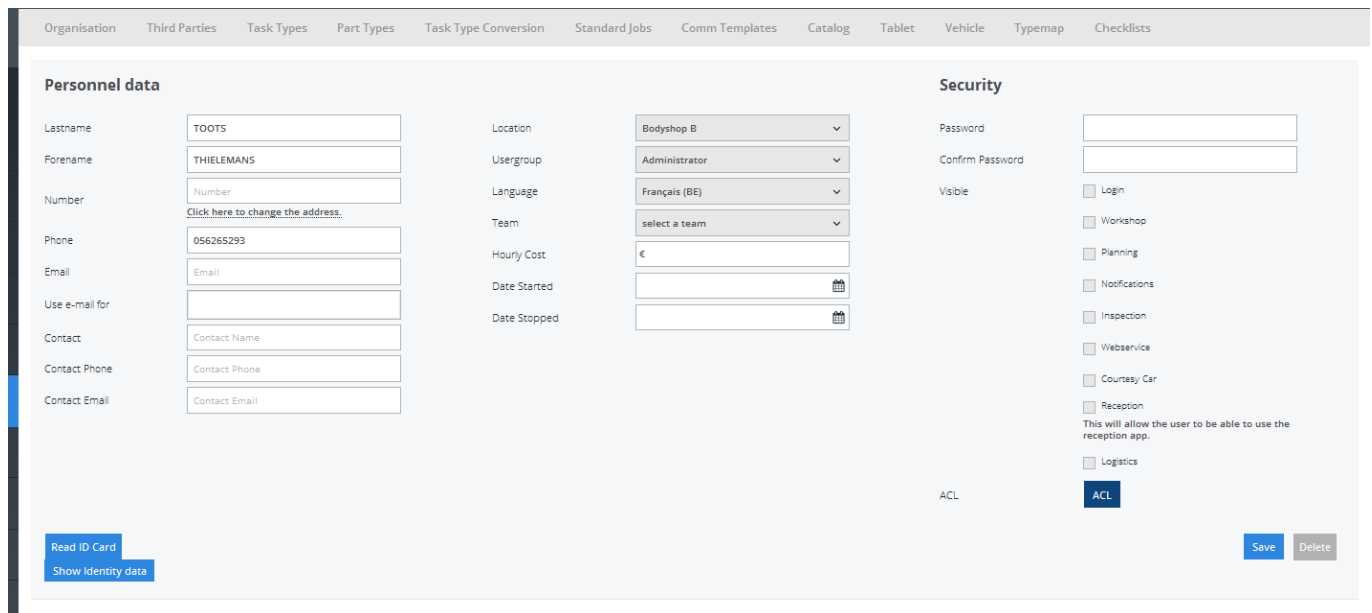# Maintenance

How to limit access of my staff to specific files.

In the menu Maintenance - Personnel every member of the personnel has a button "ACL" to the right. (ACL = access control list)

This button allows you to select which files your staff can see.

We do this by looking at the owner, sentby, repairer and location.

By default, a user has no restrictions and he / she will see all the files.

If a specific owner is designated, only files with this owner will be displayed.

If a specific sentby is designated, only files with this party will be displayed.

If a specific repairer is designated, only files with this repairer will be displayed.

If a specific location is designated, files will only be displayed to that location. Note that even in the invoicing screen only invoices are displayed with that location.

Maintenance

Organisation Third Parties Task Types Part Types Task Type Conversion Standard Jobs Comm Templates Catalog Tablet Vehicle Typemap Checklists

Personnel data

Security

Lastname   KOMPANY   Location   Bodyshop A   Password

Forename

Number

Phone

Email

Use e-mail for

Contact

Contact Phone

Contact Email

Access Control List ✕

Item	Access to	Edit
	If this list is left empty no acl checking will be done. The user will have access to all jobs	
Owner		Add
Referred By		Add
Repairer		Add
Location		Add

Save

☐ Login
☑ Workshop
☑ Planning
Click here to edit knowledge and efficiency of each task type.
☑ Notifications
☐ Inspection
☐ Webservice
☐ Courtesy Car
☐ Reception
This will allow the user to be able to use the reception app.
☐ Logistics

ACL

Read ID Card
Show Identity data

Save Delete

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