

# Livestock Office – User Groups

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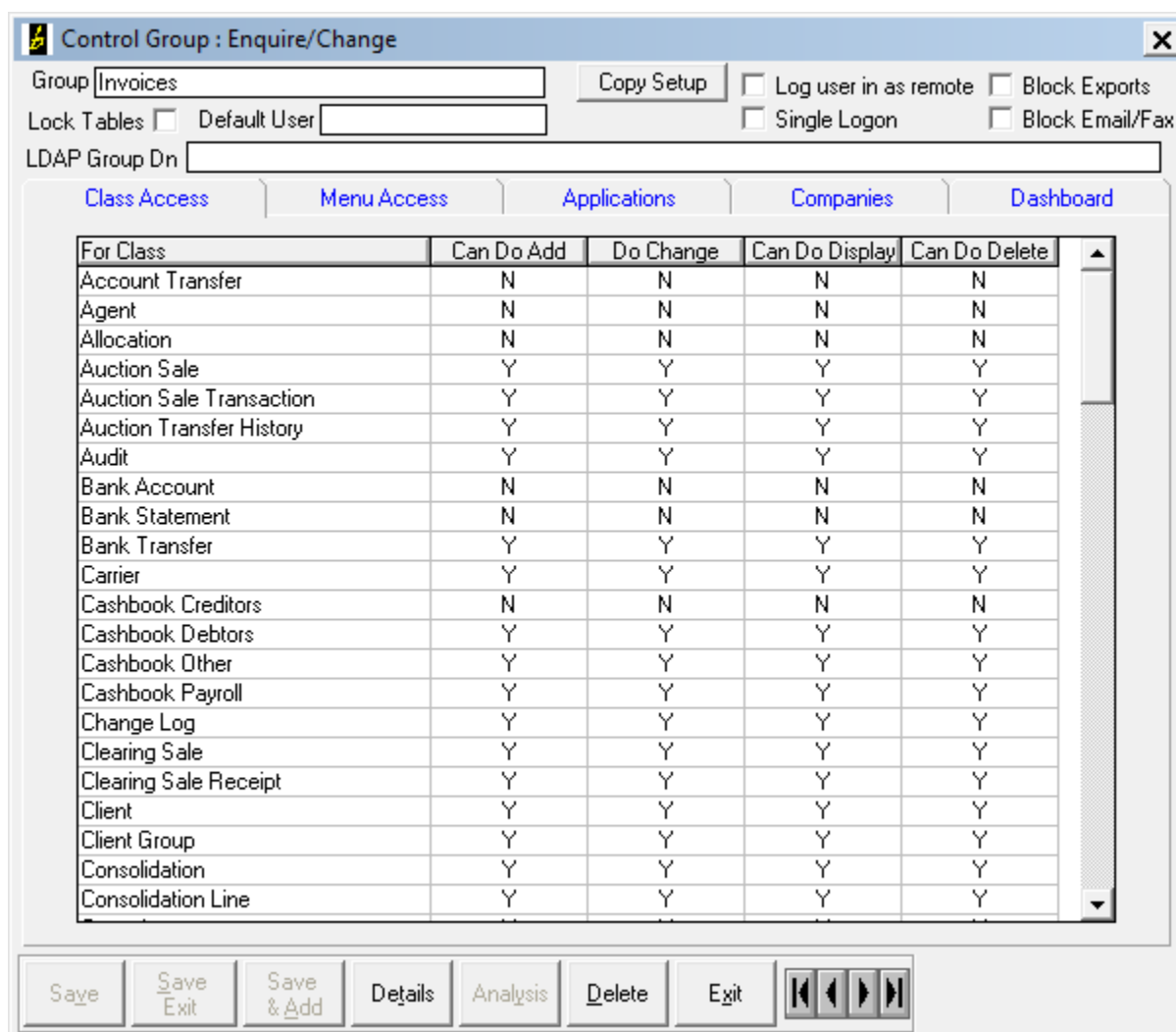
## User Groups

Livestock Office main menu > File > User Groups

A User Group allows you to restrict Users access to menus and options.

The User Groups that need to be set up will depend on how your business is structured.

Once a User Group is created it can be added to numerous User Files. Each User can only be in one User Group.



**Control Group : Enquire/Change**

Group   ☐ Log user in as remote ☐ Block Exports

Lock Tables ☐ Default User  ☐ Single Logon ☐ Block Email/Fax

LDAP Group Dn

**Menu Access**

For Class	Can Do Add	Do Change	Can Do Display	Can Do Delete
Account Transfer	N	N	N	N
Agent	N	N	N	N
Allocation	N	N	N	N
Auction Sale	Y	Y	Y	Y
Auction Sale Transaction	Y	Y	Y	Y
Auction Transfer History	Y	Y	Y	Y
Audit	Y	Y	Y	Y
Bank Account	N	N	N	N
Bank Statement	N	N	N	N
Bank Transfer	Y	Y	Y	Y
Carrier	Y	Y	Y	Y
Cashbook Creditors	N	N	N	N
Cashbook Debtors	Y	Y	Y	Y
Cashbook Other	Y	Y	Y	Y
Cashbook Payroll	Y	Y	Y	Y
Change Log	Y	Y	Y	Y
Clearing Sale	Y	Y	Y	Y
Clearing Sale Receipt	Y	Y	Y	Y
Client	Y	Y	Y	Y
Client Group	Y	Y	Y	Y
Consolidation	Y	Y	Y	Y
Consolidation Line	Y	Y	Y	Y

Figure 1: User Group screen

Field	Description
Group	Up to 30 alphanumeric characters. Name of the group.
Copy Setup button	Copy the setup from an existing User Group.
Log user in as remote	Forces remote access only.
Block Exports	Prevents export or mail merge options from this user group.
Lock Tables	If ticked, the layout of look-up and line tables etc cannot be altered.
Default User	This is the user with the default preferences for this user group. At logon a user in this group has their preferences reset to match this default user.
Single Logon	Restrict users in group to a single logon.
Block Email/Fax	Block users in this group from sending emails or faxes from the application.

