


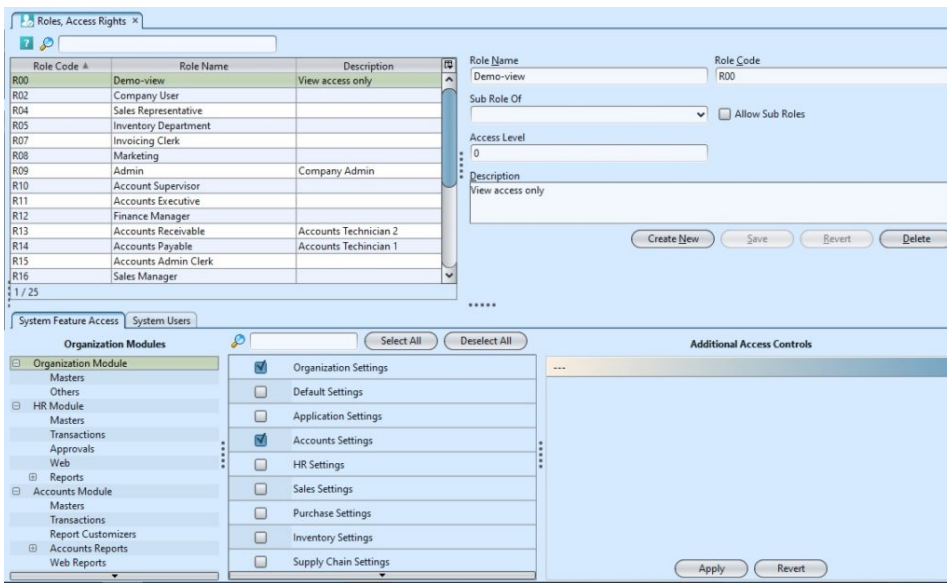


# Roles, Access Rights

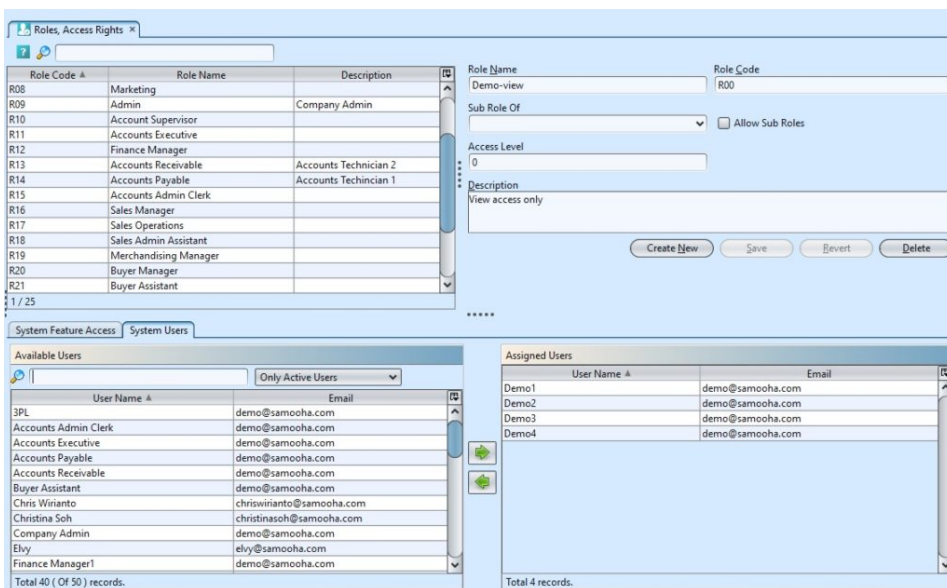
This view allows user to define access rights for different users. Below actions are available under **“Roles, Access Rights”**:

-  Create the role, modify, search and delete
-  Assign & un-assign user to/from the role.
-  Apply system features access level for the role.



