Lighthouse	Document Name	Object Help Documen	t	
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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.

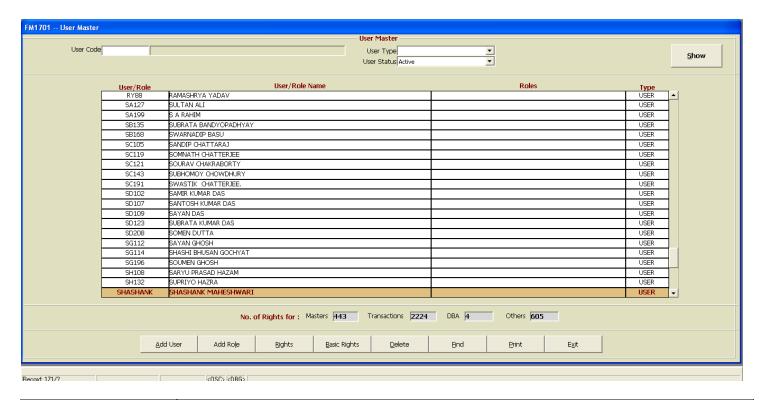
KEY FEATURES

- 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



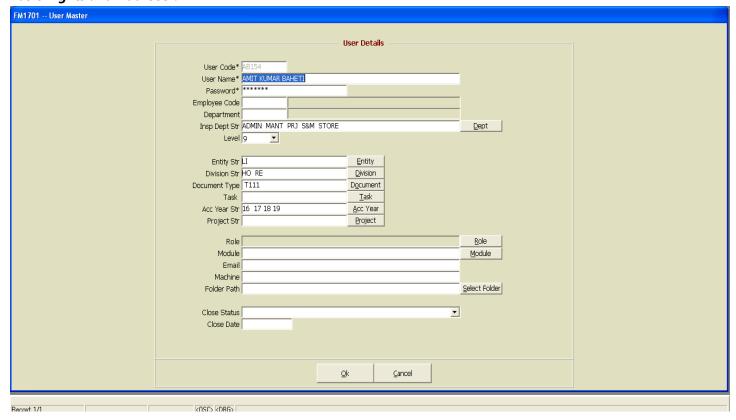
BUTTONS	DESCRIPTION		
<u>A</u> DD USER	To Add new user and their basic rights.		
Add Role	To create Role in the user master, this can be assigned to the user.		
Rights To Give Rights of Add, Edit, Delete, Query, Print, Approve, Valuation & Insp/Spcl for Part			
Rights	Series or Particular Ledger.		
Basic 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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E <u>x</u> it	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:-



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	0	Select by pressing F9.
Department	Department fetch from department master	0	Select by pressing F9.

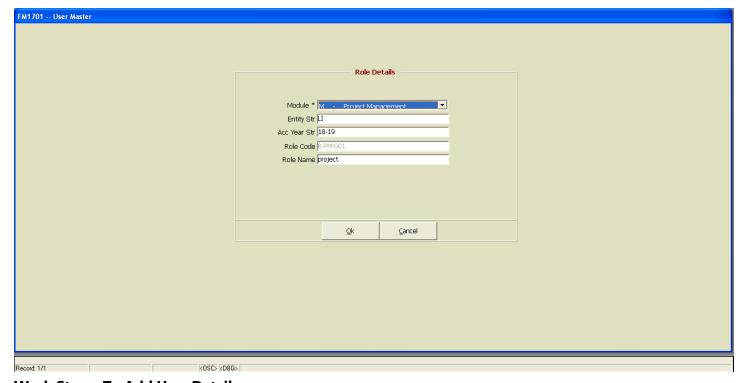
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Insp Dept Str	Inspection dept string	0	Select by clicking on Dept button.
Level	Level of rights	R	Select from list 1 to 9.
Entity Str	Entity string is fetch from entity master	R	Select by selecting check box in entity button.
Division Str	Fetch division from division master	R	Select by selecting check box in Division button.
Document Type	Fetch data from document type master	0	Select by selecting check box in Document button.
Task	Fetch task from task master	0	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.	0	Select by selecting check box in Project button.
Role	Role Fetch from total created roll	0	Select by selecting check box in Roll button.
Module	Modules	0	Select pre-define modules from list.
Email	Email Id is use for mails configuration and other features	0	Put the email id by manual entry.
Machine	Machine	0	Machine Id

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Folder path	Select folder path	0	Select folder path by clicking on button.
Close status	Close status tag with employee which is use to deny login	0	Select from the list.
Close date	Close date tag with the date from deny to log in	0	Put manual in date format.

Add Roll -



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.

