

# Webatar Production Tracking

- [Role Permissions on User](#)
- [Job Item Search](#)
- [Job Item Actions](#)
- [Production Tracking Audit](#)

# Role Permissions on User

## Setup Role permissions for Production Tracking

Role permissions are managed per user.

### System Configuration > General > User Setup

- Search for the user, then double-click the user to open the user settings.

The screenshot shows the 'User Management - User Search' interface. The left sidebar has a red box around 'System Configuration' and 'General', and a red arrow pointing to 'User Setup'. The main area has a search bar with 'Pamela' and a table of results. The table has columns: #, Att, Incid, Status, Status, Date + Time, Train Level, Login ID, Employee Code, First Name, Last Name, Email Address, and Session Active. The first row shows a user named Pamela with a green status dot and a checkmark in the 'Session Active' column.

| # | Att | Incid | Status | Status  | Date + Time         | Train Level | Login ID | Employee Code | First Name | Last Name | Email Address     | Session Active |
|---|-----|-------|--------|---------|---------------------|-------------|----------|---------------|------------|-----------|-------------------|----------------|
|   |     |       |        | CheckIn | 2026-05-06 09:43:50 |             | Pamela   | Pamela        | Pamela     | Dean      | service@barcod... | Yes            |

- Go to the "**Module Access**" tab
- **Tick** the "**Mobile Access**" box to activate the mobile access
- At the mobile Role Settings, click "**Edit**"

**Edit Employee Info**

**Employee Management**

Attachments Restrict Access Set Password Incident Functions Close

Details 1 Details 2 **Module Access** Address Account Details User Fields Email

|                              |                            |                            |                             |
|------------------------------|----------------------------|----------------------------|-----------------------------|
| System Configuration Module: | Full Access System Config  | Reports And Security Role: | Administrator               |
| General Ledger Module:       | Full Access General Ledger | Favourite Role:            | Basic Shortcut Role         |
| Debtors Module:              | Full Access Debtors Modul  | Form Security:             | Full Security Role          |
| Creditors Module:            | Full Access Creditors Modu | CRM:                       | Webatar Basic Security Ac   |
| Inventory Module:            | Full Access Inventory Mod  | Asset:                     | Asset Tracker Role Access   |
| Job costing Module:          | Full Access Job Costing    | Lab Module:                | No Access                   |
| Energy Module:               | No Access                  | Production Module:         | Production Tracking Full Ac |

|                                |                                     |                            |                                     |                           |                                     |
|--------------------------------|-------------------------------------|----------------------------|-------------------------------------|---------------------------|-------------------------------------|
| Allow Multiple Module Windows: | <input checked="" type="checkbox"/> | Job Supervisor:            | <input type="checkbox"/>            | Mobile Access:            | <input checked="" type="checkbox"/> |
| Show Column Selector:          | <input checked="" type="checkbox"/> | Financial Supervisor:      | <input checked="" type="checkbox"/> | <b>Mobile Role:</b>       | Mobile Full Access Security         |
| View Security Button:          | <input checked="" type="checkbox"/> | Change Control Supervisor: | <input type="checkbox"/>            |                           | Add Edit Delete                     |
| Allow Statement Export:        | <input type="checkbox"/>            | Password Supervisor:       | <input type="checkbox"/>            | Exclude CRM:              | <input type="checkbox"/>            |
| Storeman:                      | <input type="checkbox"/>            | Purchase Supervisor:       | <input checked="" type="checkbox"/> | Preferred Users:          | Preferred Users                     |
| Change Control Manager:        | <input type="checkbox"/>            | Messages Supervisor:       | <input type="checkbox"/>            | Warehouse Access:         | Warehouses                          |
| Creditors Bank Acct. Change:   | <input type="checkbox"/>            | Sales Margin Supervisor:   | <input type="checkbox"/>            | Default Warehouse:        | MAST - Master WHS                   |
| Sales Order Status:            | Preparation                         |                            |                                     | Default Storeman:         | Malcolm Granville                   |
| Default Favourites Report:     | <input checked="" type="checkbox"/> | Hide Slider Menu:          | <input type="checkbox"/>            | Process by Internal User: | <input type="checkbox"/>            |
| Module Dashboard:              | <input type="checkbox"/>            | Internal User Popup:       | <input type="checkbox"/>            |                           |                                     |

