year Str -To activate the role for particular account years.

Step 4 Role code will be auto generated.

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Step 5 Put Role Name.

Step 6 Click on ok button to save the record.

### Input Field Level Information -

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Module	Modules	R	Select pre-define modules from list.
Entity	Name of Entity	R	Select pre-define Entity Type from the Button
Acc Year	Accounting Year	R	Select pre-define Acc Year Type from the Radio Button
Role Code	Code of roll	O	Enter the proper/meaningful Role Code
Role Name	Name of roll	O	Enter the proper/meaningful Role Name

*R = Required, O = Optional, C = Conditional*

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## Rights -

1.Main Menu 2. Utilities Exit << >>

FM1701 -- User Master

User Code **AB154** **AMIT KUMAR BAHETI** Tnature  

Tcode	Series	Form Code	Ledgercode	F	C	Add	Edit	Delete	Query	Print	Approved	Valuation	Insp/Spcl
0	A1			F	C	1	1	0	1	1	1	1	1
0	A2			F	C	1	1	0	1	1	1	1	1
0	A3			F	C	1	1	0	1	1	1	1	1
0	A4			F	C	1	1	0	1	1	1	1	1
0	A5			F	C	1	1	1	1	1	1	1	1
0	A6			F	C	1	1	1	1	1	1	1	1
0	A7			F	C	1	1	1	1	1	1	1	1
0	A8			F	C	1	1	1	1	1	1	1	1
0	AB			F	C	1	1	1	1	1	1	1	1
0	AC			F	C	1	1	1	1	1	1	1	1
0	AW			F	C	1	1	1	1	1	1	1	1
0	BG			F	C	1	1	0	1	1	1	1	1
0	C1			F	C	1	1	0	1	1	1	1	1
0	C2			F	C	1	1	0	1	1	1	1	1

Give/Remove All Rights ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Type of Rights

Rights of Transtion Forms   
 Rights of Master Forms   
 Rights of Offline Forms   
 Rights of Report engine   
 Rights of Mis Reports

Purpose      Form Name    
 Vr.Series **ADV. FOR DDUGJY, KISHANGANJ (GST)**    Tran Name **PURCHASE PAYMENT RECEIPT JV**  
 Rights of All Rights

Rights(Copy From User)   
 Rights(Copy From Role)   
 Admin Rights (Full)

Total Record **3078**   
 Insert   
 Delete   
 Delete All   
 Find   
 Save   
 OK   
 Cancel

Record: 1/1    <DBG>

## Work Step – Rights

This Button gives rights to User.

Step 1 select tnature for providing rights


Step 2 select checkbox of series for filtered tnature.

Step 3 Select '1' for giving rights and '0' for no rights. Hence user will be provided edit, add etc rights accordingly.

Step 3 Press Ok to save data.

BUTTONS	DESCRIPTION
Ok	After Save Press Ok to complete record.
Cancel	To cancel from the current opened window.



 <b>Lighthouse</b> Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
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## Rights of Transaction Forms -

FM1701 -- User Master

User Code **AB1** **AB1** User Rights

Tcode Series Form Code Ledgercode Add Edit Delete Query Print Approved Valuation Insp/Spd

1		FT4232V		F	C	1	1	0	1	1	0	0	0
1		FT3565		F	C	1	1	0	1	1	0	0	0
1		FT4326V		F	C	1	0	0	0	0	0	0	0
						1	0	0	0	0	0	0	0
						1	1	0	1	1	0	0	0

Rights of **MFCL - Mfd**

Series

- ☐ FS
- ☐ FU
- ☐ FV
- ☐ FW
- ☐ FZ
- ☒ MS

Ok Cancel

Type of Rights

Rights of Transaction Forms  
 Rights of Master Forms  
 Rights of Offline Forms  
 Rights of Report engine  
 Rights of Mis Reports

Purpose  Form Name **M2M\_V15.FMX**

Vr. Series  Tran Name

Rights of **All Rights**

Rights(Copy From User)  
 Rights(Copy From Role)  
 Admin Rights (Full)

Total Record **5**   Insert   Delete   Delete All   Find   Save   OK   Cancel

Record: 25/25   <DBG> <DBG>

## Work Step – Rights of Transaction Forms

This Button gives rights to User.


Step 1 select tnature for providing rights

Step 2 select checkbox of series of filtered tnature.

Step 3 Press Ok to save data.

Step 4 The user can be provided the selected serieswise rights

BUTTONS	DESCRIPTION
Ok	After Save Press Ok to complete record.
Cancel	To cancel from the current opened window.