The screenshot shows the 'Roles, Access Rights' application window. The main table lists roles with columns for Role Code, Role Name, and Description. The role 'Demo-view' (R00) is selected. To the right, a form displays details for the selected role, including Role Name, Role Code, Sub Role Of, Access Level, and Description. Below the table, there are buttons for 'Create New', 'Save', 'Revert', and 'Delete'. At the bottom, there are sections for 'System Feature Access' and 'System Users'.

| Role Code | Role Name            | Description           |
|-----------|----------------------|-----------------------|
| R00       | Demo-view            | View access only      |
| R02       | Company User         |                       |
| R04       | Sales Representative |                       |
| R05       | Inventory Department |                       |
| R07       | Invoicing Clerk      |                       |
| R08       | Marketing            |                       |
| R09       | Admin                | Company Admin         |
| R10       | Account Supervisor   |                       |
| R11       | Accounts Executive   |                       |
| R12       | Finance Manager      |                       |
| R13       | Accounts Receivable  | Accounts Technician 2 |
| R14       | Accounts Payable     | Accounts Technician 1 |
| R15       | Accounts Admin Clerk |                       |
| R16       | Sales Manager        |                       |



The screenshot shows the 'Roles, Access Rights' application window with the 'Assigned Users' section active. The main table lists roles, and the role 'Marketing' (R08) is selected. The 'Assigned Users' section shows a list of users with columns for User Name and Email. There are green plus icons next to the user list, indicating the assignment process.

| Role Code | Role Name             | Description           |
|-----------|-----------------------|-----------------------|
| R08       | Marketing             |                       |
| R09       | Admin                 | Company Admin         |
| R10       | Account Supervisor    |                       |
| R11       | Accounts Executive    |                       |
| R12       | Finance Manager       |                       |
| R13       | Accounts Receivable   | Accounts Technician 2 |
| R14       | Accounts Payable      | Accounts Technician 1 |
| R15       | Accounts Admin Clerk  |                       |
| R16       | Sales Manager         |                       |
| R17       | Sales Operations      |                       |
| R18       | Sales Admin Assistant |                       |
| R19       | Merchandising Manager |                       |
| R20       | Buyer Manager         |                       |
| R21       | Buyer Assistant       |                       |

| User Name | Email            |
|-----------|------------------|
| Demo1     | demo@samooha.com |
| Demo2     | demo@samooha.com |
| Demo3     | demo@samooha.com |
| Demo4     | demo@samooha.com |

Field Name

Description

Mandatory Information

|              |  |   |
|--------------|--|---|
| Role Name    | Name of role                               | Y |
| Role Code    | Custom code for the role                   | Y |
| Sub Role of  | Select the main role, for grouping purpose | N |
| Access Level | Access level in the system                 | Y |
| Description  | Description                                | N |

## Create New Roles, Access Rights:

1. Click on **“Create New”** button at the middle of the screen

The screenshot shows the 'Roles, Access Rights' form. On the left is a table with columns 'Role Code', 'Role Name', and 'Description'. The right side contains form fields for 'Role Name', 'Role Code', 'Sub Role Of', 'Access Level', and 'Description'. The 'Create New' button is highlighted with a red box.

| Role Code | Role Name             | Description           |
|-----------|-----------------------|-----------------------|
| R08       | Marketing             |                       |
| R09       | Admin                 | Company Admin         |
| R10       | Account Supervisor    |                       |
| R11       | Accounts Executive    |                       |
| R12       | Finance Manager       |                       |
| R13       | Accounts Receivable   | Accounts Technician 2 |
| R14       | Accounts Payable      | Accounts Technician 1 |
| R15       | Accounts Admin Clerk  |                       |
| R16       | Sales Manager         |                       |
| R17       | Sales Operations      |                       |
| R18       | Sales Admin Assistant |                       |
| R19       | Merchandising Manager |                       |
| R20       | Buyer Manager         |                       |
| R21       | Buyer Assistant       |                       |