Save Close

Here under the "**Items**" Tab you will be able to define the access each user will have

- Click "**Save & Close**"

Edit Mobile Role

Mobile Security

Items

Menus

Role Name:

Mobile Full Access Security

Group Menus:

☒

Select All

Select None

**Asset Tracker:**

Asset:

☒

Asset Actions:

☒

Asset Scan Print:

☐

Asset Audit:

☒

**Client:**

Client Info:

☒

Client Visit:

☒

New Client:

☒

Purchase Order:

☒

**Sales:**

Statistics:

☒

Brand Activity Report:

☐

Activity Report:

☒

Quotes:

☒

Invoice:

☒

Reminders:

☒

Sales Leads:

☒

Quick Sales:

☒

Account Payment:

☐

**Stock:**

Book In:

☒

Inventory:

☒

Barcode Count:

☒

Stock Count:

☒

Stock Transfer:

☒

Location Transfer:

☐

Stock Request:

☒

Pick Sales Order:

☒

Receive Purchase Order:

☒

Weight Change:

☒

Stock Level Adjust:

☒

**Job Costing:**

Staff Schedule:

☐

Job Lines:

☐

Job List:

☐

**Support:**

Checklist:

☒

Problem Log:

☒

**Time Tracker:**

Time Tracker:

☒

Set Quick Time Bill Qty only:

☐

**Production Tracking:**

Job Item Tracking:

☒

Production Tracking Actions:

☒

Job Item Location Audit:

☒

Job Item Scan Print:

☐

**History:**

Stock Count History:

☐

**Financial:**

Approvals:

☒

Expenses:

☒

Max Image Size KB:

0

Quote Action:

Invoice

Asset Return Days:

7

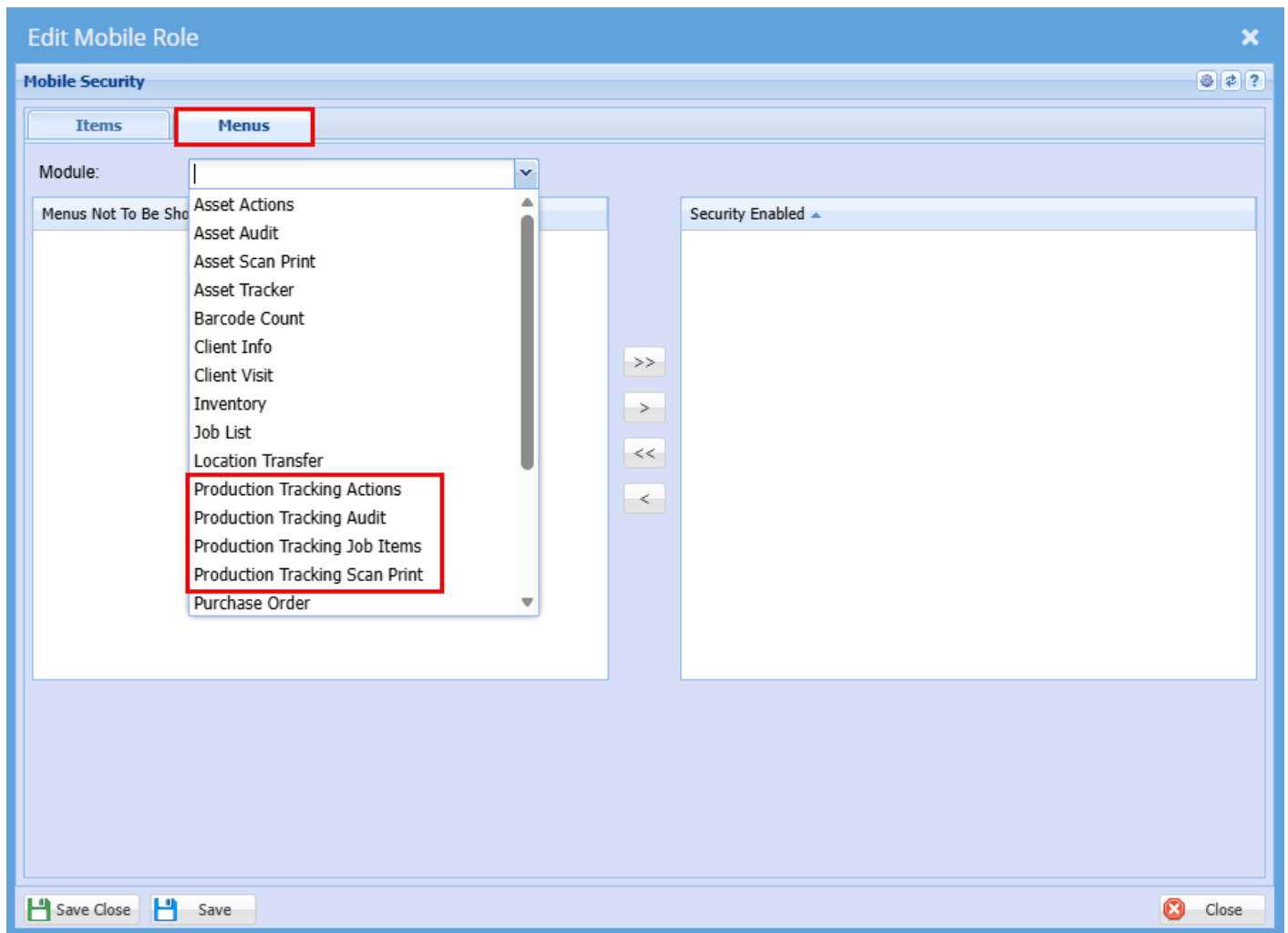
Save Close

Save

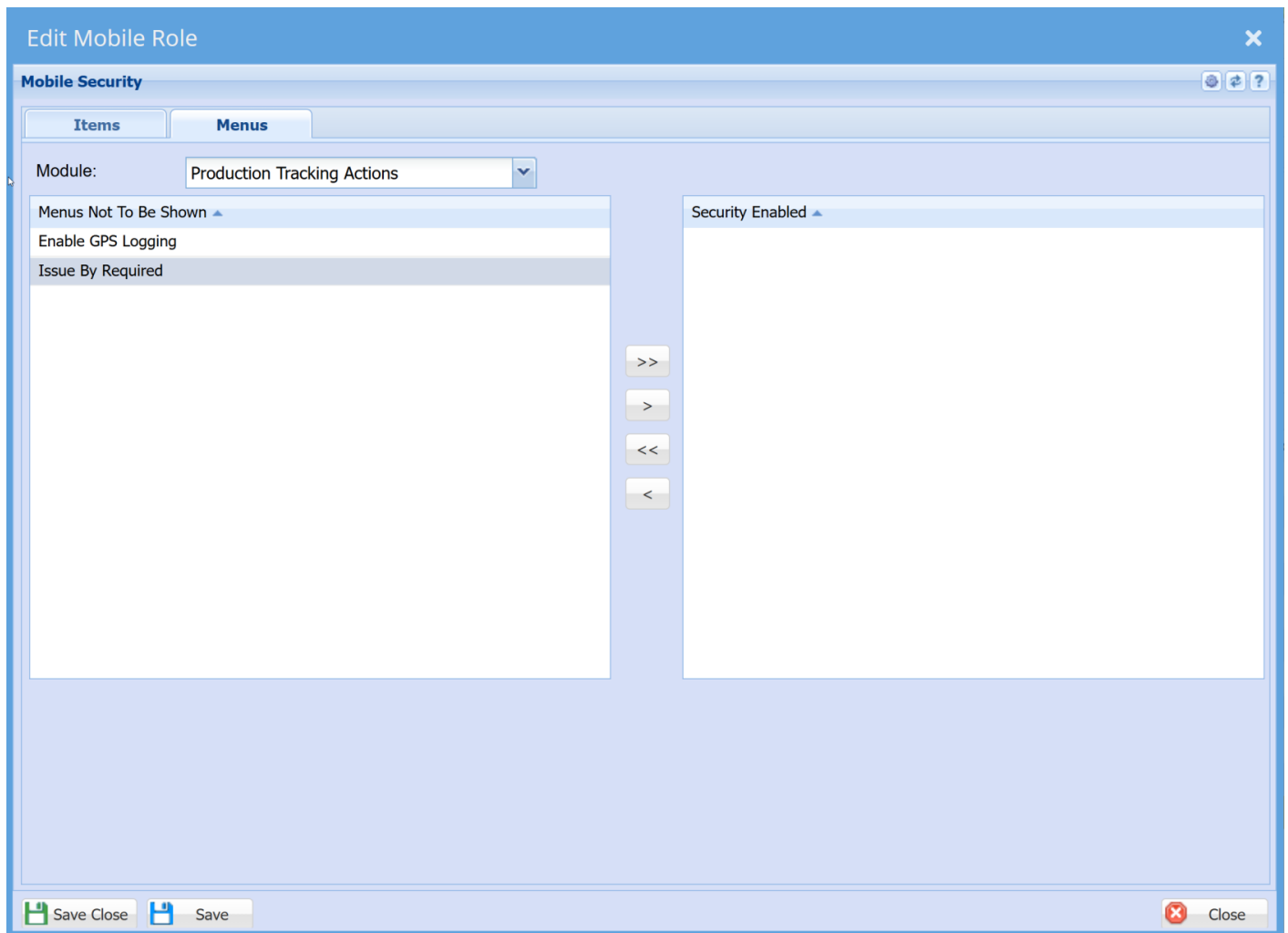