## Class Access

**Class** - the term used within Livestock Office to refer to the data groups within the system. Ie Employees, Payslips, Debtors, Users etc.

Click on the line of the desired class in the table to configure the settings:

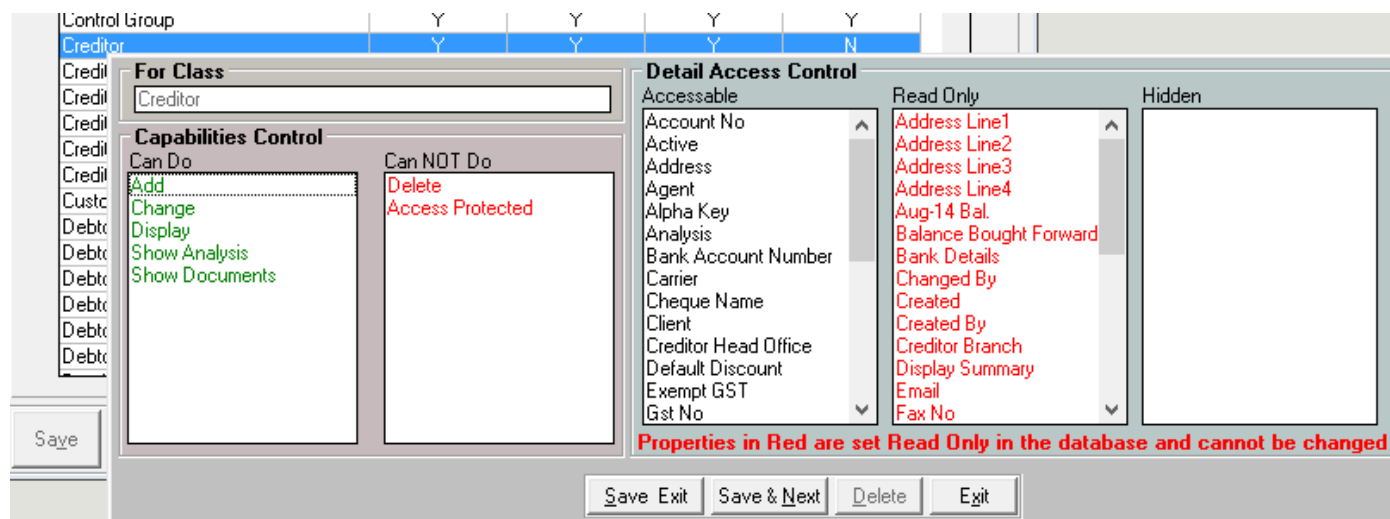


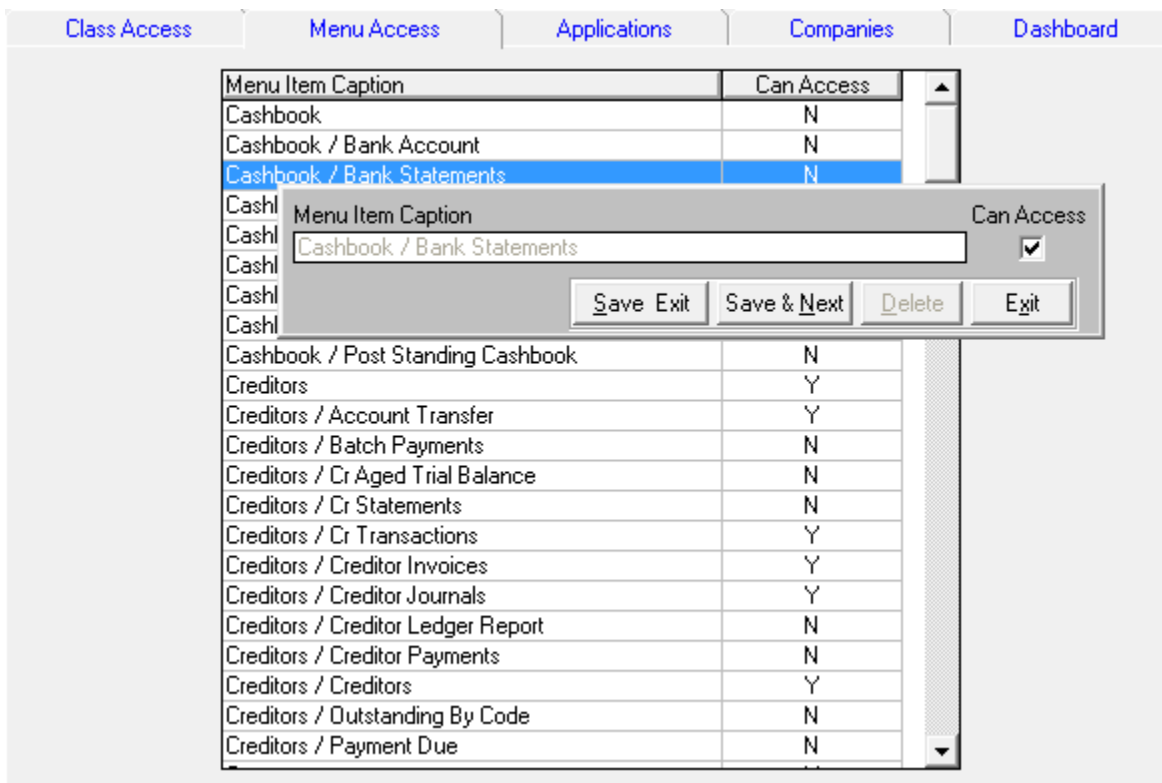
Figure 2: Configure Class Access

Field	Description
For Class	Displays the selected Class.
Capabilities Control	Shows the current capabilities.
Can Do	Click and drag capabilities from one list to the other to change the settings.
Can NOT Do	Ie to prevent users in this group to Add new employees, drag and drop the <b>Add</b> capability from the <b>Can Do</b> list into the <b>Can NOT Do</b> list.
	Notes:
	<ul style="list-style-type: none"> <li>Show Analysis allows the Analysis button to be used.</li> <li>Show Documents allows users to access documents if Document Manager is installed.</li> <li>Different classes will may have different capabilities available.</li> </ul>
Detail Access Control	
Accessible	These properties are visible and editable by users in this group.
Read Only	These properties are visible, but cannot be changed by users in this group.
Hidden	These properties are not visible by users in this group.
	Drag and Drop properties from the <b>Accessible</b> list into the <b>Read Only</b> or <b>Hidden</b> list to change the settings.

