

## 004. Jobs

### 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)

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

**Personnel data**

Lastname: TOOTS  
Forename: THIELEMANS  
Number: [Click here to change the address.](#)  
Phone: 056265293  
Email:   
Use e-mail for:   
Contact:   
Contact Phone:   
Contact Email:   
  
Location: Bodyshop B  
Usergroup: Administrator  
Language: Français (BE)  
Team: select a team  
Hourly Cost: €  
Date Started:   
Date Stopped:   
  
**Security**

Password:   
Confirm Password:   
Visible: ☐ Login  
☐ Workshop  
☐ Planning  
☐ 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

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.

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**Personnel data**

Lastname 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

**Security**

☐ 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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