Exigo User Permissions

v 2.0
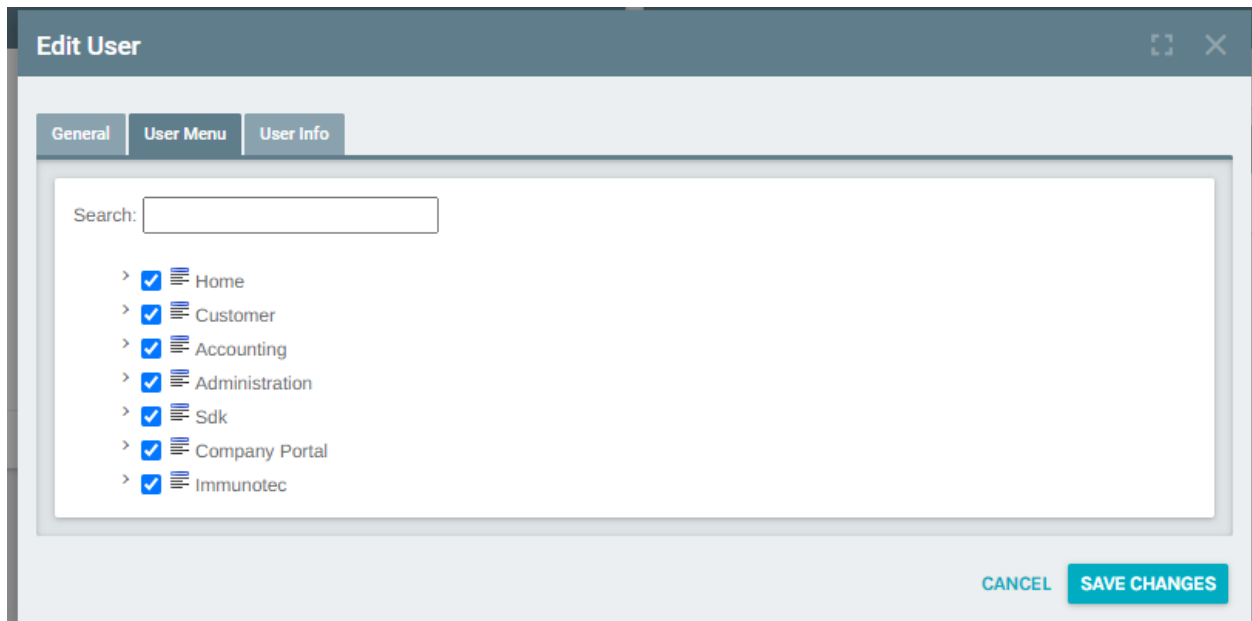
Contents

USER PERMISSIONS

User Permissions are found by going to Administration>>User and >>clicking on a specific user and >>selecting "Modify User Details" >>then clicking the User menu tab.

HOME

Enables or disables the user's ability to see the "Home" menu option and related functions on the left-hand side menu panel in admin.

- **Today** - Will enable/disable the ability to access the Today Icon and the associated screens/sections.
  - *Online* - will enable/ disable the user to see which other users are currently logged in.
  - *Calendar* - will enable/ disable the user to have access to a window that will show a brief portion of their existing Calendar.
  - *Customer*- will enable/ disable the user to create a new customer through the Today screen.
    - Allow View Department News – Will enable/disable users ability to access and view the department news module in Exigo Admin.
  - *Company News* - will enable/ disable the user to have access to all news broadcasts by the company to its users.

- o *Headlines* - will enable/ disable the user to have access to a window in the Today page that contains different sections of news across the nation/ world.
- **Online Documents** - will enable/disable the user to have access to the Documents section.
- **Calendar** - Will enable /disable the ability to use a calendar on Exigo as well as have an icon for this feature under the Home tab.
- **Preferences -** Enables/disables the Icon under the home page that allows the user to modify Email preferences, Email signature, Calendar options, Time Zone, and change their password.
  - o *Allow User Localization* – Enables/Disables user access to the Localization settings where they can set language and date/time preferences for their instance of Exigo Admin.
- **My Actions** - Enables/disables the Icon that allows the user to have private tickets amongst his/her Customers.
- **Password** - Enables/disables the Icon under the home tab that allows you to change your password.

CUSTOMER - Customer enables/disables the Customer tab functions as well as all the permissions within.

