SECURITY PROFILE

User Guide

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Contents

Conventions Used

This section interprets the various conventions used in the document for better understanding of the screen functionality.

Convention	Usage
▭	Denotes the mandatory fields in the screen. Values need to be specified in the fields in order to proceed with the screen operations.
🟩	Denotes the fields that show values retrieved from the system.
📝	Any subject content encapsulated in a section marked by this icon indicates that the given information will serve as a useful tip for the end users.

1. Overview

You can use the *Security Profile* screen for:

- Creating User
- Creating User Group
- Mapping User with a User Group
- Mapping Users with modules
- Mapping User Group and User with Building
- Granting menu access rights to User Group

2. Pre-requisites

- Warehouse, Building, and Business Unit must be created.
- Printer configuration must be done.

3. Creating User

Users are created to access the features of WMS and mapped with a user group to grant the access rights based on the user group level.

Menu Access: ***Administrator > Security > Security Profile > User*** *(tab)*

Mandatory Values

1) Specify the **First Name**, and **Last Name** of the user.

   *On tabbing out, the system automatically generates the **User ID** by combining the first letter of the **First Name** and the **Last Name**. However, you can change the User ID.*

   *The system generates the User ID with the first letter of the First Name, only if the **Firstname's first letter should be the First letter of UserId** check box is selected in **Security Policy** screen.*

2) Specify the **Password** and retype the password to **Confirm Password**.
3) If this user is a supervisor, select the **Supervisor Password** check box and specify the supervisor password.

   - *The user password and supervisor password must not be the same.*
   - *The Supervisor User utility is intended to grant access to special operations such as approving/disapproving the inventory variances and auditing SPN, SCN, and Truck to verify whether the inventory is picked, and loaded into truck.*

4) Click ➔ to specify/select the **Additional Info** of the user.

    a. **User Type** – to indicate the type of user such as *Internal User (Warehouse Operator), Ship To Customer*, *Vendor* or *Carrier* and specify the **User Type ID**.

Optional Values

5) Specify the **E-Mail** ID of the user.

6) Select the **Portal/Dashboard** option to indicate whether the user can have access to Portal, Dashboard, or both.

7) Select the **Voice User Picking Mode** check box, if voice picking has to be enabled for this user and select any of the following to enable the voice.

    - **Normal**
    - **Expert**
    - **Training**

8) Select the **Two Factor Auth Reqd** (Two Factor Authentication Required) as any of the following to indicate whether additional authentication is required after login:

    a. **NOT REQUIRED** – indicates additional authentication is not required

    b. **TOKEN** – indicates additional authentication is required in the form of token. After first login, the user will be asked to set up a token. Whenever the user logins to the system using the username and password, the user will be prompted to enter this token to login to the system.

    c. **EMAIL** – indicates additional authentication is required in the form of mail verification. Whenever the user logins to the system using the username and password, a verification link will be sent to the Email ID of the user; and the user has to verify this link to login to the system.

> *The system displays the User Group to which the user is mapped. You can map the user to the user group using **Advanced User Map** tab. Refer Mapping User with User Group section for more details.*

9) Select the **Admin User** check box if this user is an admin user.

10) Select the **RF User** check box to indicate that this user is a RF user.

11) Select the **Change password during next logon** check box to allow the user to change the password after first login.

12) Click ➔ to specify/select the **Additional Info** of the user.

    a. **Label Printer** and **Report Printer**, which have to be mapped with the user for printing labels and reports.

    b. **Report Directory** – indicates where the report files have to be saved by default.

    c. **Logging Type** – indicates what data must be stored in the log files. Available options are:

        - **P - PROCESS** – select this option to save all the user log messages at the default log file directory under the logs folder.

- **U - USER** – select this option to save the log messages in a folder named same as the user ID at the default location. The log file under this directory will contain log messages of only the operations performed by the corresponding user.

  For example:

  If the user ID is 'DTEAM', the log messages will be written in the log file 'DTEAM.log' and stored under the folder 'DTEAM' at the default log directory.

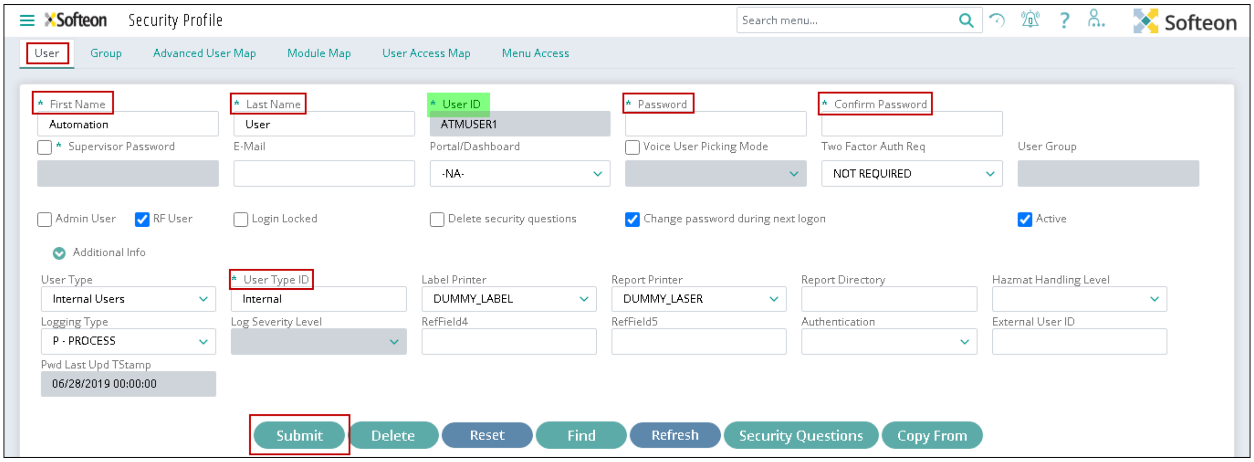
The Log Severity Level will be enabled, when selecting the Logging Type as 'U - USER'.

d. **Log Severity Level** – indicates what data the system will record in the log files.

Select this	To do this
DEBUG	To write the log information for all the processes.
INFO	To write log only for the processes for which the system displays information message.
ERROR	To write log only for the processes for which the system displays error message.
WARNING	To write log only for the processes for which the displays warning message.
FATAL	To write log only for the process that terminates the user's session.

e. **Authentication** – select any of the following to allow the user to login to the system through other identity providers or PC credentials.

- **SAML** (Security Assertion Markup Language) – select this to allow the user to login to the system through an identity provider.
- **LDAP** – select this to allow the user to login to the system using the PC login password and specify the **External User ID** to login to the application.



* First Name: Automation

* Last Name: User

* User ID: ATMUSER1

* Password:

* Confirm Password:

□ * Supervisor Password

E-Mail:

Portal/Dashboard: -NA-

□ Voice User Picking Mode

Two Factor Auth Req: NOT REQUIRED

User Group:

□ Admin User ☑ RF User □ Login Locked □ Delete security questions ☑ Change password during next logon ☑ Active

User Type: Internal Users

* User Type ID: Internal

Label Printer: DUMMY_LABEL

Report Printer: DUMMY_LASER

Report Directory:

Hazmat Handling Level:

Logging Type: P - PROCESS

Log Severity Level:

RefField4:

RefField5:

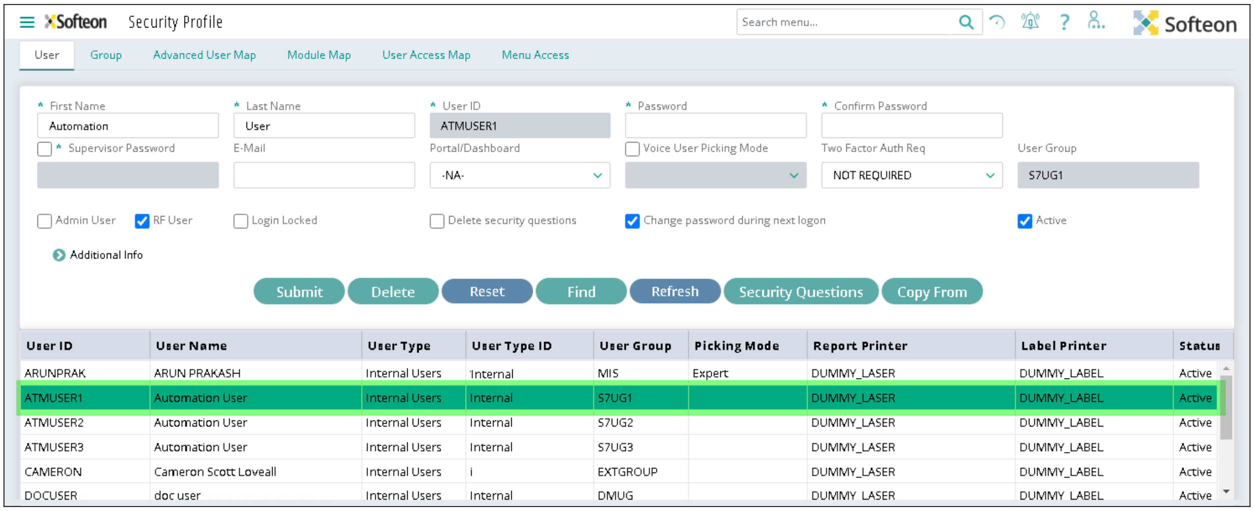
Authentication:

External User ID:

Pwd Last Upd TStamp: 06/28/2019 00:00:00

Figure 1 – User Creation screen

*On clicking **Submit**, the system creates the user and displays in the grid.*



* First Name: Automation	* Last Name: User	* User ID: ATMUSER1	* Password:	* Confirm Password:	
□ * Supervisor Password:	E-Mail:	Portal/Dashboard: -NA-	□ Voice User Picking Mode:	Two Factor Auth Req: NOT REQUIRED	User Group: S7UG1
□ Admin User ☑ RF User	□ Login Locked	□ Delete security questions	☑ Change password during next logon		☑ Active

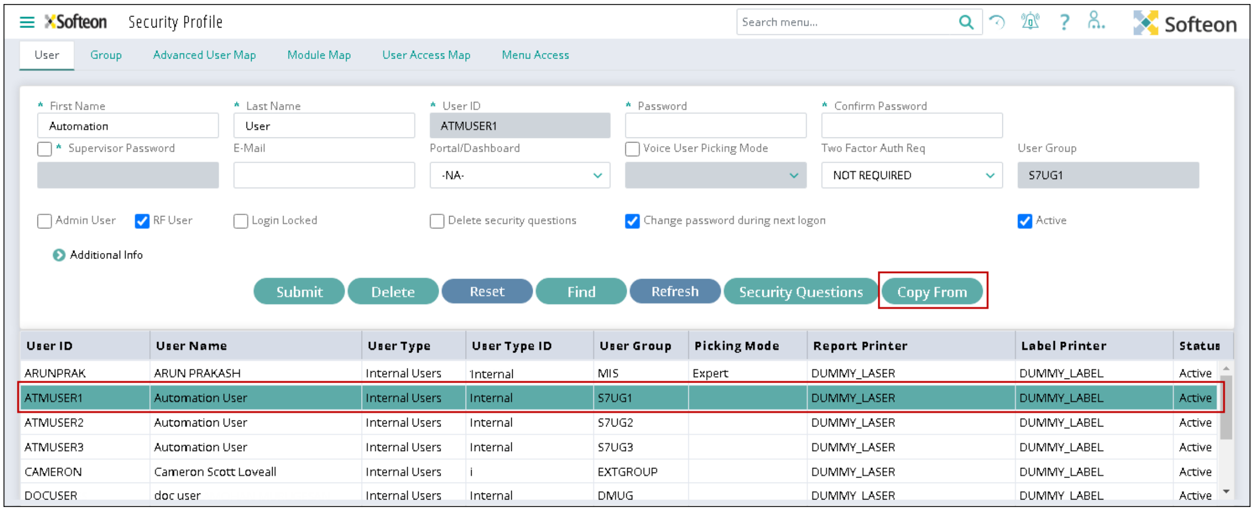
User ID	User Name	User Type	User Type ID	User Group	Picking Mode	Report Printer	Label Printer	Status
ARUNPRAK	ARUN PRAKASH	Internal Users	Internal	MIS	Expert	DUMMY_LASER	DUMMY_LABEL	Active
ATMUSER1	Automation User	Internal Users	Internal	S7UG1		DUMMY_LASER	DUMMY_LABEL	Active
ATMUSER2	Automation User	Internal Users	Internal	S7UG2		DUMMY_LASER	DUMMY_LABEL	Active
ATMUSER3	Automation User	Internal Users	Internal	S7UG3		DUMMY_LASER	DUMMY_LABEL	Active
CAMERON	Cameron Scott Loveall	Internal Users	i	EXTGROUP		DUMMY_LASER	DUMMY_LABEL	Active
DOCUSER	doc user	Internal Users	Internal	DMUG		DUMMY_LASER	DUMMY_LABEL	Active

Figure 2 – User Created

You can also create user by copying existing user details.

3.1. Creating New User from Existing User Details

1) Select an existing user record from the grid.



* First Name: Automation	* Last Name: User	* User ID: ATMUSER1	* Password:	* Confirm Password:	
□ * Supervisor Password:	E-Mail:	Portal/Dashboard: -NA-	□ Voice User Picking Mode:	Two Factor Auth Req: NOT REQUIRED	User Group: S7UG1
□ Admin User ☑ RF User	□ Login Locked	□ Delete security questions	☑ Change password during next logon		☑ Active

User ID	User Name	User Type	User Type ID	User Group	Picking Mode	Report Printer	Label Printer	Status
ARUNPRAK	ARUN PRAKASH	Internal Users	Internal	MIS	Expert	DUMMY_LASER	DUMMY_LABEL	Active
ATMUSER1	Automation User	Internal Users	Internal	S7UG1		DUMMY_LASER	DUMMY_LABEL	Active
ATMUSER2	Automation User	Internal Users	Internal	S7UG2		DUMMY_LASER	DUMMY_LABEL	Active
ATMUSER3	Automation User	Internal Users	Internal	S7UG3		DUMMY_LASER	DUMMY_LABEL	Active
CAMERON	Cameron Scott Loveall	Internal Users	i	EXTGROUP		DUMMY_LASER	DUMMY_LABEL	Active
DOCUSER	doc user	Internal Users	Internal	DMUG		DUMMY_LASER	DUMMY_LABEL	Active

Figure 3 – User selection to be copied

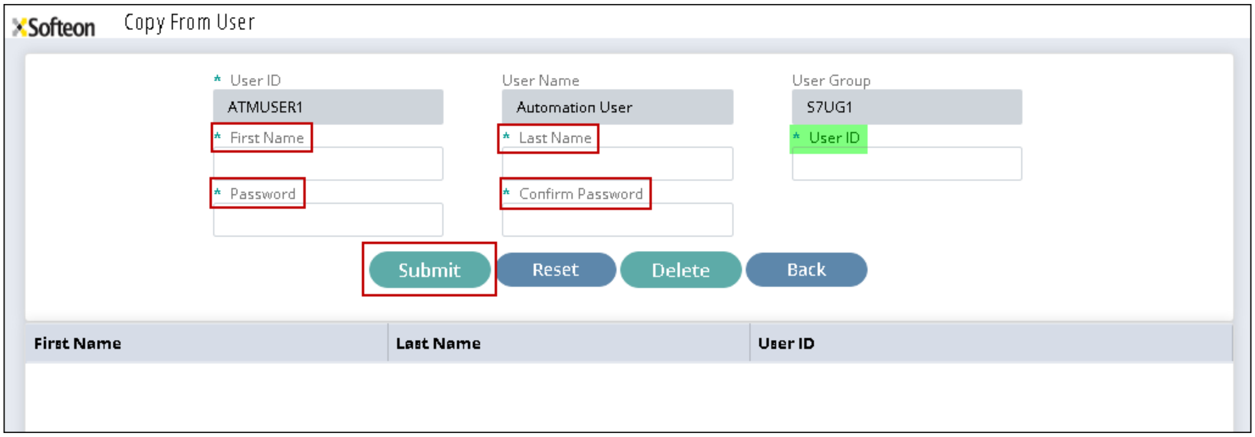
*On clicking **Copy From**, the system displays the Copy From User screen with the selected user details.*

2) Specify the **First Name,** and **Last Name** of the new user.

*On tabbing out, the system automatically generates the **User ID** by combining the first letter of the **First Name** and the **Last Name**. However, you can change the User ID.*

3) Specify the **Password** and retype the password to **Confirm Password**.

4) Specify the **Supervisor Password**, if the selected user is Supervisor user.



* User ID ATMUSER1	User Name Automation User	User Group S7UG1
* First Name	* Last Name	* User ID
* Password	* Confirm Password	

First Name	Last Name	User ID

Figure 4 – Capturing new user details

*On clicking **Submit**, the system creates the user and displays in the grid.*

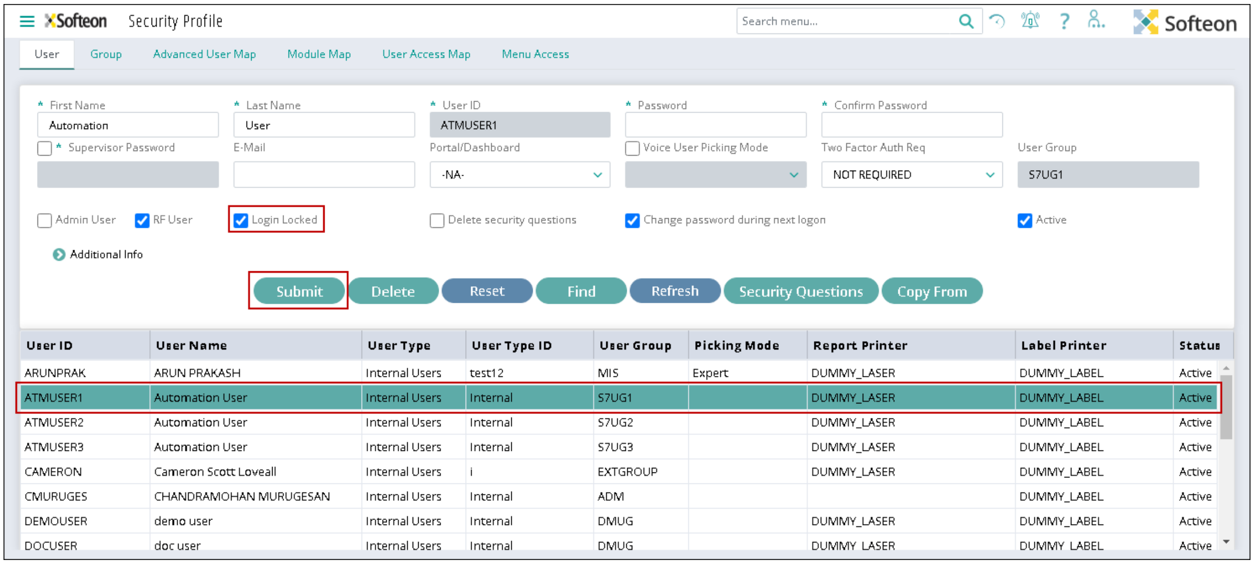
*On clicking **Back**, the system displays the created user details in the grid of **Security Profile*** > **User**(tab) screen.