Close

## Additional Role Permissions

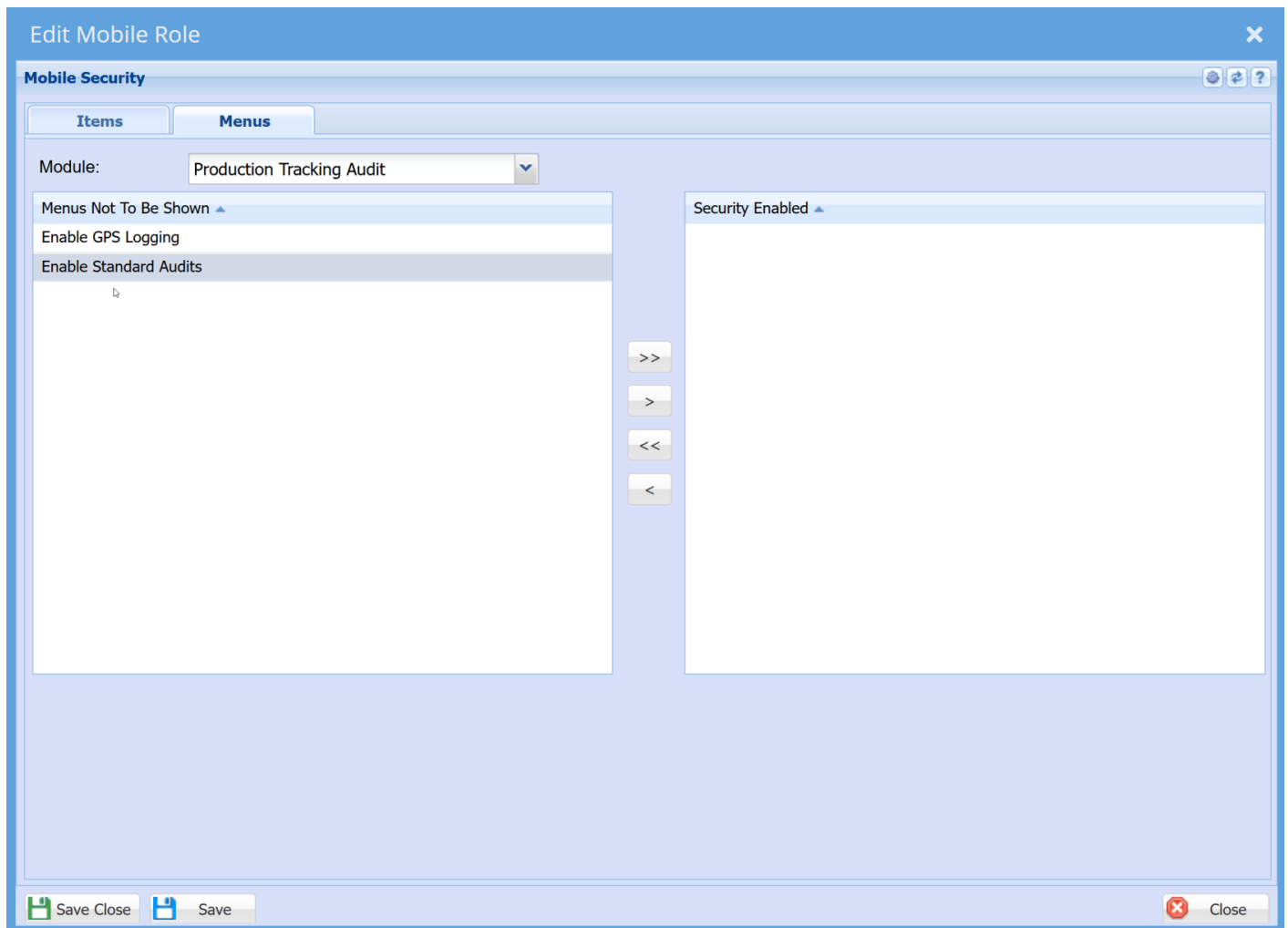
Under the "**Menus**" tab you will find additional security settings for each action.



