

NCompass Administration

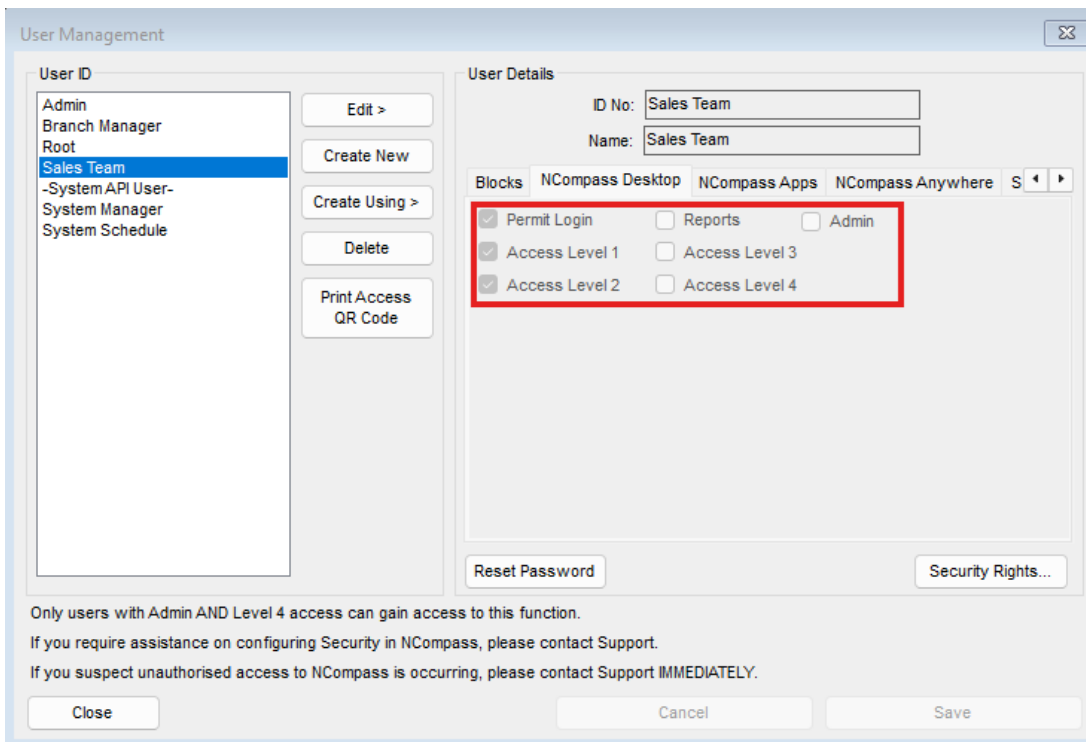
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NCompass Security Administration

NCompass Security Roles

User Management

NCompass allows you to set security permissions on a user level using levels Tier 1 to Tier 4, which align with the four levels on a menu such as the products menu, plus Administration and Reporting. This Menu is located Under **Administration > Security > User Management**



The 4 Access tiers correlate to the menus you will have access to on NCompass

Example of how NCompass defines what menu has what access tier:

Products	Sales	Service	Till	Reports	Tools
Enquiry...				F9	
Stock Availability...					
Stock Location Management					▶
Transfer Within Branch...					
View/Print Label Stack...					
View/Print Ticket Stack...					
<hr/>					
Batch Functions					▶
Goods In...			Ctrl+F9		
Groupings...					
Incomplete Products...					
Item Balances...					
Item History...					
Kit Products					▶
New Product					▶
Pallets					▶
Product Pricing					▶
Stock Count					▶
Supplier Stock Level Data Management...					
Transfer Between Branches...					
Transfer Enquiry / Transfer Goods In...					
<hr/>					
Balance...					
Claimbacks / Price Repositions					▶
Invoicing					▶
Ordering					▶
Promotions					▶
Return to Supplier...					
Supplier Package Claimback Settlements...					
Supplier Returns - Settlements...					
<hr/>					
Disposal...					
Edit Item...					

