Access Levels and Passwords

User Access Security and Passwords control entry to Gold modules and menu options. Settings in Terminal Manager can also be used to restrict the access to specific options at a terminal.

1. Access Levels

Access levels 1 to 24 are user definable, and are set up in System Management, Security, User Security Codes. To ensure that Ibcos support staff have full access to your system, **please do not modify access level 1**. If you feel it is necessary to alter the use of level 1 having TOTAL access, please discuss this first with the Gold Support Team.

An additional range of **special Access levels, numbered 25 to 40** inclusive, have pre-defined and program coded uses as below

25	Allows Parts deletion on workshop jobs and job deletion (empty jobs with zero value can be deleted without level 25).
26	Allows parts entry, parts ordering on workshop jobs but no price increases.
27	Allows parts entry, price changes on workshop jobs but no parts ordering.
28	As level 26 plus adding labour but no value change.
29	Allows entry of parts and labour, job deletion and invoicing for workshop jobs (excludes parts deletion).
30	All of the above except parts deletion from workshop jobs. Also includes auto-generate credit option from the invoice recall. Allows jobs at other depots to be viewed even with "Allow Workshop/Depot Transfers" turned off. Controls the setting and amendment of workshop budgets (v7).
31	Allows creation of parts within POS/WSJ routines etc. Also allows display of customer balances within the telephone directory.
32	Allows access to Nominal details, setting of dispute codes and activates the Profit tab in the customer enquiry. Allows the setting of Dispute Codes and also Reversal of Cash Allocations.
34	Allows purchase approval for Overhead costs. Allows invoicing of Miscellaneous Purchase orders if the cost exceeds the specified verification percentage.
35	Manufacturer's Warranty. Agree Claim Value. Also used as a customer special (ID 10687).
36	Allows user to retrieve John Deere open PIPs (product improvement plan) in workshop. If a workshop job is created for a John Deere machine a webcall is made to John Deere to display any open PIPs for that machine.
37	Used as a customer special (ID 10687)
40	Allows POS invoice from Manifest system to be batch printed when goods collected.

2. Passwords

Each user **should** be allocated an individual password in the Personnel Security File, to which Access levels and a range of other security features can be assigned. Any changes to existing passwords do not become activated until the User has signed in again, and their password re-entered.

The Personnel Security file can also be used to control other features such as creating customer accounts, access to certain nominal accounts and the ability to view part and labour costs.