3.2. Unlocking User Login

When the user attempts to login to the system more than the allowed number of times the user account will be locked. The lock has to be unlocked in order to login to the system.

1) Select the user record from the grid for which the account is locked.

2) Clear the **Login Locked** check box to unlock the login.



* First Name Automation	* Last Name User	* User ID ATMUSER1	* Password	* Confirm Password	
□ * Supervisor Password	E-Mail	Portal/Dashboard -NA-	□ Voice User Picking Mode	Two Factor Auth Req NOT REQUIRED	User Group S7UG1
□ Admin User ☑ RF User	☑ Login Locked	□ Delete security questions	☑ Change password during next logon		☑ Active

User ID	User Name	User Type	User Type ID	User Group	Picking Mode	Report Printer	Label Printer	Status
ARUNPRAK	ARUN PRAKASH	Internal Users	test12	MIS	Expert	DUMMY_LASER	DUMMY_LABEL	Active
ATMUSER1	Automation User	Internal Users	Internal	S7UG1		DUMMY_LASER	DUMMY_LABEL	Active
ATMUSER2	Automation User	Internal Users	Internal	S7UG2		DUMMY_LASER	DUMMY_LABEL	Active
ATMUSER3	Automation User	Internal Users	Internal	S7UG3		DUMMY_LASER	DUMMY_LABEL	Active
CAMERON	Cameron Scott Loveall	Internal Users	i	EXTGROUP		DUMMY_LASER	DUMMY_LABEL	Active
CMURUGES	CHANDRAMOHAN MURUGESAN	Internal Users	Internal	ADM			DUMMY_LABEL	Active
DEMOUSER	demo user	Internal Users	Internal	DMUG		DUMMY_LASER	DUMMY_LABEL	Active
DOCUSER	doc user	Internal Users	Internal	DMUG		DUMMY_LASER	DUMMY_LABEL	Active

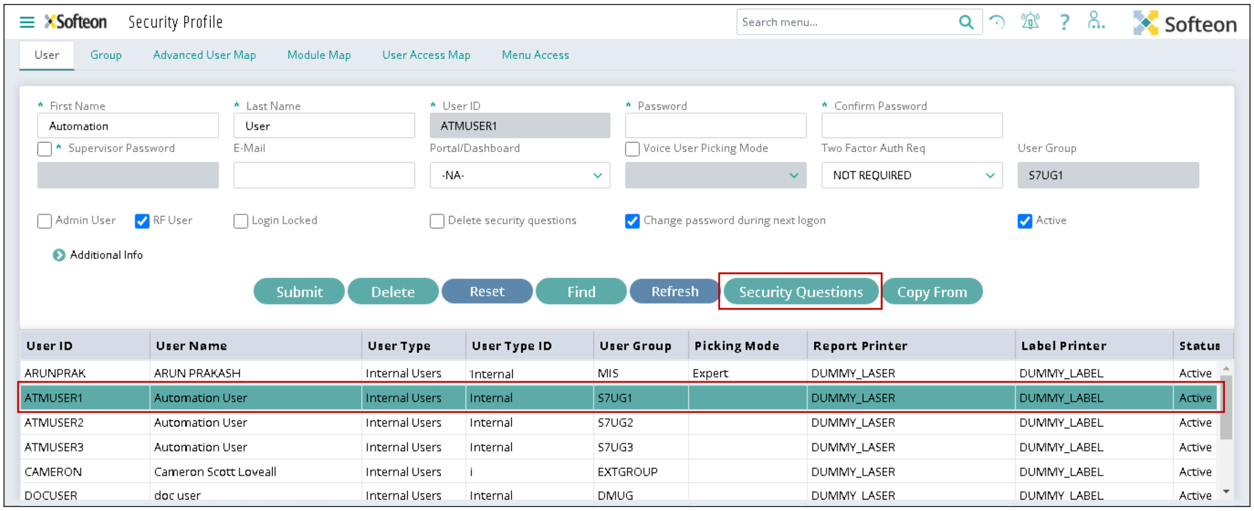
Figure 5 – Unlock login

*On clicking **Submit**, the system unlocks the login for the user.*

3.3. Setting up Security Questions for Password Change

When the user forgets the log on password, the Security Profile Questions and Answers can be used for identifying the authenticity of the user and then allow him/her to set a new log on password.

1) Select the user record from the grid to set the security questions and answers.
2) Select the **Delete security questions** check box to delete the existing security questions and set up new questions.



* First Name: Automation
* Last Name: User
* User ID: ATMUSER1
* Password:
* Confirm Password:
□ * Supervisor Password
E-Mail
Portal/Dashboard: -NA-
□ Voice User Picking Mode
Two Factor Auth Req: NOT REQUIRED
User Group: S7UG1
□ Admin User ☑ RF User □ Login Locked □ Delete security questions ☑ Change password during next logon ☑ Active

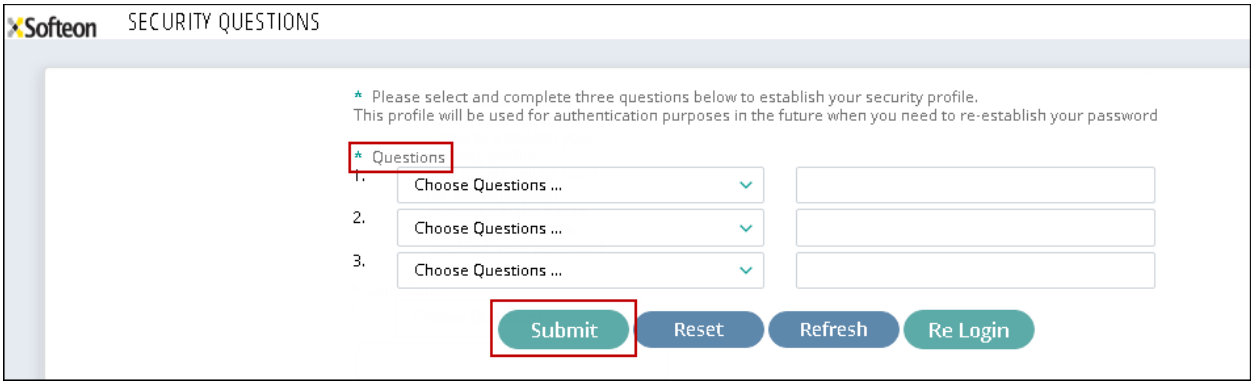
User ID	User Name	User Type	User Type ID	User Group	Picking Mode	Report Printer	Label Printer	Status
ARUNPRAK	ARUN PRAKASH	Internal Users	Internal	MIS	Expert	DUMMY_LASER	DUMMY_LABEL	Active
ATMUSER1	Automation User	Internal Users	Internal	S7UG1		DUMMY_LASER	DUMMY_LABEL	Active
ATMUSER2	Automation User	Internal Users	Internal	S7UG2		DUMMY_LASER	DUMMY_LABEL	Active
ATMUSER3	Automation User	Internal Users	Internal	S7UG3		DUMMY_LASER	DUMMY_LABEL	Active
CAMERON	Cameron Scott Loveall	Internal Users	i	EXTGROUP		DUMMY_LASER	DUMMY_LABEL	Active
DOCUSER	doc user	Internal Users	Internal	DMUG		DUMMY_LASER	DUMMY_LABEL	Active

Figure 6 – User selection to set up security questions

*On clicking **Security Questions**, the system displays the Security Questions screen.*

3) Under **Questions**, select the questions from the lists.

*On clicking **Submit**, the security questions will be set for the selected user.*



* Please select and complete three questions below to establish your security profile.
This profile will be used for authentication purposes in the future when you need to re-establish your password

* Questions
1. Choose Questions ...
2. Choose Questions ...
3. Choose Questions ...

Figure 7 – Security Questions screen

4. Creating User Group

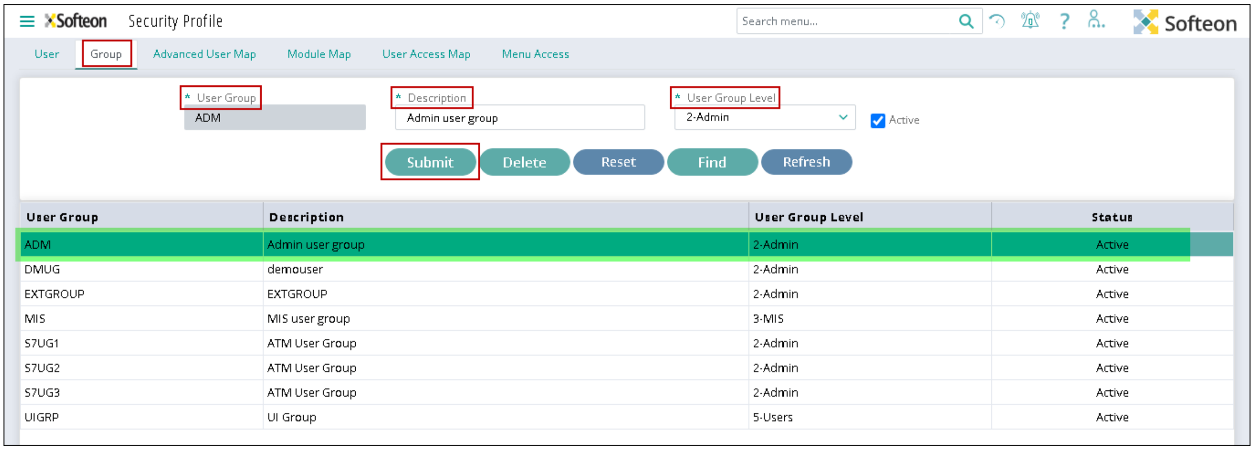
User Group is created to group users and grant access rights to a set of users.