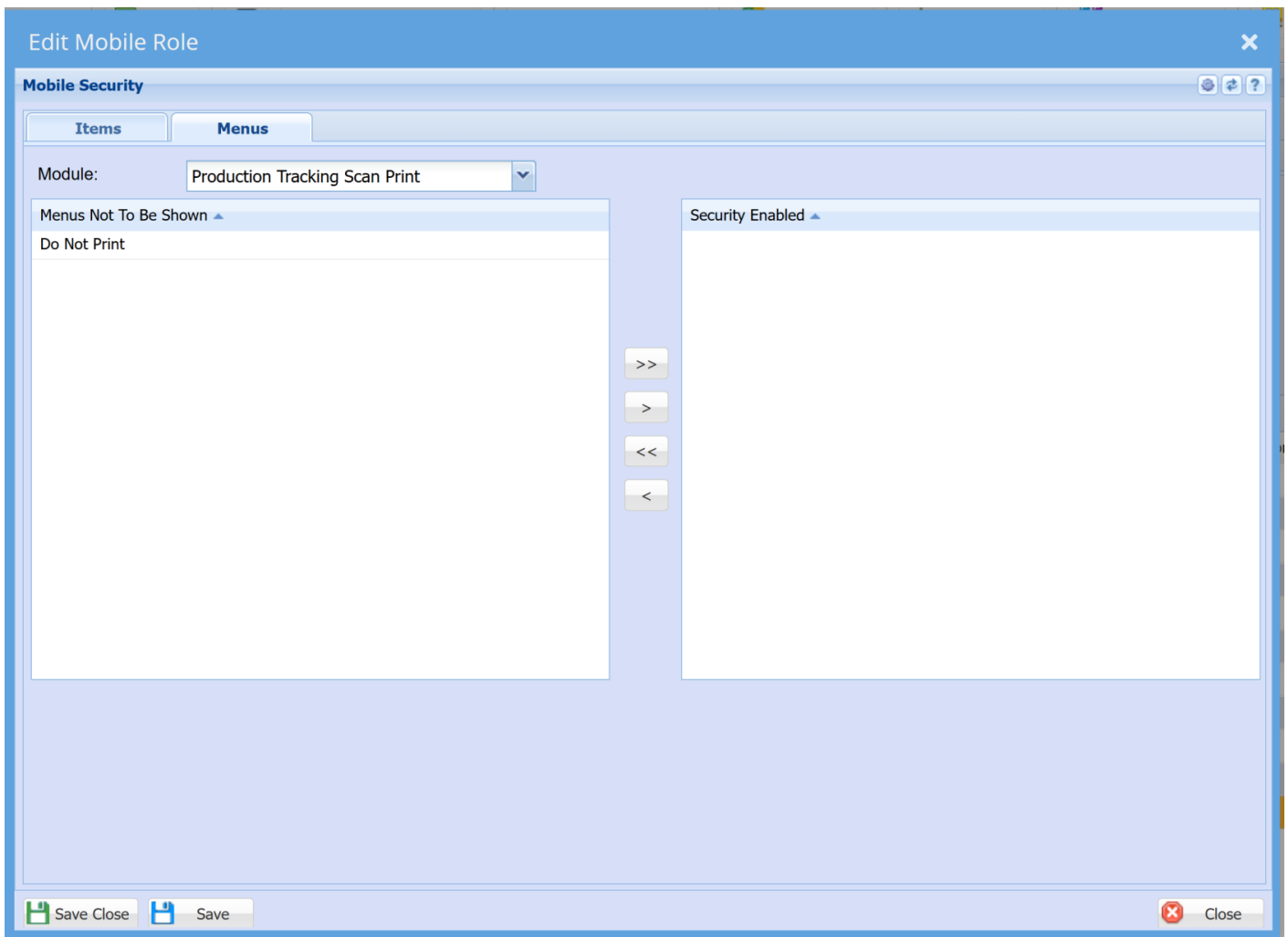
## Production Tracking Actions



## Production Tracking Audit



## Production Tracking Scan Print



## Webatar Profiles setup

- **Open** the **Webatar** App



- **Click** on the Profile Icon  at the top right of the app.
- **Scroll** down to Production Tracking
- **Toggle** the access as needed.

☰

←

Profiles

+

Barcode Demo ★

Barcode Demo ★

Production Tracking:

Select AllSelect None

PT Job Item Search:Show-

PT Actions:Show-

PT Scan Print:Show-

PT Audit:Show-

History:

Stock Count History:-Hide

Other:

Clocking Buttons:-Hide

Auto sync:-Off

1.16 (2026-02-26)Logged in as: Pamela Dean

Modules



PT Search



PT Actions



PT Audit

# Job Item Search

Searching Job items

Job Item Search

Job Item

PT13

New Spray Job

Assemble

Pass

PamelaDean

yesterday

PT15

Pool cover 20x50

Cutting

[ NO QC ]

PamelaDean – Papanui High School

PT16

Samsung TV to production

Cutting

[ NO QC ]

MalcolmGranville

PT18

40mm x 25mm Gnomes Synthetic Permanent Preprinted Labels 2 across Duplicated numbers with clear laminate 2000L /Roll C-41

1.16 (2026-02-26)

Logged in as: Pamela Dean

Details

☰

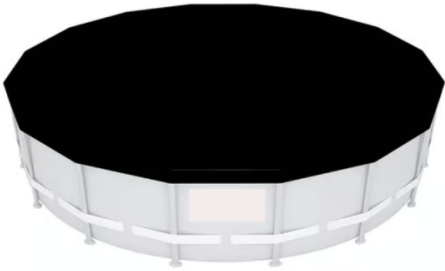
←

Job Item Details

Job Item

Notes

Attached Images



Status:

 02 Cutting

Job Item Number:

PT15

Job Item Name:

Pool cover 20x50

Location:

[Cutting](#)

Quality Control:

1.16 (2026-02-26)

Logged in as: Pamela Dean

Asset details continued

Webatar

Job Item Details

Job Item Tracking

Asset

Notes

Actions

Linked Items

Activity Report

Attachments

Photos

Employee:

Malcolm Granville

Reference:

Office Chair 2

Description:

Fixed Asset Office Equipment Chair Black

Client:

Air BNB 01

Serial Number:

001D9A05278F

Comment:

GPS Location:

Notes

Webatar

Job Item Details

Notes

Job Item

Notes

Actions

Linked Items

Activity Report

Attachments

Photos

Notes:

Any notes from line (Item Note  
Check note more

Logged in as: Malcolm Granville

# Job Item Actions

Actions scanned

Webatar

Tracking Actions

Scanned Items

Issue By:  
Malcolm Granville

Action:  
Check Out – Count

Location:  
Not Selected  
Quality Control  
Not Selected  
Inspected By  
Malcolm Granville

Description:  
Check Out – Count

Customer:

Batch No:

Add Asset

#1

GL9589

2024-07-12 18:10:57

Check Out

Malcolm – Malcolm Granville

Check Out – Count

✓

1

Im

Take a photo against each Scanned item task

Send To Server [1]

Logged in as: Malcolm Granville

# Production Tracking Audit

Webatar

Production Tracking Audit

Blind

Audit:

Full

Type:

Blind

Description:

Audit 2024-05-22

Location:

Unassigned Location:

Unassigned

Action:

No Last Scan

Scan Barcode

No Items

Start Audit

Cancel Audit

Complete Audit

Logged in as: Malcolm Granville