

Restrict File

Restrict file view for users

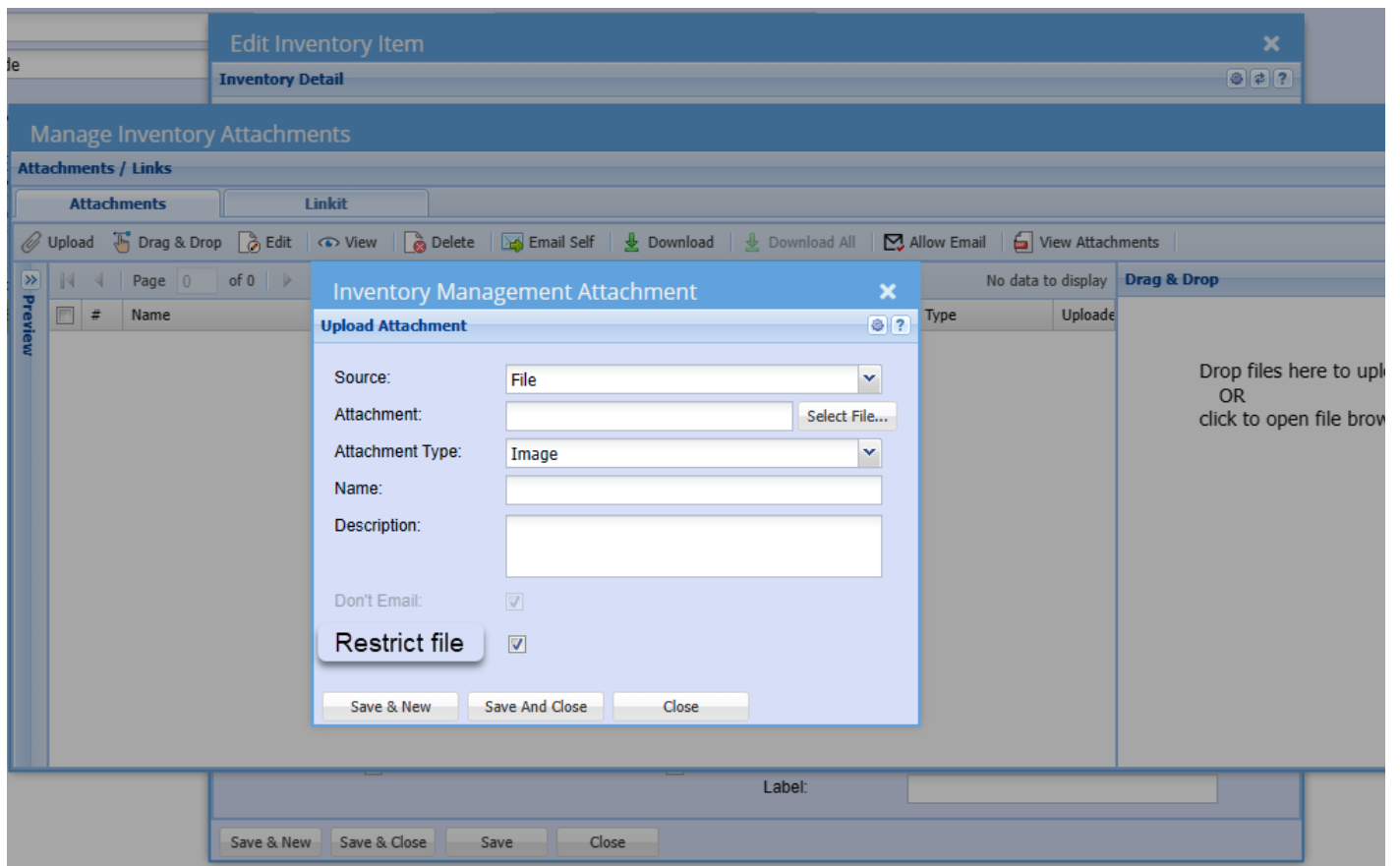
When a user is set to active on Restrict user, they will not see that file in the grid.

Tick is active for any new users created.

The screenshot shows the 'Edit Employee Info' window in the 'Employee Management' module. The window has a blue header with the title 'Edit Employee Info' and a close button. Below the header is a navigation bar with tabs: 'Attachments', 'Restrict Access', 'Set Password', 'Incident', and 'Functions'. The 'Restrict Access' tab is selected. The main content area is divided into several sections: 'Details 1', 'Details 2', 'Module Access', 'Address', 'Account Details', 'Email', and 'Custom Fields'. The 'Address' section contains fields for 'Address 1', 'Address 2', 'Address 3', and 'Postal Code'. The 'Account Details' section contains fields for 'Personal Tel No.', 'Personal Fax No.', 'Personal Mobile No.', 'Personal Email', 'ID Number', 'Date of Birth', 'Manager' (set to 'Malcolm Granville'), 'Time Log Stationery', 'Reminder Tick', and 'Payment Till'. The 'Email' section contains fields for 'Bank Name', 'Bank Branch Code', 'Bank Account Number', 'Bank Account Type', 'Time Zone Name' (set to 'New Zealand Standard Time'), and 'Time zone' (set to '11'). The 'Custom Fields' section contains checkboxes for 'Quick Search by Code Only', 'Full Text Search' (checked), and 'Barcode Tick'. The 'Restrict file' checkbox is checked and highlighted with a red arrow. At the bottom of the window are 'Save' and 'Close' buttons.

Attachment restrict file

When you upload the file, mark the file as Restrict file to hide from users who don't have access to view the file.



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