Menu Access: ***Administrator* > *Security* > *Security Profile* > *Group*** *(tab)*

Mandatory Values

1) Specify the **User Group** ID and its **Description**.
2) Select the **User Group Level** to indicate the level of this user group.

*On clicking **Submit**, the system creates the User Group and displays in th grid.*



* User Group: ADM

* Description: Admin user group

* User Group Level: 2-Admin

☑ Active

User Group	Description	User Group Level	Status
ADM	Admin user group	2-Admin	Active
DMUG	demouser	2-Admin	Active
EXTGROUP	EXTGROUP	2-Admin	Active
MIS	MIS user group	3-MIS	Active
S7UG1	ATM User Group	2-Admin	Active
S7UG2	ATM User Group	2-Admin	Active
S7UG3	ATM User Group	2-Admin	Active
UIGRP	UI Group	5-Users	Active

Figure 8 – User Group Creation screen

5. Mapping User with User Group

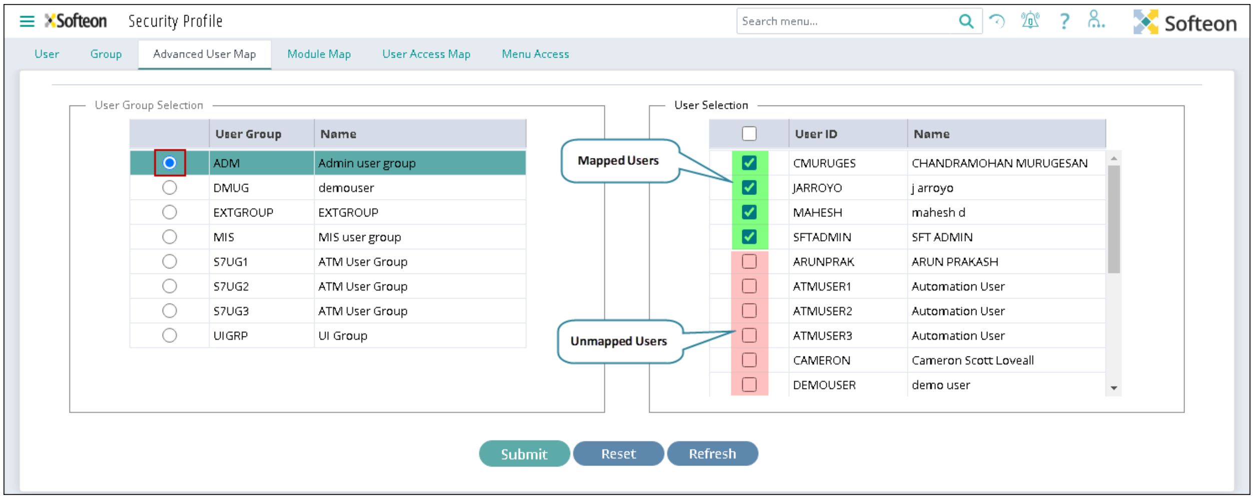
Users are grouped with a user group to grant access rights based on the user group level.

Menu Access: ***Administrator > Security > Security Profile > Advanced User Map*** *(tab)*

Mandatory Values

1) Under **User Group Selection**, click the user group to which the user has to be mapped.

   *On clicking the user group, the system displays the mapped and unmapped users under **User Selection** section.*

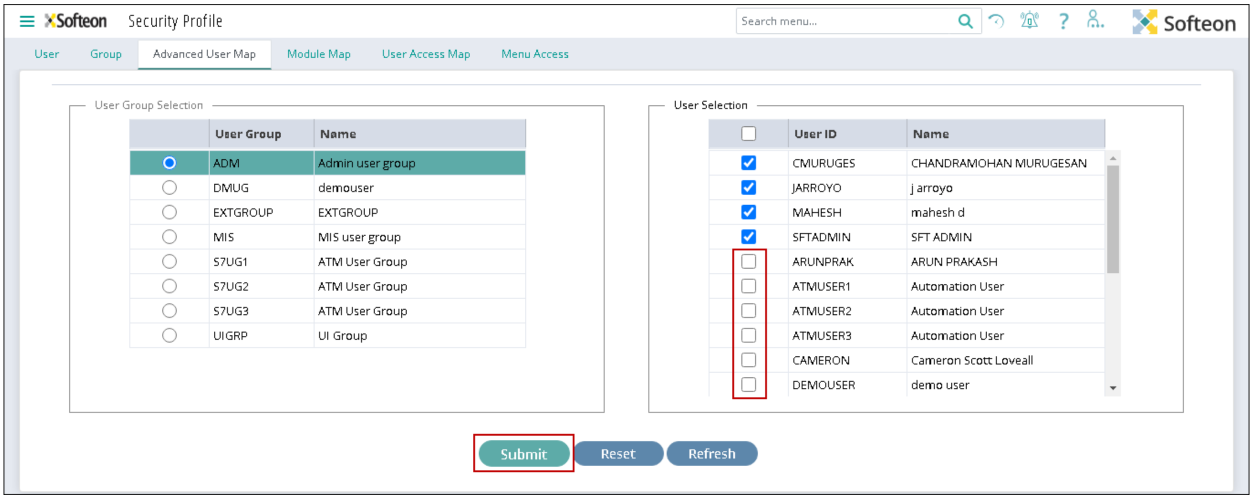


	User Group	Name
●	ADM	Admin user group
○	DMUG	demouser
○	EXTGROUP	EXTGROUP
○	MIS	MIS user group
○	S7UG1	ATM User Group
○	S7UG2	ATM User Group
○	S7UG3	ATM User Group
○	UIGRP	UI Group

□	User ID	Name
☑	CMURUGES	CHANDRAMOHAN MURUGESAN
☑	JARROYO	j arroyo
☑	MAHESH	mahesh d
☑	SFTADMIN	SFT ADMIN
□	ARUNPRAK	ARUN PRAKASH
□	ATMUSER1	Automation User
□	ATMUSER2	Automation User
□	ATMUSER3	Automation User
□	CAMERON	Cameron Scott Loveall
□	DEMOUSER	demo user

Figure 9 – User Group selection

2) Under **User Selection**, select the users to map with the user group.



	User Group	Name
●	ADM	Admin user group
○	DMUG	demouser
○	EXTGROUP	EXTGROUP
○	MIS	MIS user group
○	S7UG1	ATM User Group
○	S7UG2	ATM User Group
○	S7UG3	ATM User Group
○	UIGRP	UI Group

□	User ID	Name
☑	CMURUGES	CHANDRAMOHAN MURUGESAN
☑	JARROYO	j arroyo
☑	MAHESH	mahesh d
☑	SFTADMIN	SFT ADMIN
□	ARUNPRAK	ARUN PRAKASH
□	ATMUSER1	Automation User
□	ATMUSER2	Automation User
□	ATMUSER3	Automation User
□	CAMERON	Cameron Scott Loveall
□	DEMOUSER	demo user

Figure 10 – User Selection to map with User Group

*On clicking **Submit,** the system maps the users with the selected user group.*

3) Repeat the steps given above to map the same user with other user groups.

6. Mapping Module with User Group/User

Users are restricted to accessing only the specific modules that are assigned to them to perform the warehouse operations.

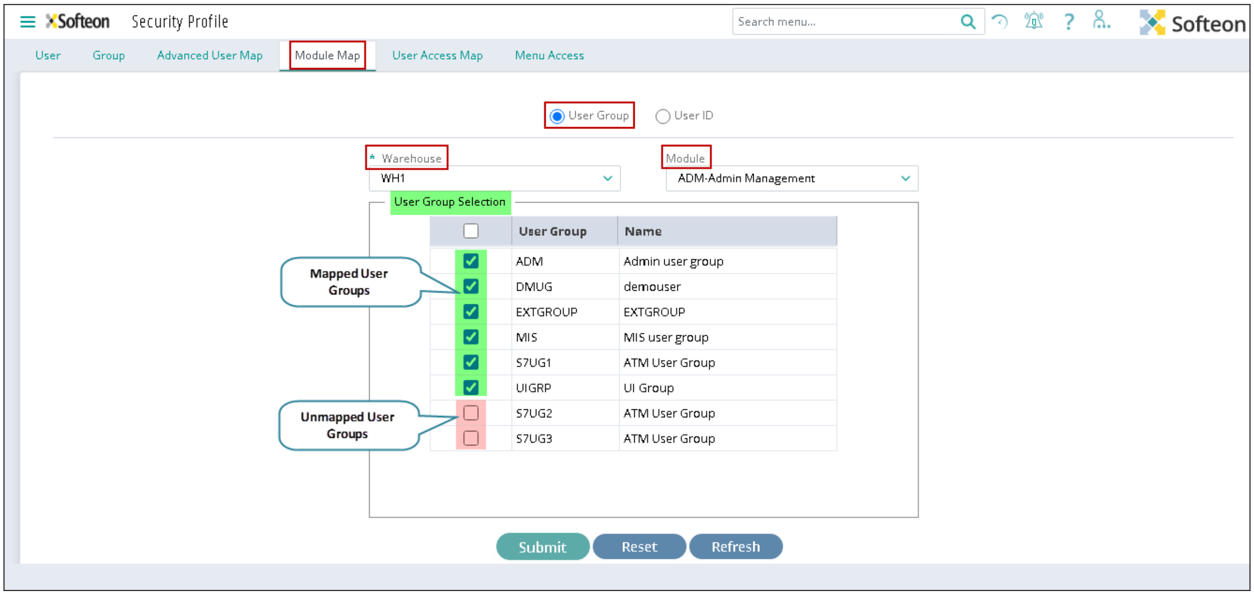
Menu Access: ***Administrator > Security > Security Profile > Module Map*** *(tab)*

6.1. Mapping User Group with Module

Mandatory Values

1) Click **User Group** and select the **Warehouse** and **Module**, which have to be mapped.