Level 1

Level 2

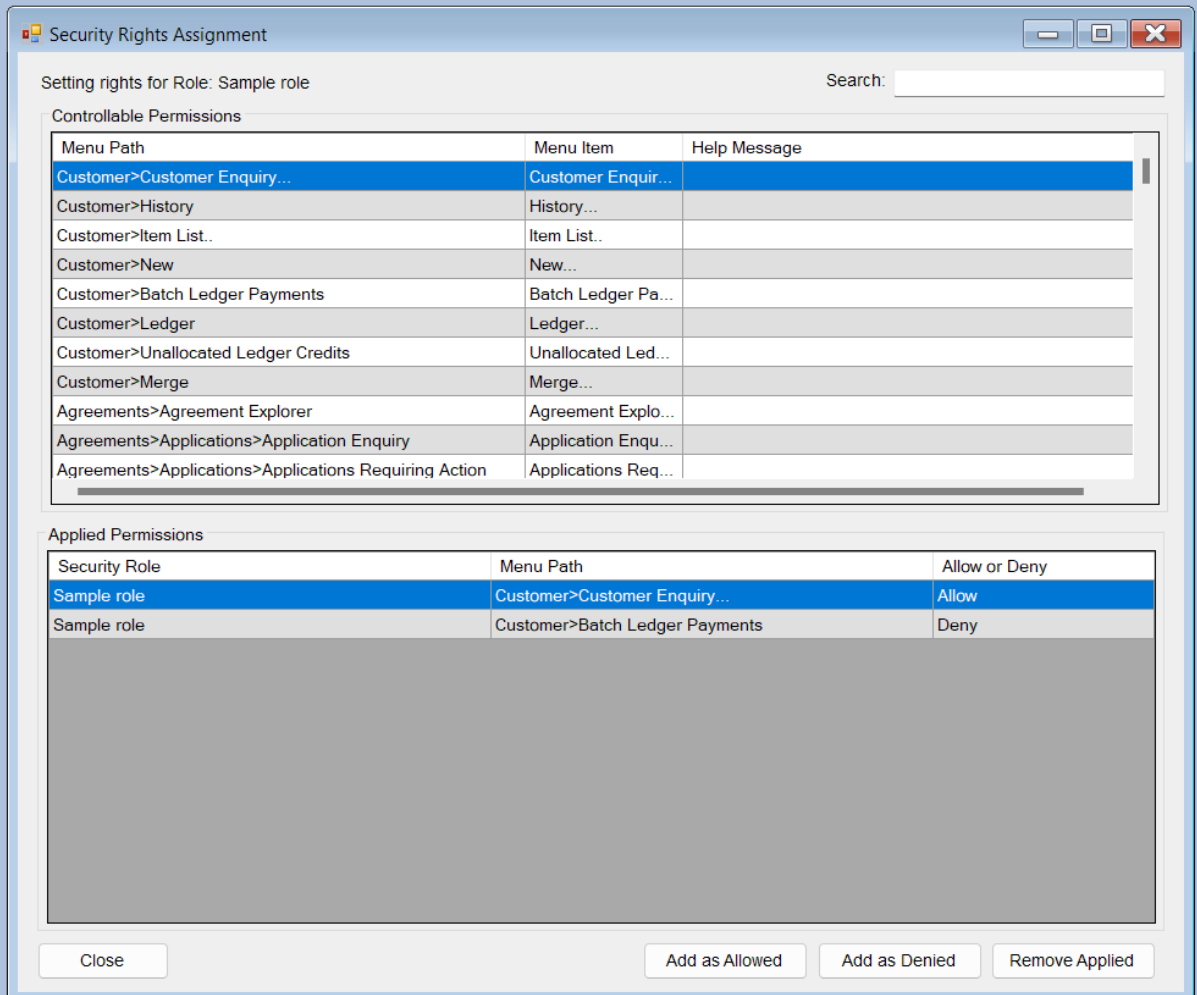
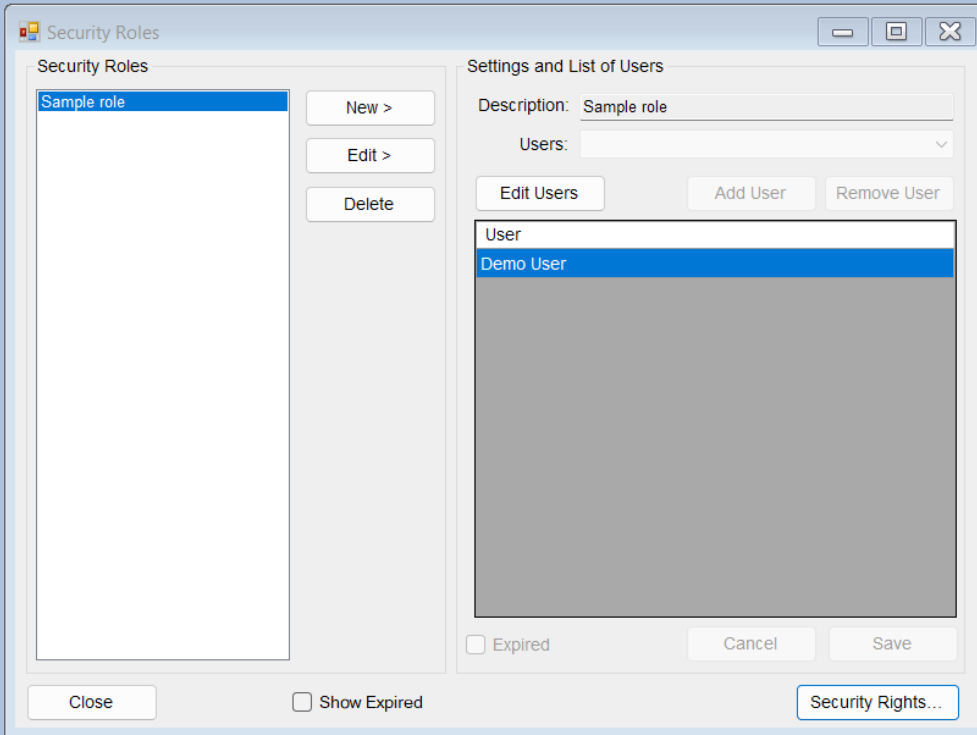
Level 3

Level 4

You can use Security roles in conjunction with Access tiers to *more accurately define* what a user should & should not be allowed to access.

NCompass Setup

You can now individually control options in **Administration > Security > Security Roles**



To use this menu:

- Setup a security role for each type of role in your business, such as Sales staff, Ordering, etc
- Assign the relevant users to each role
- Add security rights to the role

If a user is enabled for a Tier of access, they will be able to access all features at that level, except where you add an entry to their Security role as a *Deny*

If a user is not enabled for a Tier of access, you can individually add features from that role to be allowed for them.

If a user is in more than one role, any *Deny* entry will override an *Allow* entry.

Example Setup

For example, you may decide to allow your shop-floor staff to carry out sales, and also to receive stock.

You could achieve this by giving them Tier 1 access - allowing them access to the top section on each menu - and then also put them in a Salesperson role which also adds *Goods In* as an allowed option.

You could also do the inverse by setting Tier 4 access for a user but granting a security role restricting certain menus.