- **Customer Search** - Enables/disables the Customer Search Icon and all the permissions within.
  - o *Allow Edit Order* - Enables/disables the edit button located in the Order window for an existing order, and all the permissions within
    - ▪ Allow Edit Order Status - Enables/disables the Change Status button located in the payment tab in the Edit order window.
    - ▪ Allow Period Change – Enables/disables user ability to change the billing period into which the order falls.
    - ▪ Allow Use Credit Requisition – Enables/Disables the user ability to use credit balance to pay for a customer order.
    - ▪ Allow Print Order- Enables/disables the user to be able to print an order.
    - ▪ Allow Change "Is Commissionable" – Enables/disables user ability to change an order's commissionable status via the IsCommissionable checkbox in Admin.
    - ▪ Allow Transfer Order Volume – Enables/Disables user ability to transfer order volume from one customer to another in Admin.

- ▪ **Allow Order Payment Add** - Enables/disables the user to add a payment for an existing order.
- ▪ **Allow Order Payment Edit** - Enables/disables the user to edit a payment method on an existing order.
- ▪ **Allow Order Payment Delete** - Enables/disables the ability to remove a payment method on an existing order.
- ▪ **Allow Edit Accepted Order** - Enables/disables the user to edit an order that is in accepted status.
- ▪ **Allow Shipped Order Edit** - Enables/disables the ability to edit an order that is in shipped status.
- ▪ **Allow Cancelled Order Edit** - Enables/disables the user to edit an order that is in canceled status.
- ▪ **Allow Printed Order Edit**- Enables/disables the ability to edit an order that is in printed status.
- ▪ **Allow Remove All Items** - Enables/disables the ability to remove all items from an order at one time.
- ▪ Allow RMA - Enables/disables the ability to use the RMA flag on an order.
- ▪ **Allow Customer Commission Tab** - Enables/disables the access to the Commissions tab on an order.
- ▪ **Allow Update Order** – Enables/disables user ability to update an existing order.
- ▪ **Allow Modify Order Date to Closed Commission Period** – Enables/disables user ability to modify the date on an order to a commission period that has already been closed out.
- o *Allow Order Payment Edit/Delete* - Enables/disables the ability for a user to edit or delete payments.
  - ▪ **Allow Modify Payment Date** - Enables/disables the ability to modify the payment date of an order.
- o *Allow Change Payment Amount* - Enables/disables the user to edit the amount of money that will be paid in an order.
- o *Allow Override Item Price* - Enables/disables the user to manually override the price of an item in an order.
- o *Allow Override Shipping Price* - Enables/disables the user to manually override the shipping cost in an order.
- o *Allow Change Warehouse* - Enables/disables the user to change the warehouse in an order.
- o *Allow Edit Item Description* - Enables/disables the user to change the description of an item in an order.
- o *Allow Change Currency* - Enables/disables the user to be able to change the currency type for order payment.

- o *Allow Change Price Type* - Enables/disables the user to change price type of an order.
- o *Allow Override Tax* - Enables/ disable the user to manually enter tax located on the payment tab of an order.
- o *Allow Edit Customer* - Enables/disables the user to edit an existing customer's Information.
  - ▪ Allow Modify Start Date - Enables/disables the user to edit a customer's start date in enrollment.
  - ▪ Allow Use GST/PST Exception - Enables /disables the user to manually override GST/PST in an order.
  - ▪ Allow Change Country - Enables/disables the user to have the ability to change/choose a customer's country.
- o *Allow Add New Customer* - Enables/disables the user to create new customers, entering all needed information.
- o *Allow Use Credit Transaction* - Enables/disables the user to use unused account balance credit toward order payment.
- o *Allow Use Debit Transaction* - Enables/disables the user to payoff outstanding account balances in conjunction with an order payment.
- o *Allow Change Sponsor* - Enables/disables the user to change a customer's sponsor.
- o *Allow Edit Customer Status* - Enables/disables the user to change a customer's status i.e. (from active to deleted, etc.)
- o *Allow Edit Customer Type* - Enables/disables the user to change the "type" of a customer. (Distributor, retail, employee)
- o *Allow Edit Rank ID* - Enables/disables the user to change/choose the rank of a customer.
- o *Allow Order Research* - Enables/disables the ability to search the list of orders.
- o *Allow Delete Customer* - Enables/disables the ability to delete a customer.
- o *Allow Auto Order* - Enables/disables the user to have the ability to create a recurring order.
  - ▪ Allow Suspend Auto Order Date - Enables/disables the user to suspend a date/dates in the schedule of an active recurring order.
  - ▪ Allow Auto Order Stop Date - Enables/disables the user to have the ability to set a date in which the recurring order will no longer be active.
  - ▪ Allow Edit Auto Order Frequency - Enables/disables the user's ability to change the amount of time between each recurring order. (monthly, weekly, bi-weekly, etc)
  - ▪ Allow Auto Order Payment Edit - Enables/disables the user to change the payment of an active recurring order.
  - ▪ Allow Restore Recurring Order- - Enables/disables the user to make an auto order active again after it has been deleted/cancelled.
  - ▪ Allow Edit Auto Order – Enables/Disables user ability to edit an existing auto order.