   On selecting, the system displays the User Groups that are mapped and unmapped with the selected module in the grid.



● User Group ○ User ID

* Warehouse: WH1

Module: ADM-Admin Management

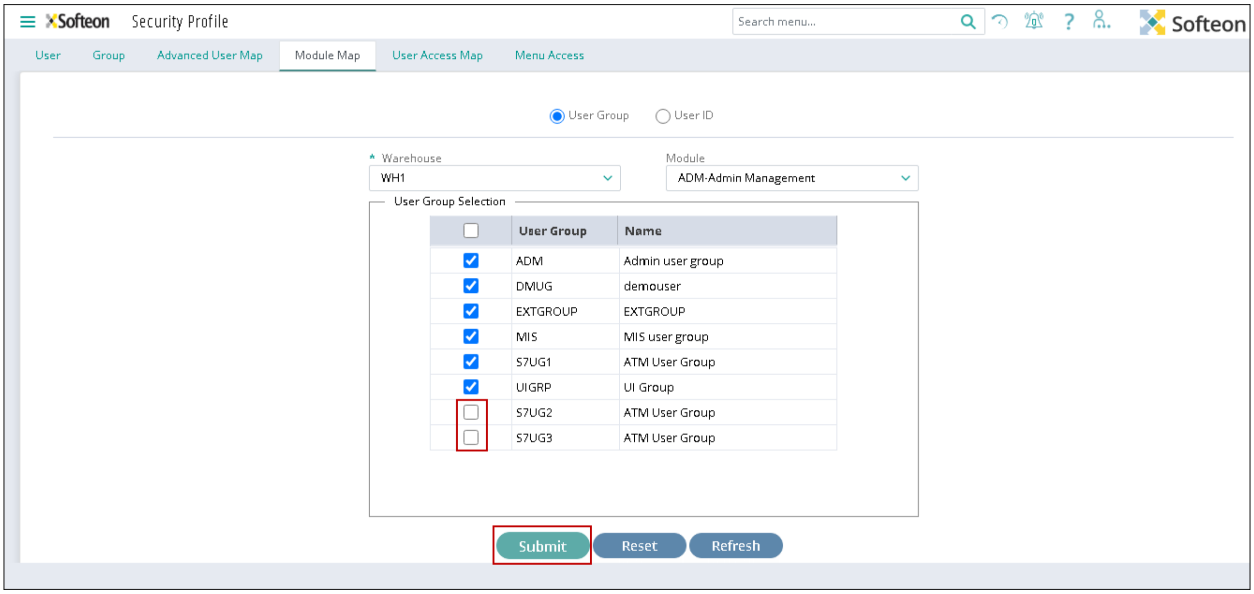
User Group Selection

☐	User Group	Name
☑	ADM	Admin user group
☑	DMUG	demouser
☑	EXTGROUP	EXTGROUP
☑	MIS	MIS user group
☑	S7UG1	ATM User Group
☑	UIGRP	UI Group
☐	S7UG2	ATM User Group
☐	S7UG3	ATM User Group

Figure 11 – Module Map screen

2) Under **User Group Selection** section, select the **User Group** which has to be mapped with the module.

*On clicking **Submit**, the system maps the user group with the selected module.*



● User Group ○ User ID

* Warehouse: WH1

Module: ADM-Admin Management

User Group Selection

□	User Group	Name
☑	ADM	Admin user group
☑	DMUG	demouser
☑	EXTGROUP	EXTGROUP
☑	MIS	MIS user group
☑	S7UG1	ATM User Group
☑	UIGRP	UI Group
□	S7UG2	ATM User Group
□	S7UG3	ATM User Group

Figure 12 – User Group Selection

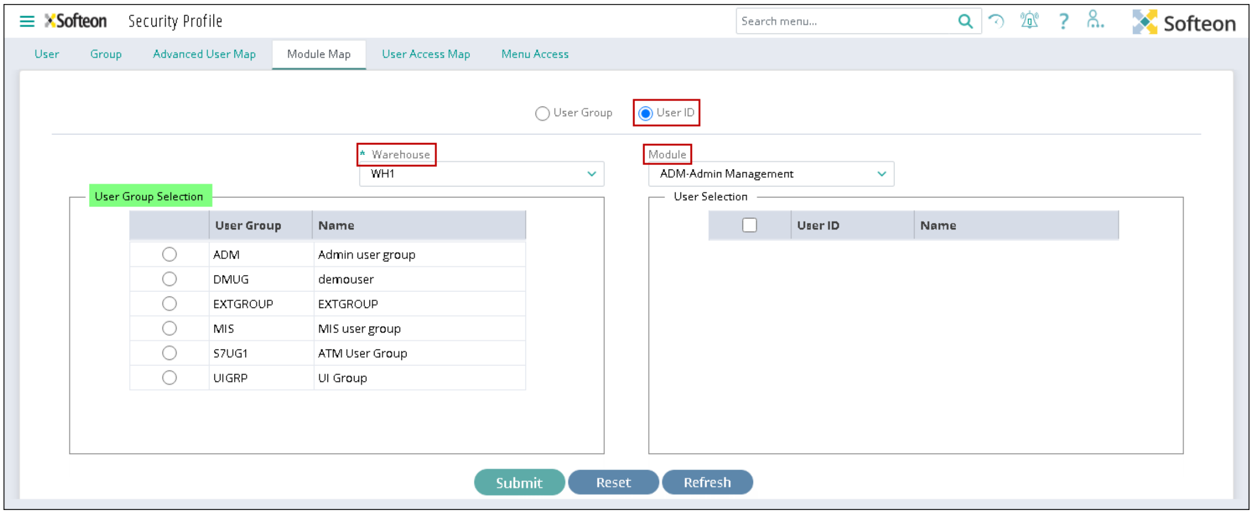
On mapping the user group, the users belonging to the user group will be automatically mapped with the respective module. (Refer to the following section to map a specific user to the module, if required.)

6.2. Mapping User with Module

Mandatory Values

1) Click **User ID** and select the **Warehouse** and **Module**, which have to be mapped.

   *On selecting, the system displays the User Groups that are mapped with the selected module under **User Group Selection** section.*



○ User Group ● User ID

* Warehouse: WH1

Module: ADM-Admin Management

User Group Selection

	User Group	Name
○	ADM	Admin user group
○	DMUG	demouser
○	EXTGROUP	EXTGROUP
○	MIS	MIS user group
○	S7UG1	ATM User Group
○	UIGRP	UI Group

User Selection

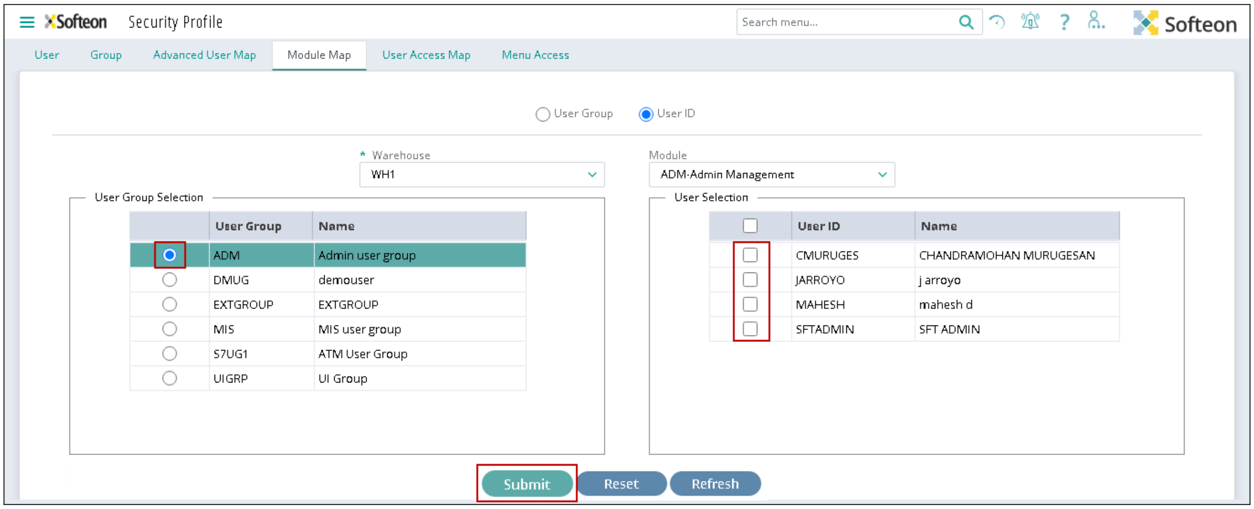
□	User ID	Name

Figure 13 – Module Map screen with the mapped User Groups

2) Under **User Group Selection**, click the **User Group** to which the user belongs.

   *On clicking, the system displays the users who are mapped with the selected User Group under **User Selection** section.*

3) Under **User Selection**, select the Users to map with the module.