 <b>Lighthouse</b> Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
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## Rights of Master Forms -

FM1701 -- User Master

User Code: **ABHISHEK ABHISHEK**

User Rights Tnature: ▼

Tcode	Series	Form Code	Ledgercode	F	C	Add	Edit	Delete	Query	Print	Approved	Valuation	Insp/Spd
0	AB			F	C	1	1	0	1	1	0	1	1
0	AD			F	C	1	1	0	1	1	0	1	1
0	BA			F	C	1	1	0	1	1	0	1	1
						1	1	0	1	1	0	1	1
						1	1	0	1	1	0	1	1
						1	1	0	1	1	0	1	1
						1	1	0	1	1	0	1	1
						1	1	0	1	1	0	1	1
						1	1	0	1	1	0	1	1
						1	1	0	1	1	0	1	1
						1	1	0	1	1	0	1	1
						1	1	0	1	1	0	1	1
						1	1	0	1	1	0	1	1
						1	1	0	1	1	0	1	1
						1	1	0	1	1	0	1	1
						1	1	0	1	1	0	1	1
						1	1	0	1	1	0	1	1
						1	1	0	1	1	0	1	1

Module: **P - Project Management**

Rights of: ▼

☐ Form Code

☐ ▼

Ok Cancel

Type of Rights

Purpose:  

Vr. Series: **PACKING LIST**

Rights of: All Rights ▼

Form Name:  

Tran Name: **BOMPL**

Total Record: **2284**

Record: 1/1 <DB6>

## Work Step – Rights of Master Forms

This Button gives rights to User.


Step 1 select Module for providing rights.

Step 2 select checkbox of form code for filtered tnature.

Step 3 Select the required form codes for which rights are required to be provided.

Step 4 Press Ok to save data.

BUTTONS	DESCRIPTION
Ok	After Save Press Ok to complete record.
Cancel	To cancel from the current opened window.

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## Rights of Offline Forms -

FM1701 -- User Master

User Code **AB1** **AB1**

User Rights

Tnature  

Tcode	Series	Form Code	Ledgercode			Add	Edit	Delete	Query	Print	Approved	Valuation	Insp/Spd
1		FT4232V		F	C	1	1	0	1	1	0	0	0
1		FT3565		F	C	1	0	0	0	0	0	0	0
1		FT4326V		F	C	1	0	0	0	0	0	0	0
1						1	1	0	1	1	0	0	0

Rights of **MFCL - Mfd**

☐ Series  
☐ FS  
☐ FU  
☐ FV  
☐ FW  
☐ FZ  
☐ MS

Ok Cancel

Type of Rights

Rights of Transtion Forms   
 Rights of Master Forms   
 Rights of Offline Forms   
 Rights of Report engine   
 Rights of Mis Reports

Purpose  

Vr. Series  

Rights of **All Rights**

Form Name **M2M\_V15.FMX**

Tran Name  

Rights(Copy From User)   
 Rights(Copy From Role)   
 Admin Rights (Full)

Total Record **5**

Insert   
 Delete   
 Delete All   
 Find   
 Save   
 OK   
 Cancel

Record: 25/25    <DBG>

## Work Step – Rights of Offline Forms


This Button gives rights to User.

Step 1 select tnature for providing rights

Step 2 select checkbox of series for filtered tnature.

Step 3 Press Ok to save data.

BUTTONS	DESCRIPTION
Ok	After Save Press Ok to complete record.
Cancel	To cancel from the current opened window.

 <b>Lighthouse</b> Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
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## Rights of Reports engine -

FM1701 -- User Master

User Code: SHASHANK SHASHANK MAHESHWARI

**Data Entry**

Report Engine	Report Engine Name	View	Format Create	Format Update	All Series
<input checked="" type="checkbox"/> D ACCOUNTS	ACCOUNT SUMMARY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> D ACC_TRACK	BILL_TRACKING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> D ASSET_ENGINE	ASSETS DETAILS ENGINE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> D BGTR	BANK GUARANTEE ENGINE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> D BG_PMAN	Bank Guarantee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> D BILLAGE_CR		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> D BILLAGE_DR	BILL_TRACKING_DR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> D BILLING	Billing Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> D BOQ	Project Execution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> D CASH_BANK	CASH BANK MIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> D CBJ_EXPN	EXPENSES SUMMARY ENGINE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> D CIPL	CIP ENGINE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> D CNTR_CONS	CONTRACTOR CONSUMPTION	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> D CNTR_RECO	CONTRACTOR RECOCLATION	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> D CONS_SUMM	CONSUMPTION SUMMERY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Ok Cancel

Press F9 for Help.....  
Record: 1/7

List of Values: <OSC> <DBG>

## Work Step – Rights of Reports Engine

This Button gives rights to User.