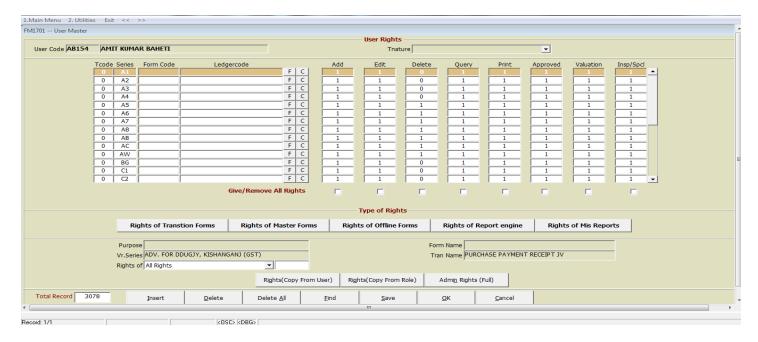
Input Field Level Information -

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	0	Enter the proper/meaningful Role Code
Role Name	Name of roll	0	Enter the proper/meaningful Role Name

R = Required, O = Optional, C = Conditional

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Rights -



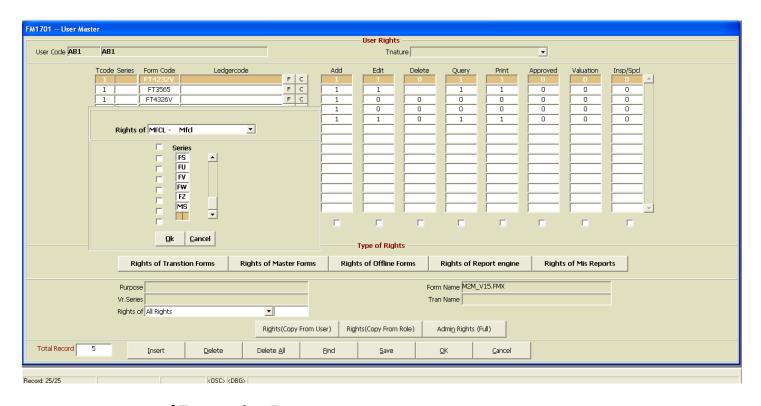
Work Step - Rights

- 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.

Example 1 Lighthouse	Document Name	Object Help Document	
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Rights of Transaction Forms -



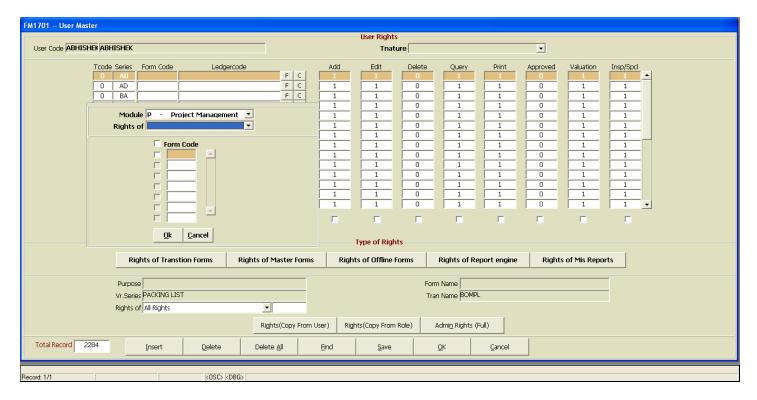
Work Step – Rights of Transaction Forms

- 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.	

Lighthouse Info Systems Pvt. Ltd.	Document Name	Object Help Document	
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Rights of Master Forms -



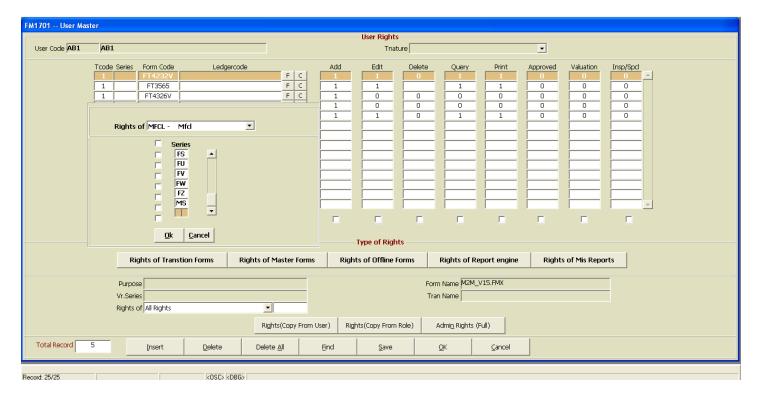
Work Step - Rights of Master Forms

- 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 -



Work Step - Rights of Offline Forms

This Button gives rights to User.

Step 1 select tnature for providing rights

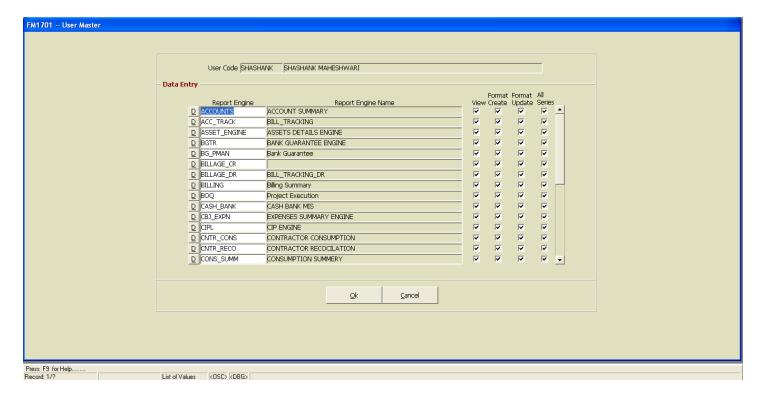
Step 2 select checkbox of series for filtered tnature.