○ User Group ● User ID

* Warehouse: WH1

Module: ADM-Admin Management

User Group Selection

	User Group	Name
●	ADM	Admin user group
○	DMUG	demouser
○	EXTGROUP	EXTGROUP
○	MIS	MIS user group
○	S7UG1	ATM User Group
○	UIGRP	UI Group

User Selection

□	User ID	Name
□	CMURUGES	CHANDRAMOHAN MURUGESAN
□	JARROYO	j arroyo
□	MAHESH	mahesh d
□	SFTADMIN	SFT ADMIN

Figure 14 – User Selection for module mapping

*On clicking **Submit,** the system maps the users with the selected module.*

7. Mapping User with Building/Business Unit

Users are restricted to access only specific warehouse/building data through the number of modules currently assigned to them to protect data pertaining to one building or warehouse. Based on the authorization, the users will be allowed to perform the operations.

Menu Access: ***Administrator > Security > Security Profile > User Access Map*** *(tab)*

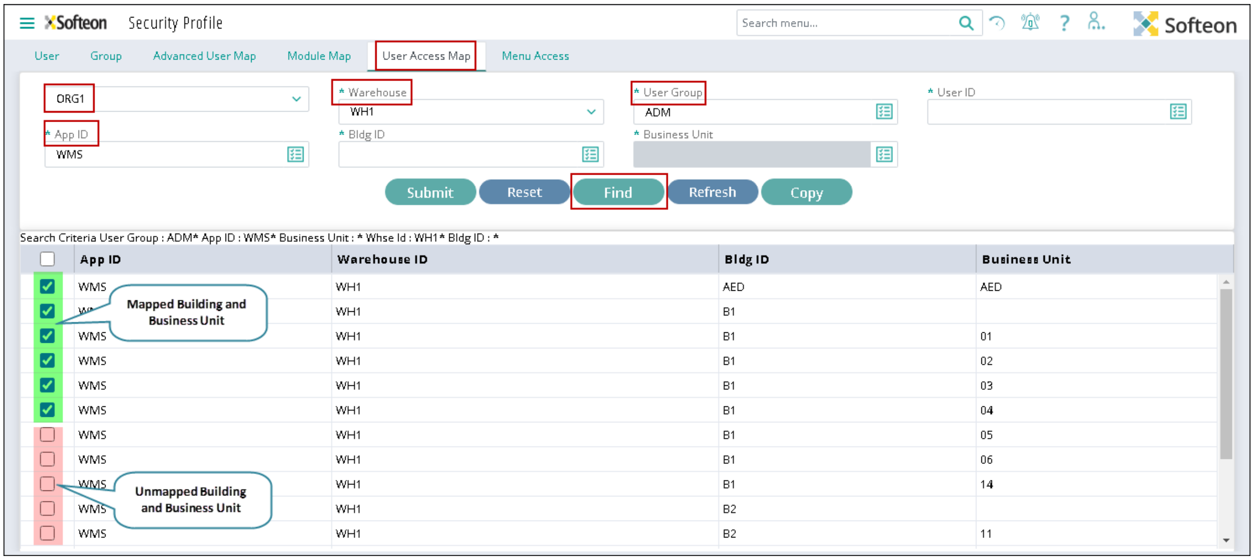
7.1. Mapping User Group with Building and Business Unit

Mandatory Values

1) Select the Organization to which the user group belongs.
2) Select the **Warehouse** to which the building belongs.
3) Select the **User Group**, which has to be mapped.
4) Select the **App ID**, which is mapped with the User Group.

> *The system displays only the modules that are mapped with the selected* ***User Group*** *in the* ***Application ID Selection*** *pop-up screen.*

On clicking ***Find****, the system displays the mapped and unmapped Buildings and Business Units in the grid.*



ORG1	* Warehouse: WH1	* User Group: ADM	* User ID:
* App ID: WMS	* Bldg ID:	* Business Unit:	

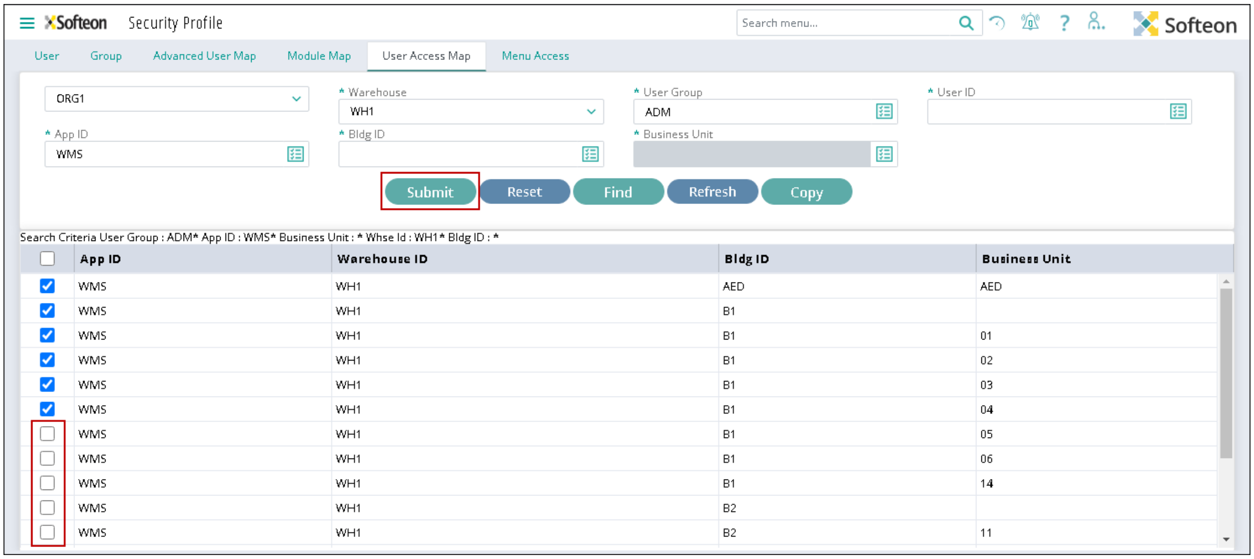
Search Criteria User Group : ADM* App ID : WMS* Business Unit : * Whse Id : WH1* Bldg ID : *

□	App ID	Warehouse ID	Bldg ID	Business Unit
☑	WMS	WH1	AED	AED
☑	W	WH1	B1	
☑	WMS	WH1	B1	01
☑	WMS	WH1	B1	02
☑	WMS	WH1	B1	03
☑	WMS	WH1	B1	04
□	WMS	WH1	B1	05
□	WMS	WH1	B1	06
□	WMS	WH1	B1	14
□	WMS	WH1	B2	
□	WMS	WH1	B2	11

Figure 15 – User Access Map screen

5) Select the Business Unit from the grid, which has to be mapped with the User Group.

*On clicking **Submit,** the system maps the selected Building and Business Units with the user group and displays the message as "**Record saved successfully**".*



ORG1

* Warehouse: WH1

* User Group: ADM

* User ID:

* App ID: WMS

* Bldg ID:

* Business Unit:

Search Criteria User Group : ADM* App ID : WMS* Business Unit : * Whse Id : WH1* Bldg ID : *

☐	App ID	Warehouse ID	Bldg ID	Business Unit
☑	WMS	WH1	AED	AED
☑	WMS	WH1	B1	
☑	WMS	WH1	B1	01
☑	WMS	WH1	B1	02
☑	WMS	WH1	B1	03
☑	WMS	WH1	B1	04
☐	WMS	WH1	B1	05
☐	WMS	WH1	B1	06
☐	WMS	WH1	B1	14
☐	WMS	WH1	B2	
☐	WMS	WH1	B2	11

Figure 16 – Business Unit selection to map with the User Group

> *On mapping the user group, the users belonging to the respective user group will be automatically mapped with the Building and Business Unit. Refer the following section to map a specific user to the required Building and Business Unit, if required.*

7.2. Mapping User with Building and Business Unit

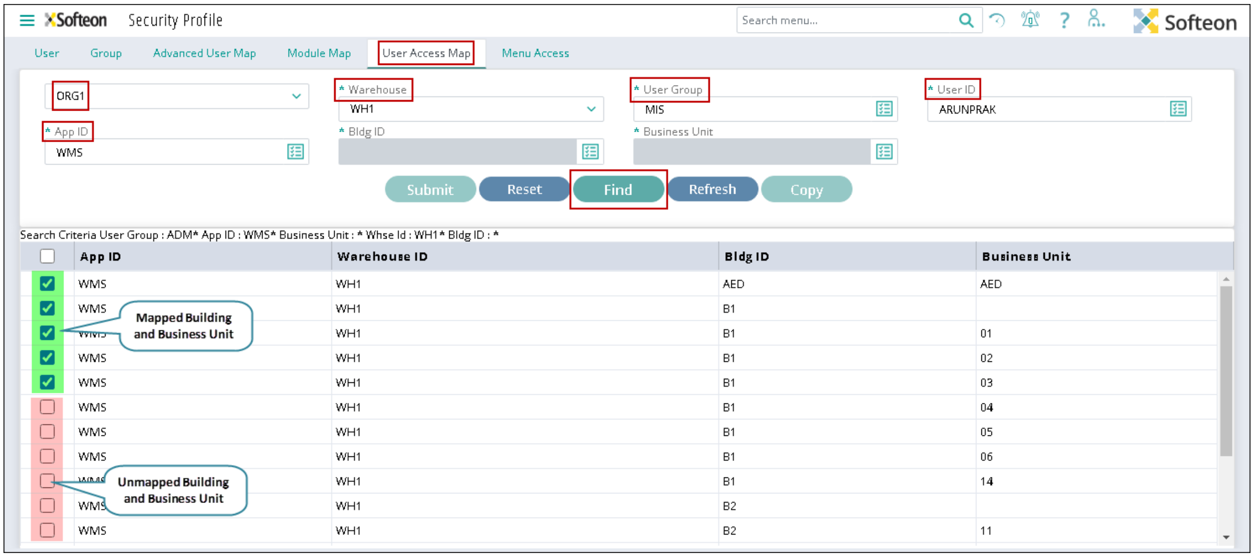
You can map a user with the Building and Business Unit, only those are mapped with a user group to which the user belongs.