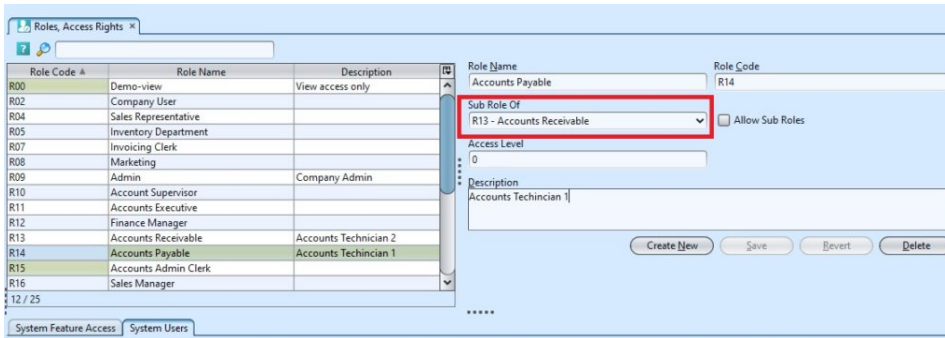
2. Fill up the information on top right of screen.

3. Optional: Tick the **“Allow Sub Roles”** box to set the role as (parent) grouping role

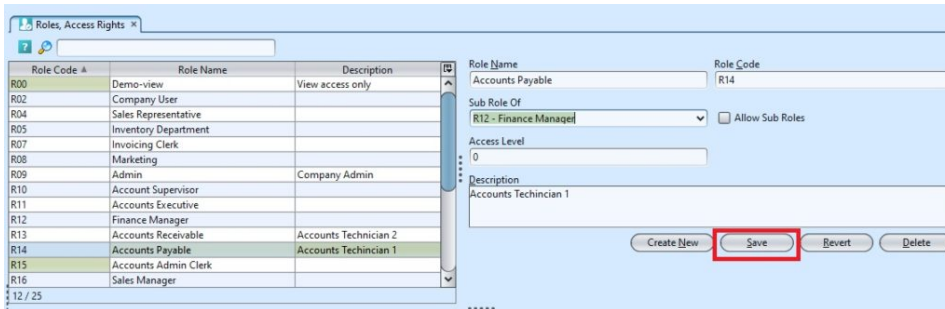
The screenshot shows the 'Roles, Access Rights' form with the 'Allow Sub Roles' checkbox checked and highlighted with a red box. The 'Role Name' is 'Accounts Receivable' and 'Role Code' is 'R13'. The 'Sub Role Of' dropdown is empty.

| Role Code | Role Name             | Description           |
|-----------|-----------------------|-----------------------|
| R08       | Marketing             |                       |
| R09       | Admin                 | Company Admin         |
| R10       | Account Supervisor    |                       |
| R11       | Accounts Executive    |                       |
| R12       | Finance Manager       |                       |
| R13       | Accounts Receivable   | Accounts Technician 2 |
| R14       | Accounts Payable      | Accounts Technician 1 |
| R15       | Accounts Admin Clerk  |                       |
| R16       | Sales Manager         |                       |
| R17       | Sales Operations      |                       |
| R18       | Sales Admin Assistant |                       |
| R19       | Merchandising Manager |                       |
| R20       | Buyer Manager         |                       |
| R21       | Buyer Assistant       |                       |



4. Optional: User may select a parent role from **“Sub Role Of”** drop down list, if the role is a grouping role (see steps #3 above).

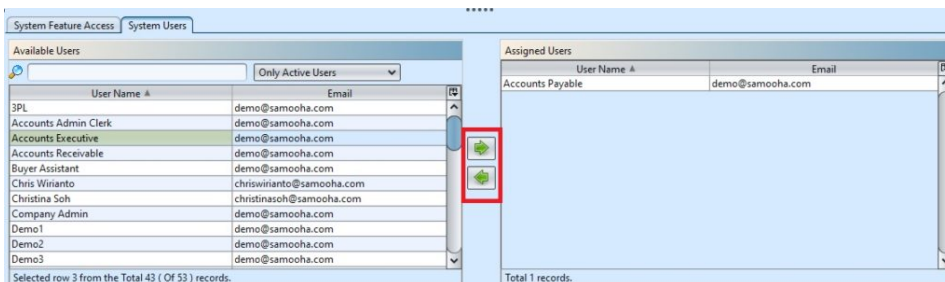


5. Click on **“Save”** button to save



## Assign & Un-Assign User to/from Roles

1. Click on a role in the list on top left of screen.
2. On **“System Users”** tab, select a user name from the **“Available Users”** list and click on the  button to assign the user for the role.
3. Select a user name from the **“Assigned Users”** list and click on  to unassign the user.