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.

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Rights of Reports engine -



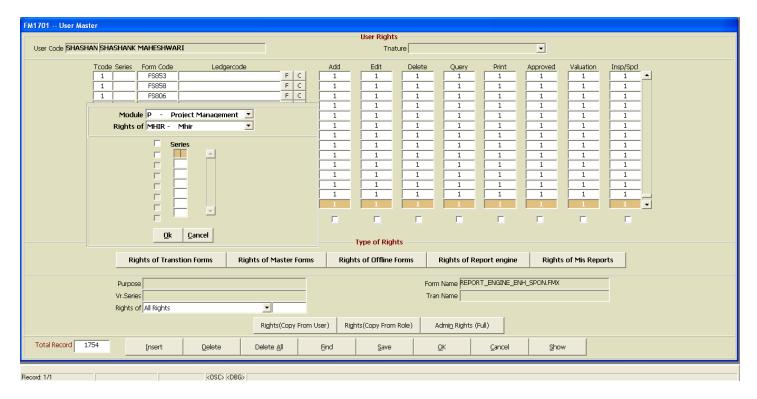
Work Step - Rights of Reports Engine

- 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.

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Rights of MIS reports -



Work Step - Rights of MIS Forms

This Button gives rights to User.

Step 1 select module details from the drop down

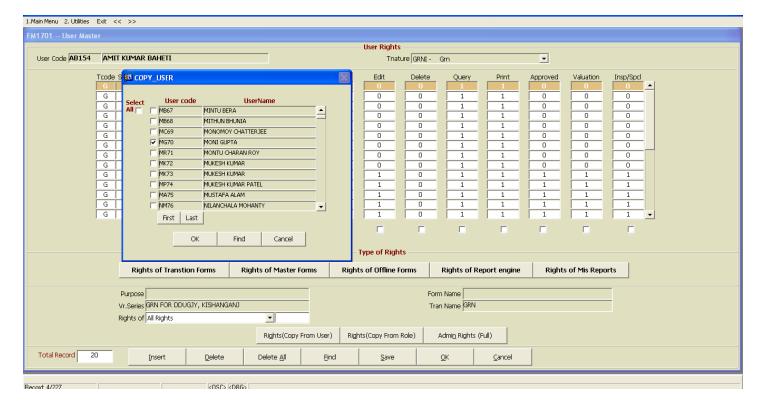
Step 2 select tnature wise series

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.

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Rights of user Copy

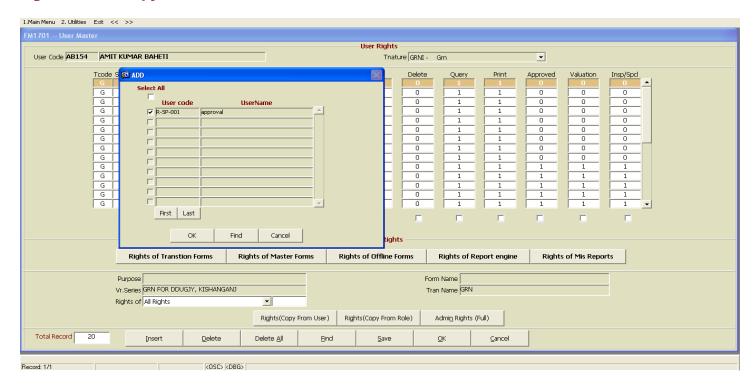


Work Step - Rights (Copy from User)

- 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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Rights of role copy -

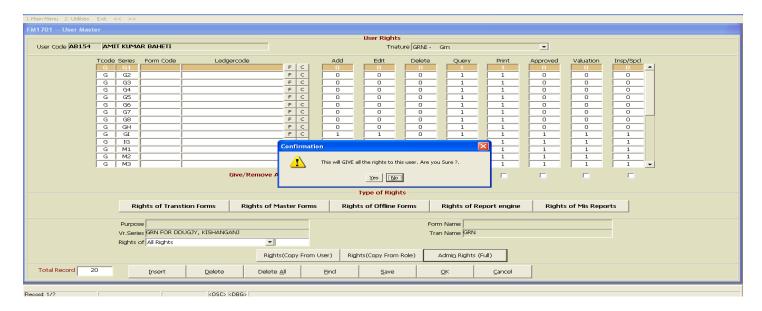


Work Step - Rights (Copy from Role)

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

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Admin Rights -



Work Step - Admin Rights (Full)

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.