Mandatory Values

1) Select the **Organization** to which the user group belongs.
2) Select the **Warehouse** to which the building belongs.
3) Select the **User Group** to which the user belongs.
4) Select the **User** to whom the Building and Business Unit have to be mapped.
5) Select the **App ID**, which is mapped with the User.

> *The system displays only the modules that are mapped with the selected **User** in the **Application ID Selection** pop-up screen.*

*On clicking **Find**, the system displays the Building and Business Units that are mapped with the selected **User Group** in the grid.*



ORG1

* Warehouse: WH1

* User Group: MIS

* User ID: ARUNPRAK

* App ID: WMS

* Bldg ID:

* Business Unit:

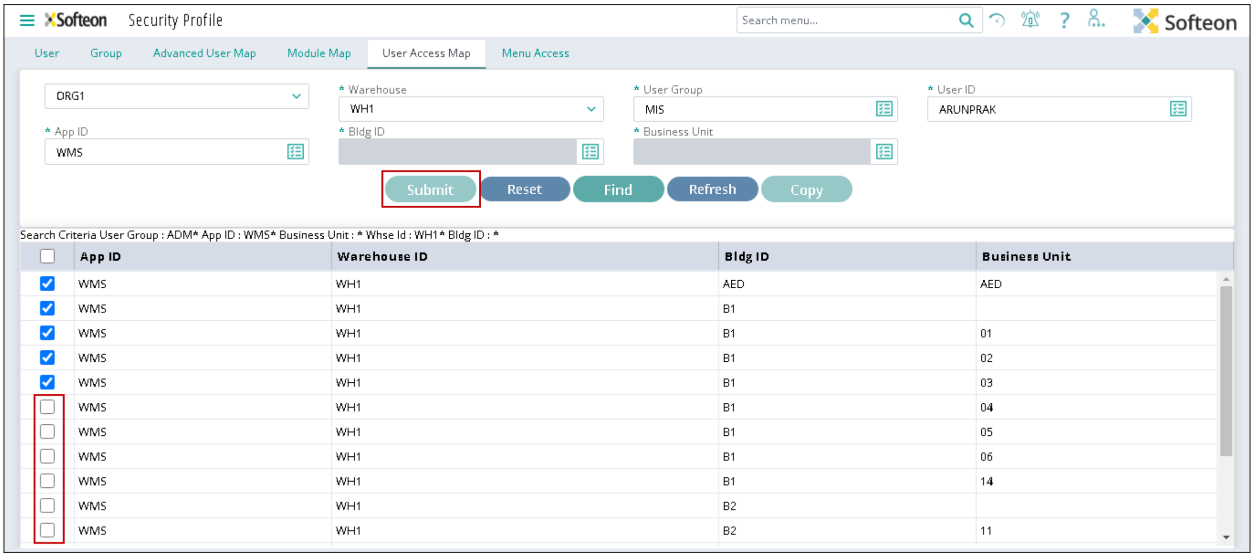
Search Criteria User Group : ADM* App ID : WMS* Business Unit : * Whse Id : WH1* Bldg ID : *

□	App ID	Warehouse ID	Bldg ID	Business Unit
☑	WMS	WH1	AED	AED
☑	WMS	WH1	B1	
☑	WMS	WH1	B1	01
☑	WMS	WH1	B1	02
☑	WMS	WH1	B1	03
□	WMS	WH1	B1	04
□	WMS	WH1	B1	05
□	WMS	WH1	B1	06
□	WMS	WH1	B1	14
□	WMS	WH1	B2	
□	WMS	WH1	B2	11

Figure 17 – User Access Map screen

6) Select the Business Unit from the grid, which has to be mapped with the User.

*On clicking **Submit,** the system maps the selected Building and Business Units with the user and displays the message as "**Record saved successfully**".*



ORG1

* Warehouse: WH1

* User Group: MIS

* User ID: ARUNPRAK

* App ID: WMS

* Bldg ID:

* Business Unit:

Search Criteria User Group : ADM* App ID : WMS* Business Unit : * Whse Id : WH1* Bldg ID : *

□	App ID	Warehouse ID	Bldg ID	Business Unit
☑	WMS	WH1	AED	AED
☑	WMS	WH1	B1	
☑	WMS	WH1	B1	01
☑	WMS	WH1	B1	02
☑	WMS	WH1	B1	03
□	WMS	WH1	B1	04
□	WMS	WH1	B1	05
□	WMS	WH1	B1	06
□	WMS	WH1	B1	14
□	WMS	WH1	B2	
□	WMS	WH1	B2	11

Figure 18 – Business Unit selection to map with the User Group

8. Granting/Revoking Menu Access Rights

The user can view, update, or delete the data displayed in the screens based on the access rights granted at the user group level.

Menu Access: ***Administrator > Security > Security Profile > Menu Access*** *(tab)*

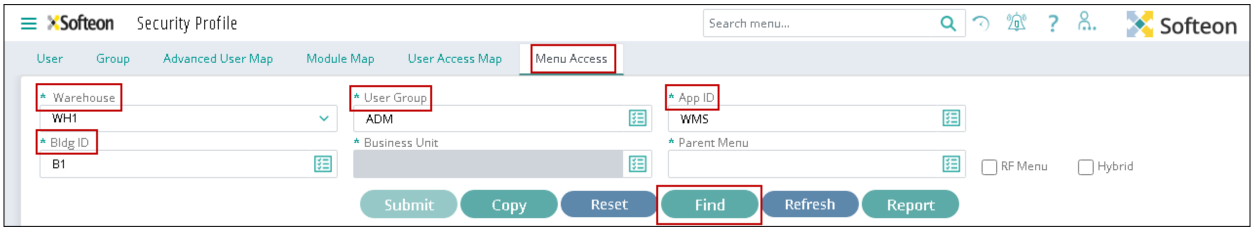
Mandatory Values

1) Select the **Warehouse** to which the user group belongs.
2) Select the **User Group** to grant or revoke the access rights.
3) Select the **App ID**, which is mapped with the user group to view its menus.
4) Select the **Bldg ID**, if the App ID is selected as '*WMS*'.

Optional Values

5) Select the **Parent Menu** to view only the menus that belong to the selected parent menu.
6) Select the **RF Menu** and **Hybrid** check boxes to view only the RF and Hybrid menus.

> *The RF Menu and Hybrid check boxes are enabled only when the App ID is selected as 'WMS'.*



* Warehouse: WH1

* Bldg ID: B1

* User Group: ADM

* Business Unit:

* App ID: WMS

* Parent Menu:

□ RF Menu □ Hybrid

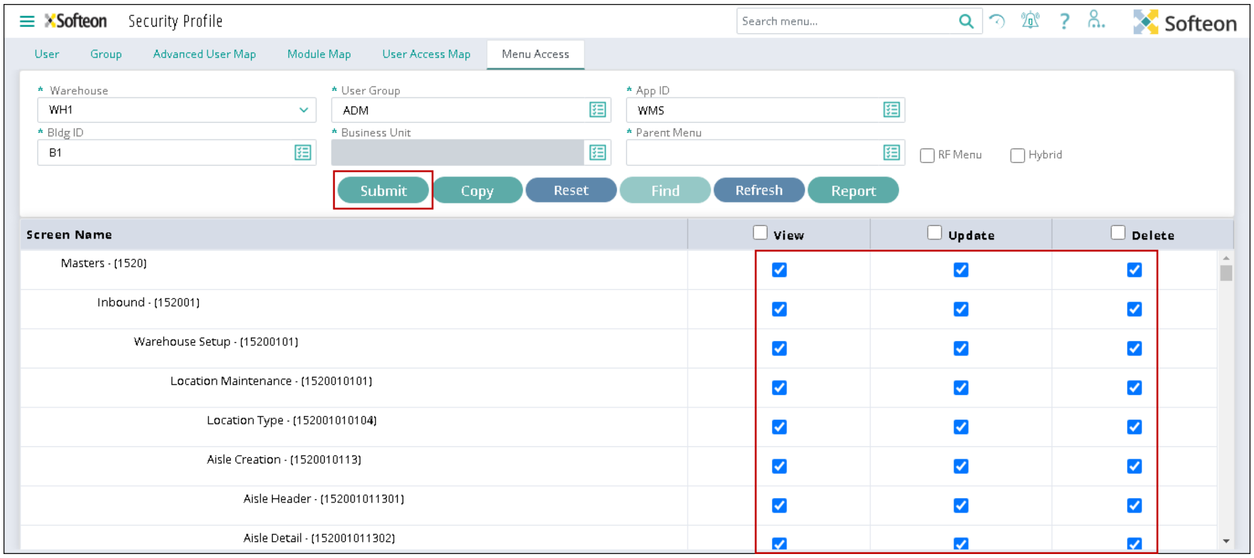
Figure 19 – Menu Access screen

*On clicking **Find**, the system displays the menus of the selected App ID in the grid with the existing access rights of the selected User Group.*

7) Select or clear the selection under **View**, **Update**, and **Delete** columns against every menu to grant or revoke the access rights for the selected user group.

