

CLERK SECURITY GROUP PERMISSIONS CLERKS

PERMISSIONS WITH OPTION SELECTED



OPTIONS	
CLERKS	Allows access to the Clerks menu. Used to access Clerf/Staff related functions including Security (that is, the management of access to Swiftpos functions).
Clerk Records	Allows access to create/maintain/view Clerks/Staff in Swiftpos. NOTE : This only applies in those Location Groups for which authorisation has been granted.
Delete Clerk	Allows access to delete Clerks/Staff in Swiftpos. NOTE : This only applies in those Location Groups for which authorisation has been granted.
Allow Security Group Change	Allows access to edit Security Group Permissions in Swiftpos. NOTE : This only applies in those Location Groups for which authorisation has been granted.
Clerk Groups	Allows access to the Clerk Groups menu option. Used to configure/manage Clerk/Staff Groups in Swiftpos, and thereby control access to Location Groups, Touch features and POS Keys. They are also used to filter/limit the amount of data viewed/reported on in reports/screens throughout the Swiftpos. NOTE : Access to Touch features are managed via the Security menu option.
Clerk Roles	Allows access to the Clerks Roles menu option. Used to create/maintain Clerk Roles in Swiftpos. Clerk Roles are defined primarily to assign pay rates and track working hours against particular roles.
Clerk Security Groups	Allows access to the Clerks Security Groups menu option. Used to manage/setup Clerk Security Groups to control access to Swiftpos Back Office, APIs and Handhelds as well as the determine the heirachy of users within Swiftpos.
Clerk Time Clock	Allows access to the Clerk Time Clock menu option. Used to review/commit Time Clock entries which have been recorded at Touch terminals. NOTE : This only applies in those Location Groups for which authorisation has been granted.
Clerk Email Groups	Allows access to the Clerk Email Groups menu option. Used to create/maintain email groups in Swiftpos to support notifications relating to Batch Reports and Purchase Order Authorisations.
Staff Rosters	Allows access to the Staff Rosters menu option. Used to facilitate a basic Staff rostering/management function.
Add	Allows Staff Rosters to be added.
Edit	Allows Staff Rosters to be edited.
Delete	Allows Staff Rosters to be deleted.
Copy	Allows Staff Rosters to be copied to create a new one.
Clerk Zero	Allows Clerk Zero (System Admin) to be rostered.
Clerk Report Saved Filters	Allows access to delete/edit/save/view Private/Public Favourite reports within the Reports menu. Refer HERE for more information regarding the sub-options available when this option is selected.