## Menu Access

Use this tab to restrict the menu options available to users in this group.

Click on a line to change the **Can Access** setting:



Menu Item Caption	Can Access
Cashbook	N
Cashbook / Bank Account	N
Cashbook / Bank Statements	N
Cashbook / Post Standing Cashbook	N
Creditors	Y
Creditors / Account Transfer	Y
Creditors / Batch Payments	N
Creditors / Cr Aged Trial Balance	N
Creditors / Cr Statements	N
Creditors / Cr Transactions	Y
Creditors / Creditor Invoices	Y
Creditors / Creditor Journals	Y
Creditors / Creditor Ledger Report	N
Creditors / Creditor Payments	N
Creditors / Creditors	Y
Creditors / Outstanding By Code	N
Creditors / Payment Due	N

Menu Item Caption	Can Access
Cashbook / Bank Statements	<input checked="" type="checkbox"/>

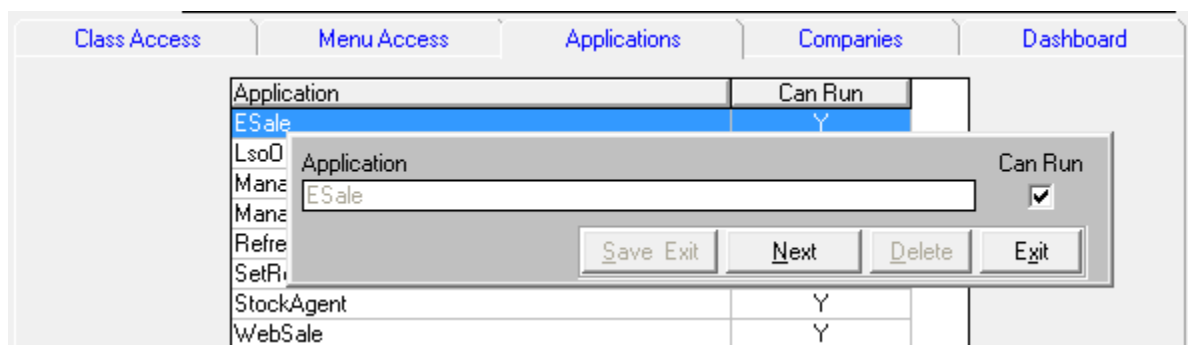
Buttons: Save Exit, Save & Next, Delete, Exit

Figure 3: Menu Access screen

Field	Description
Menu Item Caption	Displays the caption of the currently selected menu item.
Can Access	Tick to allow access to the menu item. Remove the tick to prevent access to the menu item. Note: <ul style="list-style-type: none"> <li>Disabling a parent menu will disable the whole submenu.                Eg. If <b>Banking</b> was unticked, none of the options under the Banking menu would be accessible and it would not be necessary to untick each item.</li> </ul>

## Applications

These are other functions that can be run within Livestock Office.