## Modify Roles, Access Rights:

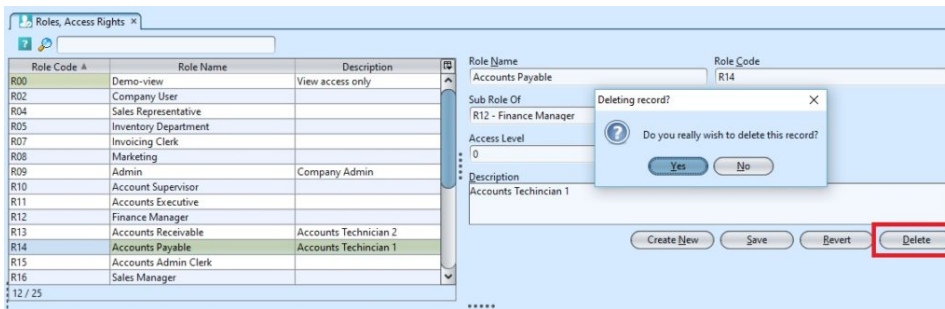
1. Select the role to modify from the list on top

left of screen.

2. Update the information required
3. Click on the **“Revert”** button to undo changes.
4. Click on the **“Save”** button to save the changes

## Delete Roles, Access Rights:

1. Select the role to delete from the list on top left of screen.
2. Click on **“Delete”** button at the bottom of screen
3. Click on **“Yes”** button on the pop-up window to confirm record deletion.

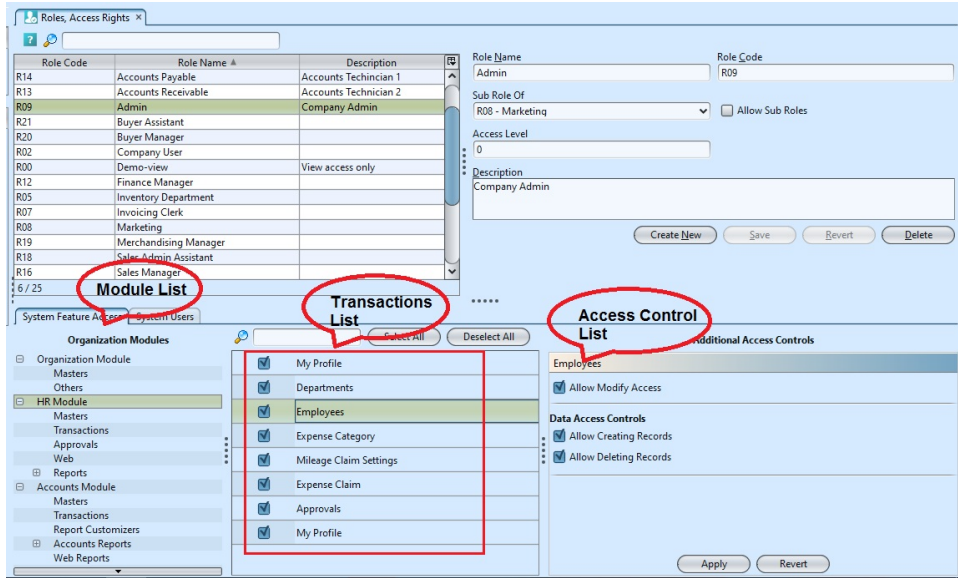


## Apply System Features Access Level for Roles:

1. Select the role to modify system features access level from the list on top left of screen.
2. Select a module from list of **“Organization Modules”** in the **“System Feature Access”** tab
3. Select a transaction from list of the selected module’s transactions to make changes
4. Tick a transaction checkbox to give **“VIEW”** access to role. Or untick a transaction checkbox to remove

“VIEW” access to role

5. Tick an access control checkbox to give “Create”, “Modify”, “Approve”, or “Delete” access to role. Untick an access control checkbox to remove specific access to role



6. Click on “Apply” button at the bottom of screen to apply the changes to the system feature access level