

Password Setting Usage

The following password options are available for passwords *and* User IDs:

- All
- 1 Edit Tenant Record Data Only
 - 2 Edit Tenant Record Data and Tenant Recurring Charges
 - 3 Edit All and User Batch Tran; No Individual Transactions; Yes POS
 - 4 Edit All and Enter/Post All Transactions; Yes POS
 - 5 POS Only; Data Read Only
 - 6 Hot Berth Only; Data Read Only

Password Level	ALL	4	3	2	1	5	6	Read-only
Program Feature								
Add New Record	X	X	X	X	X	From POS only		
Edit Basic Record Data	X	X	X	X	X	From POS only		
Delete Record	X	X	X					
Edit/Enter Recur Charges	X	X	X	X				
Edit Memos	X	X	X	X				
Edit/Enter Wait List	X	X						
Enter Individual Transactions	X	X				From POS only		
Enter Post Batches	X	X	X					
Post Batch Delete	X	X	X					
Delete Batch	X							
Print Statements	X	X	X	X	X	Individual only		
Enter Hot Berth	X	X	X	X	X		X	
Edit Hot Items	X	X						
Charge Hot Berth	X	X						
Use POS Screen	X	X	X	X		X		
Change Password/Program Settings/Setup	X							
End of Month Close	X							
Backup	X	X	X	X	X			

All Read-only users have access to journals and reports, and to the data screens. Transaction activities are blocked.

POS and Hot Berth password options apply only if appropriate modules are installed.

Use "if POS NO Data / Edit" check box if no new record entry or no edit in POS screen allowed.