Application	Can Run
ESale	<input checked="" type="checkbox"/>
LsoD	
Mana	
Mana	
Refre	
SetRi	
StockAgent	<input checked="" type="checkbox"/>
WebSale	<input checked="" type="checkbox"/>

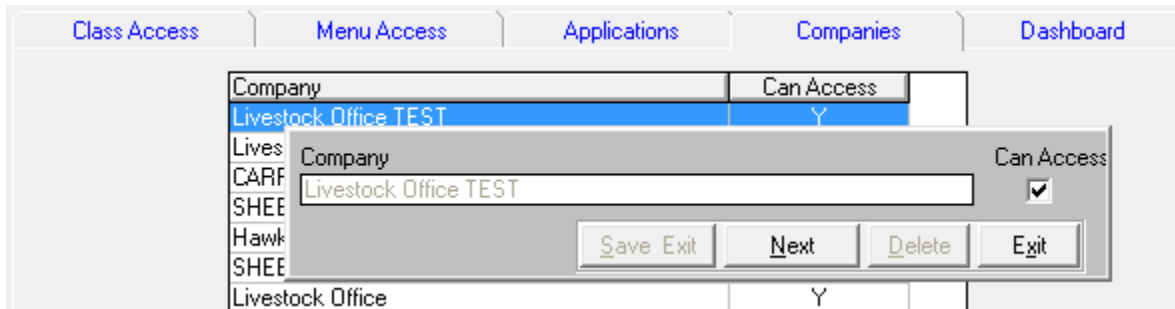
**Figure 4: Applications**

Field	Description
Application	Displays the name of the currently selected application.
Can Access	Tick to allow access to the application. Remove the tick to prevent access to the application.

## Companies

Only applies if **Multi Company** has been installed.  
Please contact SheBiz Ltd for further information.

The list of defined companies will be displayed. Click on the desired line to change the **Can Access** setting:



Company	Can Access
Livestock Office TEST	<input checked="" type="checkbox"/>

Figure 5: Companies

Field	Description
Company	Displays the Company Name of the currently selected company.
Can Access	Tick to allow access to the company. Remove the tick to prevent access to the company.

## Dashboard

The Livestock Office Dashboard provides a visual overview of financial data.

Click on the dashboard icon at the bottom right of your Livestock Office application to open the Dashboard options.

The list of options available to users can be controlled via the Dashboard tab in User Groups.

Click on the desired line to change the **Can Access** setting:

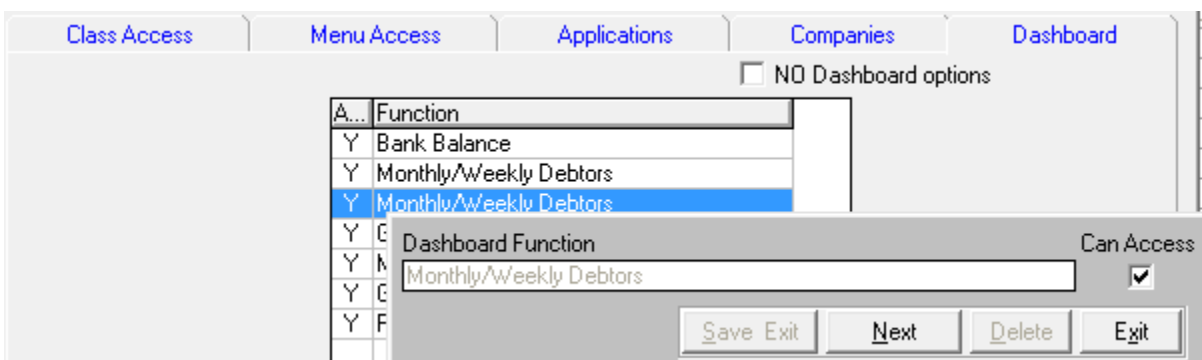
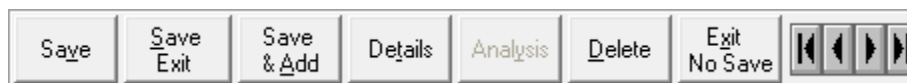


Figure 6: Companies


Field	Description
Dashboard Function	Displays the currently selected Dashboard Function.
Can Access	Tick to allow access. Remove the tick to prevent access.



## Window Control Buttons



**Figure 7: Window Control Buttons**

Button	Description
Save Save Exit Save & Add	Saves the current group. Saves and closes the current window. Saves and opens an empty ADD window.
Details	Click to view the list of users who currently belong to this group.
Analysis	Not applicable for User Groups.
Delete	Deletes the current User Group. <i>Note:</i> <ul style="list-style-type: none"> <li>A Group can only be deleted if the group has no users.</li> </ul>
Exit / Exit No Save	Close the window.
	Go to: First / Previous / Next / Last record.

## User Security Utilities

File > Administrator Utilities > User Security

Click on the + to expand the **User Security** section in **Administrator Utilities**:

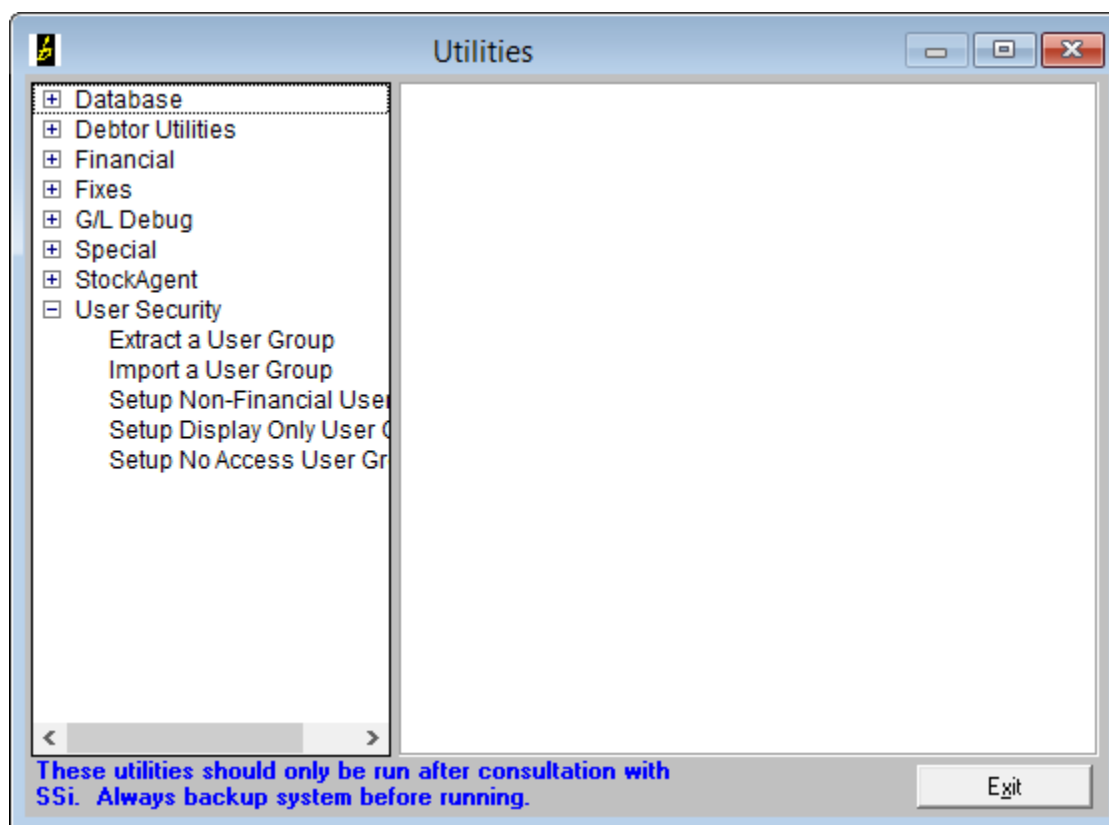


Figure 8: User Security Utilities

## Extract a User Group

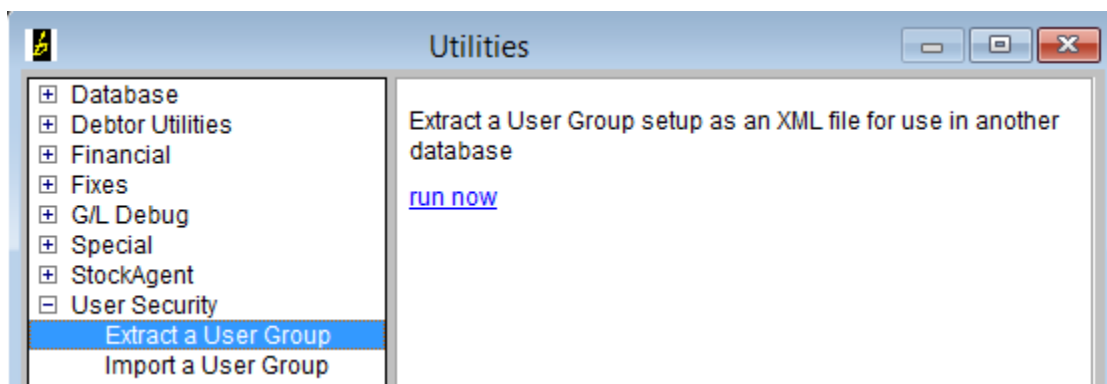


Figure 9: Extract a User Group

Click [run now](#) to export a user group to an XML file.

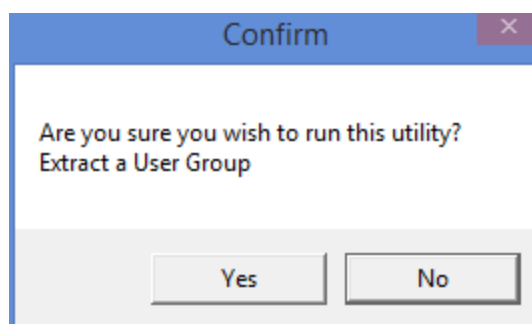


Figure 10: Click **Yes**

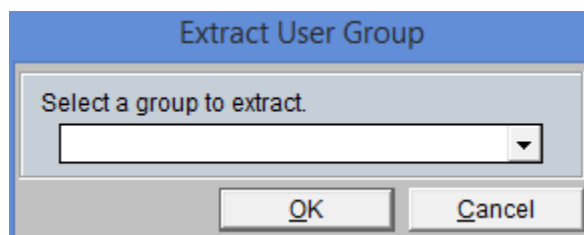


Figure 11: Select User Group from the drop down list and click **OK**.

A Windows Save As dialog box will open.

Browse to the desired directory to save the file, enter a file name and click **Save**.

A **Done** confirmation window will display once the group has been successfully extracted. Click **OK** to exit.

