rockend

User Security Level Definitions in Rest Professional

Overview

All Users are given a security level in Rest. This is setup through Files > Users selecting the user by clicking on Search-F7. The Security level settings for system and sales (if applicable) can be found on the User Profile tab.

Each security level may perform certain functions and all the functions below that level.

We would recommend that you select the security level for each user carefully. The highest security level should only be given to a Principal / Owner / Licensee / Manager as this allows access to company details and management reporting and allows access to all other user passwords and their security levels.

Security Level and Descriptions

Look only/Diary	Enquire on owner, properties, tenants etc. and access the diary.
Look and Print / Diary	Enquire on owner, properties, tenants etc., print reports and access the diary.
Receipts/Invoices/Banking/ Repairs/Wizards	Process receipts, enter tenant invoices and property repairs, run the banking and run tenant wizards. Modify action and conversation diary items.
Tenant Update & above	Add and modify tenants and all functions listed above
Receipt Cancellation & above	Cancel receipts and all functions listed above
Disbursements/Cancellations & above	Post disbursements and all cancellations and all functions listed above
All Files Maintenance & above	Add new owners, properties, tenants etc. Modify property information. Modify non-sensitive owner and tenant information and all functions listed above
Maintain sensitive data & above	Delete owner, properties, tenants and action & conversation diary items. Modify owner payment details, tenant paid to dates, tenant credits and all functions listed above
Journals/EOM Wizard/Files Update & above	Post journals access the end of month wizard and file update and all functions listed above
Statistics/Company Details /Passwords & above	Full Access. Run the statistics report, access company details and access password and all functions listed above

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