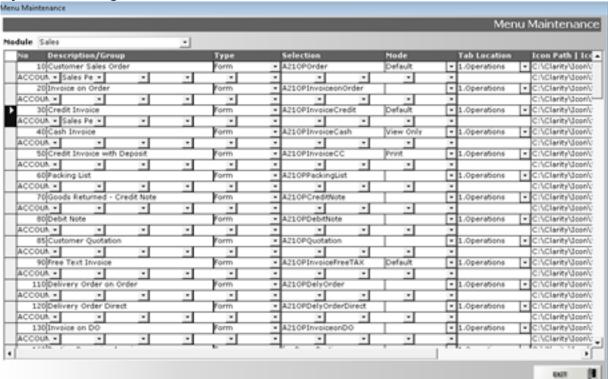# A2000ERP ~ GENERAL

How to have difference user access the same function but with difference mode

How to have difference user access the same function but with difference mode.

For example: Administrative user have full access right where customer service can only view the data. Use Sales and Credit Invoice as an example
1 Create a user group – example view
2.Create a user – example view
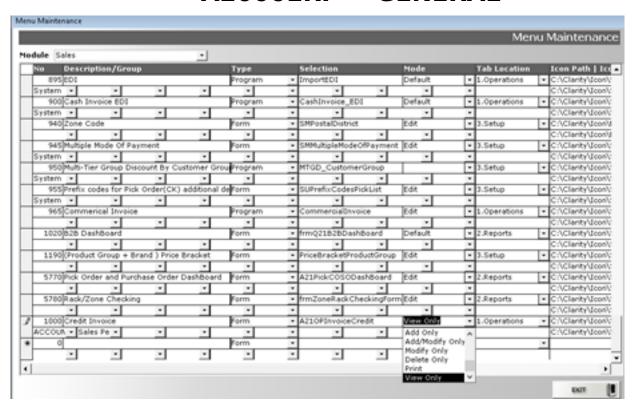
System Manager – Menu Maintenance – Sales

Highlight the option (left most column) of the row you want to duplicate and press - ctrl C to copy.

Move all way down to bottom until you see left column with * sign. Click on the * sign and a right triangle appear, press Ctrl-V to paste.

Change the number to any number greater than 999, recommend to start from 2000. Under Mode column, click on the dropdown and select mode you want, this example, I select view only.

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Lastly, ensure you enter the user group information under Description/Group.