## Import a User Group

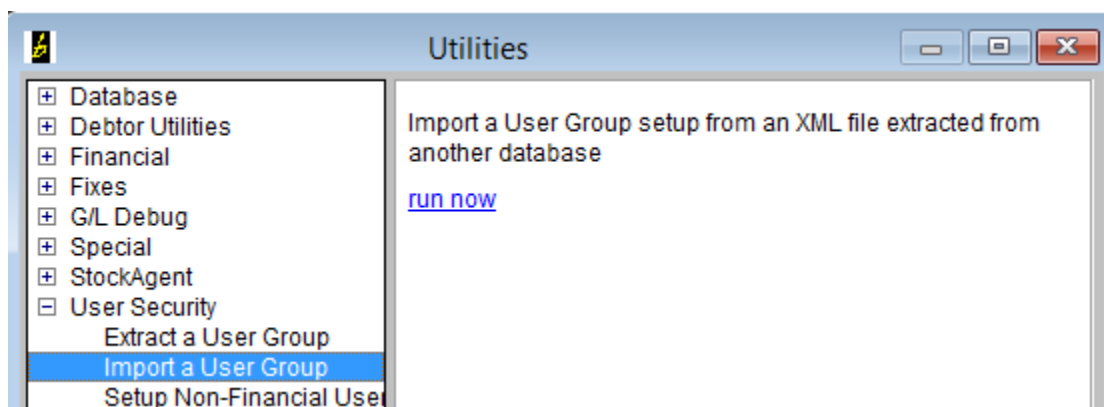


Figure 12: Import a User Group

Click [run now](#) to import a previously extracted user group.

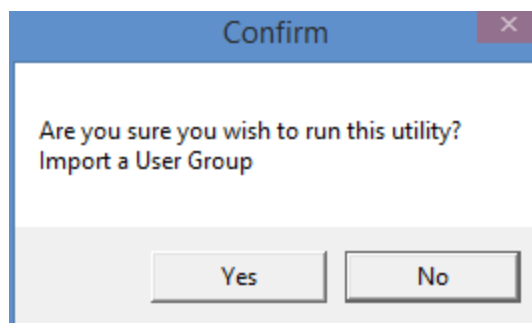


Figure 13: Click **Yes**

A Windows Open dialog box will open.

Browse to the directory of the saved XML file. Select the file name and click **Open**.

A **Done** confirmation window will display once the group has been successfully imported. Click **OK** to exit.  
The imported user group can now be used.

## Setup Non-Financial User Group

Use this function to setup a user group with hidden or read only fields for financial values.

You must first create a group via **File > User Groups**, then run this utility to automatically modify the financial fields.

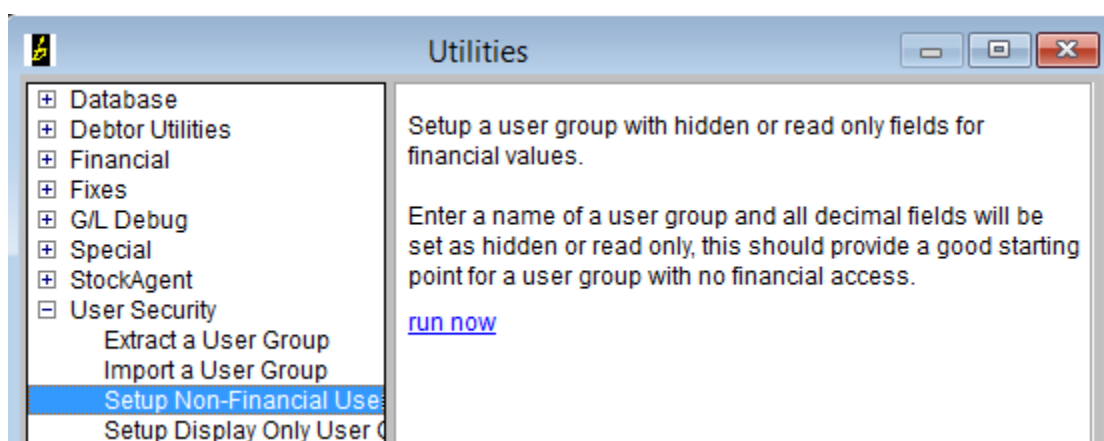


Figure 14: Setup Non-Financial User Group

Click [run now](#) to initiate the utility:

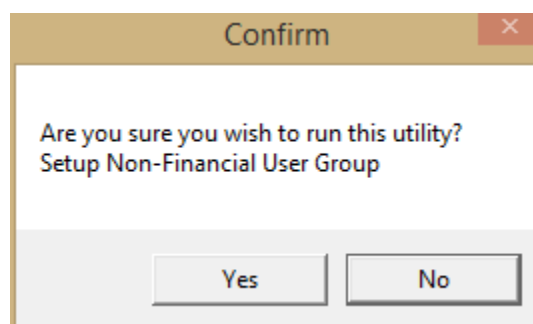


Figure 15: Click **Yes** then select the previously created User Group name.

Click **Yes** to continue.

Next you need to choose between **hidden** or **read-only** for the financial fields.