Step 1 select the required Report engine

Step 2 select the check box accordingly whose rights are required for e.g View, Format create etc.

Step 3 Press Ok to save data.

BUTTONS	DESCRIPTION
Ok	After Save Press Ok to complete record.
Cancel	To cancel from the current opened window.

BUTTONS	DESCRIPTION
Ok	After Save Press Ok to complete record.
Cancel	To cancel from the current opened window.

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## Rights of user Copy

1. Main Menu 2. Utilities Exit << >>

FM1701 -- User Master

User Code **AB154** **AMIT KUMAR BAHETI** Tnature GRN - Grn

**User Rights**

Edit	Delete	Query	Print	Approved	Valuation	Insp/Spcl
0	0	1	1	0	0	0
0	0	1	1	0	0	0
0	0	1	1	0	0	0
0	0	1	1	0	0	0
0	0	1	1	0	0	0
0	0	1	1	0	0	0
0	0	1	1	0	0	0
0	0	1	1	0	0	0
0	0	1	1	0	0	0
0	0	1	1	0	0	0
1	0	1	1	1	1	1
1	0	1	1	1	1	1
1	0	1	1	1	1	1
1	0	1	1	1	1	1
1	0	1	1	1	1	1

**copy\_USER**

Select All

User code	UserName
MB67	MINTU BERA
MB68	MITHUN BHUNIA
MC69	MONOMOY CHATTERJEE
MG70	MONI GUPTA
MR71	MONTU CHARAN ROY
MK72	MUKESH KUMAR
MK73	MUKESH KUMAR
MP74	MUKESH KUMAR PATEL
MA75	MUSTAFA ALAM
NM76	NILANCHALA MOHANTY

First Last OK Find Cancel

**Type of Rights**

Rights of Transtion Forms   
 Rights of Master Forms   
 Rights of Offline Forms   
 Rights of Report engine   
 Rights of Mis Reports

Purpose:   
 Vr. Series: GRN FOR DDUGJY, KISHANGANJ  
 Rights of: All Rights

Form Name:   
 Tran Name: GRN

Rights(Copy From User)   
 Rights(Copy From Role)   
 Admig Rights (Full)


Total Record: 20    Insert    Delete    Delete All    Find    Save    OK    Cancel

Report 4/227    <NS> <NR>

## Work Step – Rights (Copy from User)

- Step 1 Press Rights (Copy from User) Button
- Step 2 To View the selected record.
- Step 3 Select Users from List.
- Step 4 Press Ok for Copy Existing User Rights.



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## Admin Rights -

1: Main Menu 2: Utilities Exit << >>

FM1701 -- User Master

User Code **AB154** **AMIT KUMAR BAHETI** User Rights

Tranature GRN - Grn

Tcode	Series	Form Code	Ledgercode	F	C	Add	Edit	Delete	Query	Print	Approved	Valuation	Insp/Spcl
G	G1			F	C	0	0	0	1	1	0	0	0
G	G2			F	C	0	0	0	1	1	0	0	0
G	G3			F	C	0	0	0	1	1	0	0	0
G	G4			F	C	0	0	0	1	1	0	0	0
G	G5			F	C	0	0	0	1	1	0	0	0
G	G6			F	C	0	0	0	1	1	0	0	0
G	G7			F	C	0	0	0	1	1	0	0	0
G	G8			F	C	0	0	0	1	1	0	0	0
G	GH			F	C	0	0	0	1	1	0	0	0
G	GI			F	C	1	1	0	1	1	1	1	1
G	IG												
G	M1												
G	M2												
G	M3												

Give/Remove Rights

**Confirmation**  
This will GIVE all the rights to this user. Are you Sure ?  
Yes No

Type of Rights

Purpose:   
 Vr.Series: GRN FOR DDUGJY, KISHANGANJ  
 Rights of: All Rights

Form Name:   
 Tran Name: GRN

Total Record: 20

Record: 1/7 <OSC> <DBG>

## Work Step – Admin Rights (Full)

This Button gives full rights to User.

BUTTONS	DESCRIPTION
Insert	To Insert New User.
Delete	To Delete Selected Record.
Delete All	To Delete All Record.
Find	To View the selected record.
Save	To Save Transaction Record.
Ok	After Save Press Ok to complete record.
Cancel	To cancel from the current opened window.