

## CLERK SECURITY GROUP PERMISSIONS CLERKS

### PERMISSIONS WITH OPTION SELECTED



OPTIONS	
<b>CLERKS</b>	Allows access to the Clerks menu. Used to access Clerf/Staff related functions including Security (that is, the management of access to SwiftPOS functions).
<b>Clerk Records</b>	Allows access to create/maintain/view Clerks/Staff in SwiftPOS. <b>NOTE</b> : This only applies in those Location Groups for which authorisation has been granted.
<b>Delete Clerk</b>	Allows access to delete Clerks/Staff in SwiftPOS. <b>NOTE</b> : This only applies in those Location Groups for which authorisation has been granted.
<b>Allow Security Group Change</b>	Allows access to edit Security Group Permissions in SwiftPOS. <b>NOTE</b> : This only applies in those Location Groups for which authorisation has been granted.
<b>Clerk Groups</b>	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. <b>NOTE</b> : Access to Touch features are managed via the Security menu option.
<b>Clerk Roles</b>	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.
<b>Clerk Security Groups</b>	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.
<b>Clerk Time Clock</b>	Allows access to the Clerk Time Clock menu option. Used to review/commit Time Clock entries which have been recorded at Touch terminals. <b>NOTE</b> : This only applies in those Location Groups for which authorisation has been granted.
<b>Clerk Email Groups</b>	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.
<b>Staff Rosters</b>	Allows access to the Staff Rosters menu option. Used to facilitate a basic Staff rostering/management function.
<b>Add</b>	Allows Staff Rosters to be added.
<b>Edit</b>	Allows Staff Rosters to be edited.
<b>Delete</b>	Allows Staff Rosters to be deleted.
<b>Copy</b>	Allows Staff Rosters to be copied to create a new one.
<b>Clerk Zero</b>	Allows Clerk Zero (System Admin) to be rostered.
<b>Clerk Report Saved Filters</b>	Allows access to delete/edit/save/view Private/Public Favourite reports within the Reports menu. Refer <a href="#">HERE</a> for more information regarding the sub-options available when this option is selected.