Click **Yes** for hidden or **No** for read-only:

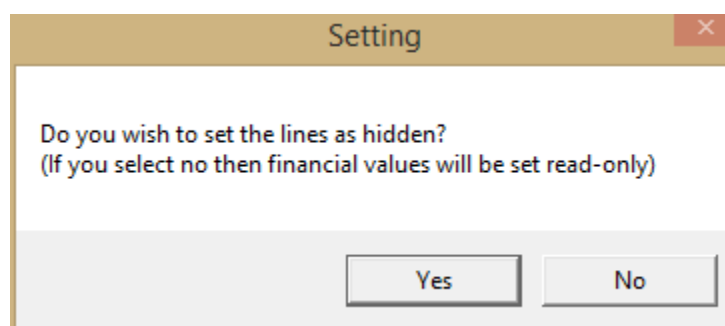


Figure 16: Select **Yes** for hidden, **No** for read-only

A confirmation window will display:

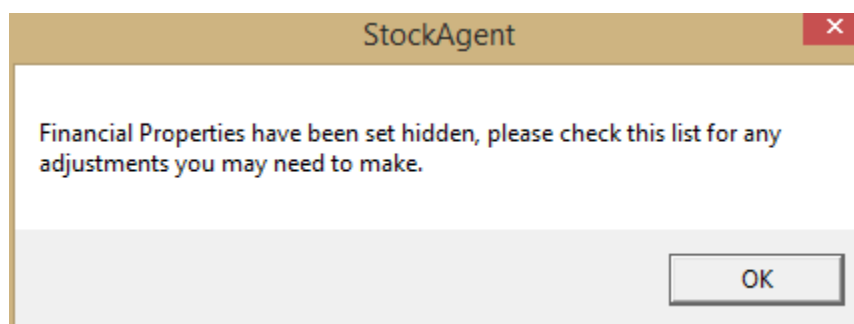


Figure 17: Click **OK**

A list of the modified fields and their setting (hidden or read-only) will be displayed:

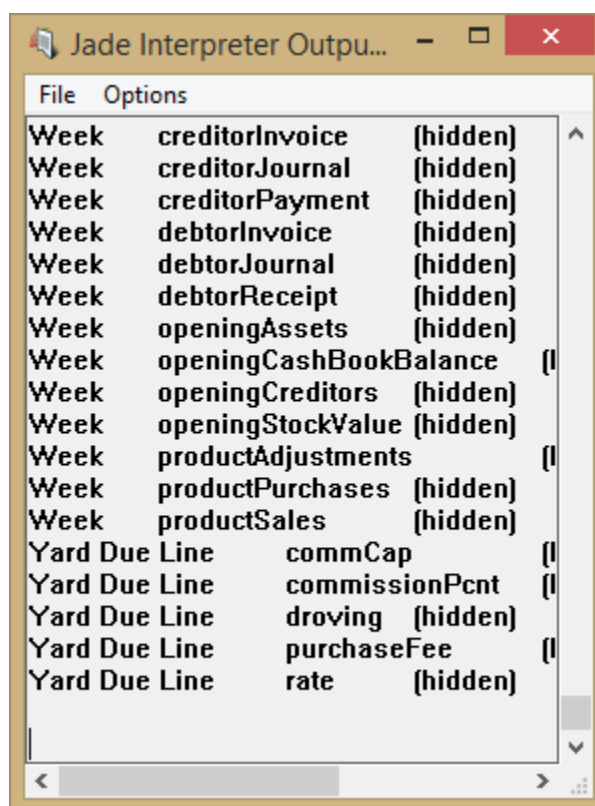


Figure 18: Click **OK**

You can save this to a file via the **File > Save As** menu option.

A **Done** confirmation window will display once the group has been successfully modified. Click **OK** to exit.

The user group can now be used or modified further to meet your requirements.

## Setup Display Only User Group

Use this function to setup a user group with ALL items set to display only.  
You must first create a group via **File > User Groups**, then run this utility to automatically change all the classes to Display Only and all fields to Read Only.

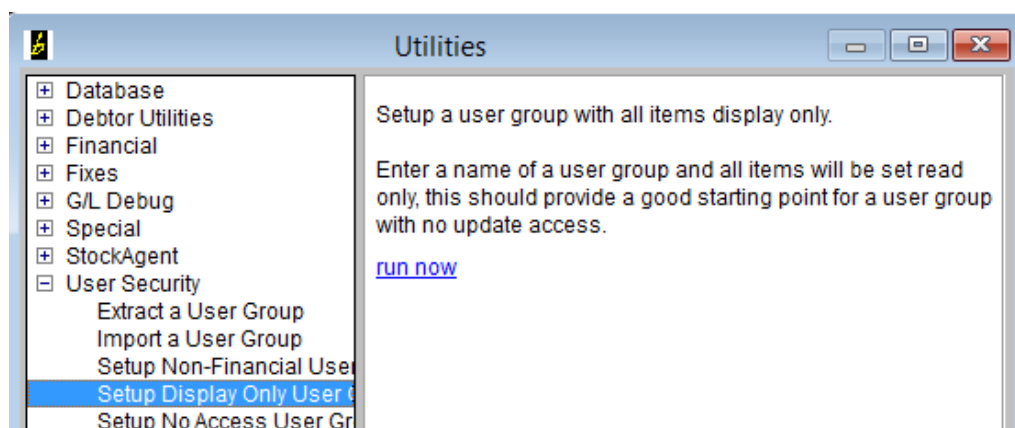


Figure 19: Setup Display Only User Group

Click [run now](#) to initiate the utility:

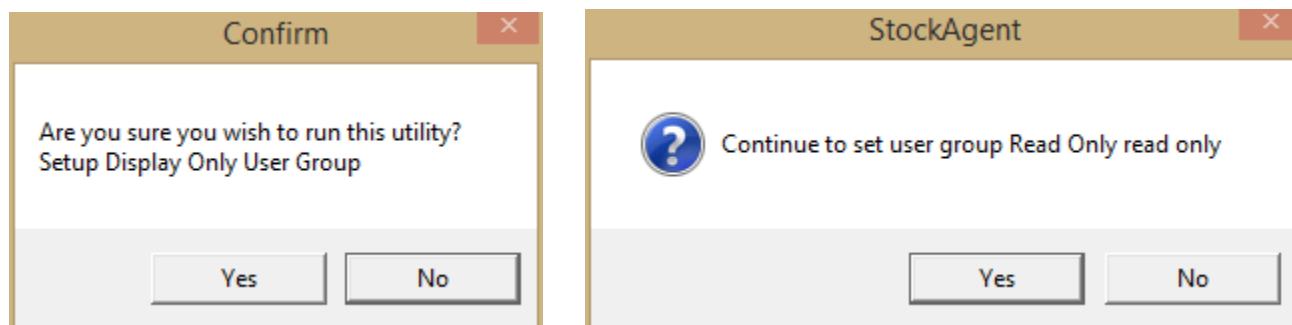


Figure 20: Click **Yes** then select the previously created User Group name, and click **Yes** to continue

A confirmation window will display:

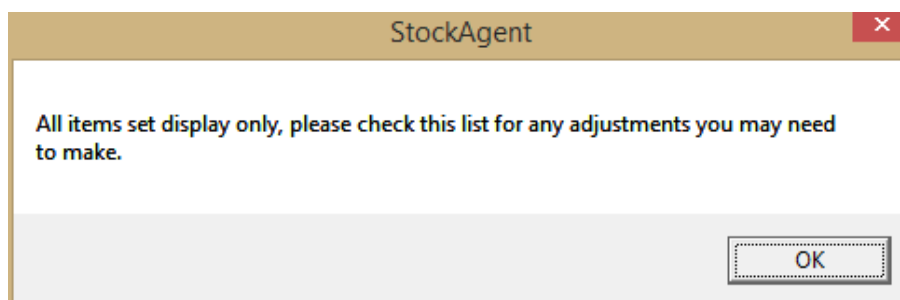


Figure 21: Click **OK**

A **Done** confirmation window will display once the group has been successfully modified.  
Click **OK** to exit.

The user group can now be used or modified further to meet your requirements.

## Setup No Access User Group

Use this function to setup a user group with ALL items set to No Access.

A No Access user group is useful for staff who have left so their User ID details and history can be retained, but to ensure they no longer have access to any part of the system

You must first create a group via **File > User Groups**, then run this utility to automatically change all the classes to No Access and all fields to Hidden.



Figure 22: Setup Display Only User Group

Click [run now](#) to initiate the utility:

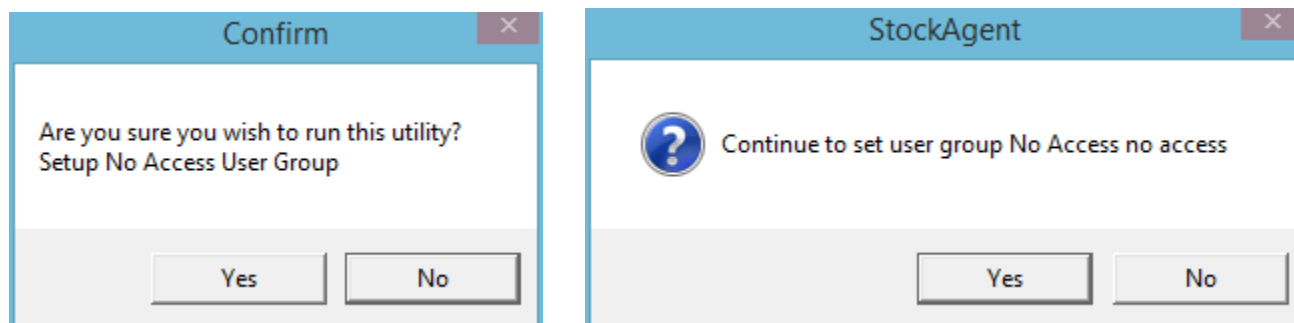


Figure 23: Click **Yes**, select the previously created User Group then click **Yes** to continue.



A confirmation window will display:

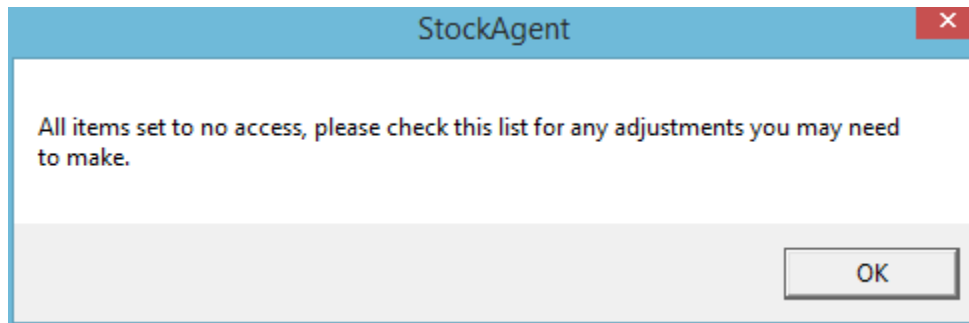


Figure 24: Click **OK**

A **Done** confirmation window will display once the group has been successfully modified.

Click **OK** to exit.

The user group can now be used or modified further to meet your requirements.