> ***Following list gives you the definition of the View/Update/Delete check box. Select the check boxes based on the need:***
>
> - *View - You can only view the records.*
> - *Update - You can view and update the records.*
> - *Delete - You can view, update, and delete the records.*

*On clicking **Submit,** the access rights are granted or revoked for the user group.*



* Warehouse: WH1
* User Group: ADM
* App ID: WMS
* Bldg ID: B1
* Business Unit:
* Parent Menu:
□ RF Menu □ Hybrid

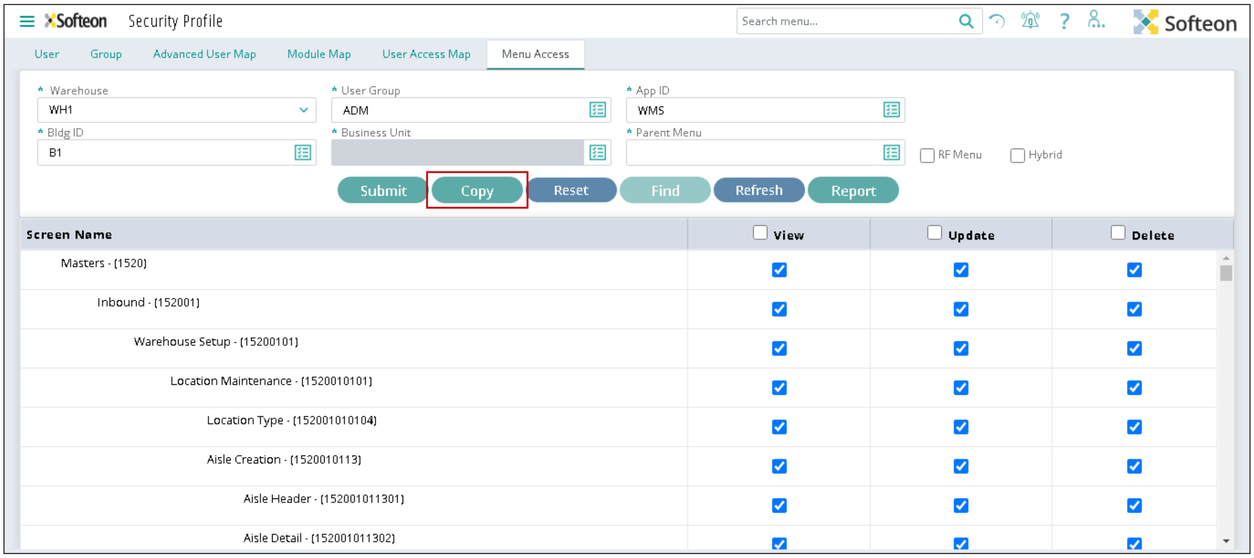
Screen Name	□ View	□ Update	□ Delete
Masters - [1520]	☑	☑	☑
Inbound - [152001]	☑	☑	☑
Warehouse Setup - [15200101]	☑	☑	☑
Location Maintenance - [1520010101]	☑	☑	☑
Location Type - [152001010104]	☑	☑	☑
Aisle Creation - [1520010113]	☑	☑	☑
Aisle Header - [152001011301]	☑	☑	☑
Aisle Detail - [152001011302]	☑	☑	☑

Figure 20 – Grant / Revoke Access Rights for User Group

8.1. Copying Menu Access Rights of One User Group to another

The source and destination user groups must have the same Building and Business Unit mapping details to copy the menu access details.

1) After viewing the menu access rights of the user group, click **Copy**.



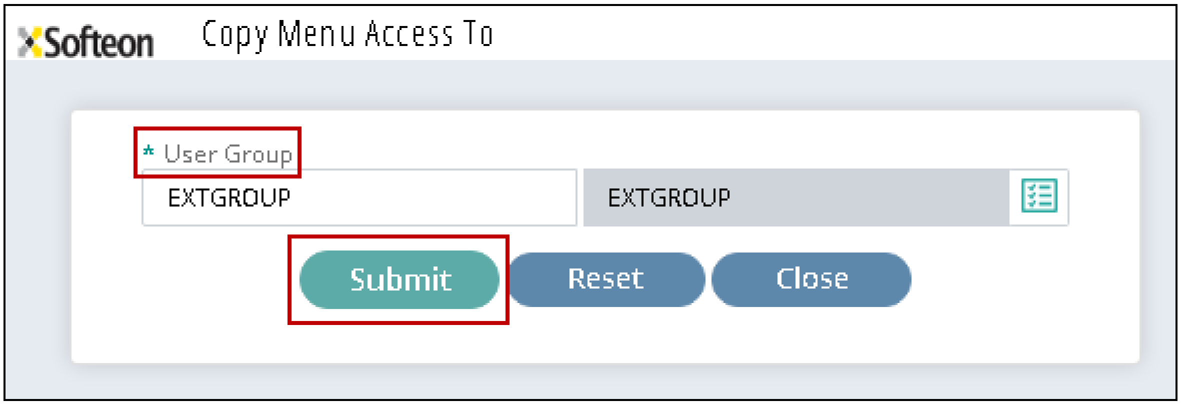
* Warehouse: WH1
* User Group: ADM
* App ID: WMS
* Bldg ID: B1
* Business Unit:
* Parent Menu:
□ RF Menu □ Hybrid

Screen Name	□ View	□ Update	□ Delete
Masters - [1520]	☑	☑	☑
Inbound - [152001]	☑	☑	☑
Warehouse Setup - [15200101]	☑	☑	☑
Location Maintenance - [1520010101]	☑	☑	☑
Location Type - [152001010104]	☑	☑	☑
Aisle Creation - [1520010113]	☑	☑	☑
Aisle Header - [152001011301]	☑	☑	☑
Aisle Detail - [152001011302]	☑	☑	☑

Figure 21 – Copying menu access rights

*On clicking **Copy**, the system displays the Copy Menu Access To pop-up screen.*

2) Select the **User Group** to which the access rights have to be copied.



* User Group: EXTGROUP | EXTGROUP

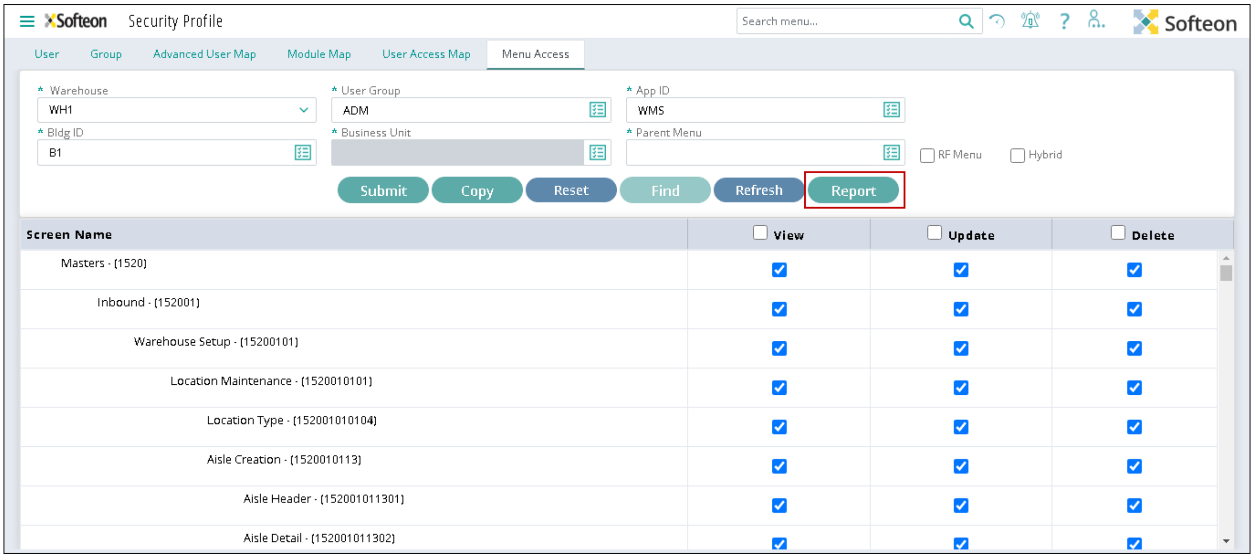
Figure 22 – Copy Menu Access To pop-up screen

*On clicking **Submit**, the system copies the menu access to the selected user group.*

You can also copy the menu access details using the User Access Map tab

8.2. Exporting Menu Access Details to Excel Report

1) After viewing the menu access details, click **Report**.



* Warehouse: WH1
* User Group: ADM
* App ID: WMS
* Bldg ID: B1
* Business Unit:
* Parent Menu:
□ RF Menu □ Hybrid

Screen Name	□ View	□ Update	□ Delete
Masters - (1520)	☑	☑	☑
Inbound - (152001)	☑	☑	☑
Warehouse Setup - (15200101)	☑	☑	☑
Location Maintenance - (1520010101)	☑	☑	☑
Location Type - (152001010104)	☑	☑	☑
Aisle Creation - (1520010113)	☑	☑	☑
Aisle Header - (152001011301)	☑	☑	☑
Aisle Detail - (152001011302)	☑	☑	☑

Figure 23 – Exporting menu access details to excel

*On clicking **Report**, the system exports and downloads excel with the menu access details. Navigate to the location where the file is downloaded to view the menu access details.*

9. What's Next?

- Login to the application to have access to the features.