- ▪ **Allow Delete Auto Order** - Enables/disables the user to delete an auto order.
            - ▪ **Allow View Auto Order** – Enables/Disables user ability to view the auto order details by clicking on the view link next to the ARO.
    - o *Allow Subscriptions* **-** Enables/disables the user to view subscription information via the link on the Customer Summary screen.
    - o *Allow Point Accounts* -Enables/disables the user to view point-account information via the link on the Customer Summary screen.
            - ▪ Allow Adjust Point Account – Enables – Disables user ability to adjust a customer's point account balance.
            - ▪ Allow Transfer Point Account – Enables/disables user ability to transfer point accounts rom one customer to another.
    - o *Allow Create Order from Recurring Order* - Enables/disables the user to create a new order from the existing recurring order.
    - o *Allow Move Order* - Enables/disables the user to move an order under a different customer.
    - o *Allow Customer Change Log* **-** Enables/disables the user to view the change log.
    - o *Allow Order History* **-** Enables/disables the user to see order history and the order history tab at the top of an order.
    - o *Allow Payment History* - Enables/disables access to see the customer's Payment History.
    - o *Allow Tree View* **-** Enables/disables the user to view tree information for the user
    - o *Allow Unilevel Tree View* **–** Enable/disable ability for user to view unilevel tree information for the active customer.
    - o *Allow Auto Order History* - Enables/disables the user to view the History of a recurring order by clicking the History button at the top of an existing recurring order.
    - o *Allow Opt In/Opt Out* **-** Enables/disables the user to opt a customer in/out of receiving email communications.
    - o *Allow Terminate Customer* **-** Enables/disables the user to use the Terminate customer feature.
    - o *Allow Point Redemption* - Enables/disables the user to use points to pay for products/services.
    - o *Allow Use Volume Transfer* - Enables/disables the user to transfer volume of an order to another user.
    - o *Allow Change Enroller* - Enables/disables the user to change the enroller of a customer.
    - o *Allow Replacement Order* **-** Enables/disables the user to place Replacement orders.
    - o *Allow Delete Web Info* **-** Enables/disables the user to delete a customer's web info
    - o *Allow Order Payment Screen* - Enables/disables the use of the Payment screen on an order.
    - o *Allow View Web Info* - Enables/disables the user to view a customer's web info

- o *Allow Add/Edit/Remove Order Payment*- Enables/disables the user to add/edit or delete order payment info.
- o *Allow Deleted recurring Orders*- Enables/disables the ability to remove a recurring order.
- o *Allow Create New Order*- Enables/disables the ability to create a new order for a customer.
- o *Allow Return Order*- Enables/disables the user to refund an order.
- o *Allow Edit Customer Company*- Enables/disables the access to edit the name of a customer's company in general information window.
- o *Allow Edit Customer Name*- Enables/disables the access to changing a customer's name in general information window.
- o *Allow Edit Customer Tax ID*- Enables/disables the access to change a customer's tax ID.
- o *Allow View Merchant Account*- Enables/disables the user to view Merchant Account info.
- o *Allow Account Change Log*- Enables/disables the user to view Change Log info.
- o *Allow Modify Web Alias/ Login Name*- Enables/disables the access to change a customer's web alias.
- o *Allow Silent Login* – Enables/disables user ability to sign into customer Back Office from customer summary screen.
- o *Allow View SSN*- Enables/disable the access to view a customer's social security number.
- o *Allow View Customer Site Change Log*- Enables/disables the ability for a user to view the Customer change log related to web info.
- o *Allow View Order Commissions*- Enables/disables the ability to view Commissions on an order.
- o *Allow View Commissions History*- Enables/disables the ability to view Commissions on an order.
- o *Allow Delete Customer History* – Enables/disables user ability to delete account history from a customer record.
- o *Show Paid Rank* - Enables/disables the viewing of a customer's paid rank.
- o *Allow Volumes* - Enables/disables the ability for a user to view a customer's volume info.
- o *Allow Orders/ Invoices*- Enables/disables the user to have the ability to view/edit existing orders of customers.
- o *Allow Payments* - Enables/disables the user to have the ability to access previous payments made by the customer.
- o *Allow User Defined*- Enables/disables the ability to create user define fields.
- o *Allow Order Payment Tab*- Enables/disables the ability to see the payment tab on an order.
- o *Allow Vendor Bills* - Enables/disables the vendor bills section.

- Allow New Vendor Bill **-** Enables/disables the ability to create new vendor bills.
- Allow Edit Vendor Bill - Enables/disables the ability to edit new vendor bills.
- Allow View Bill Detail – Enables/disables user ability to view the details of a vendor bill in Admin.
  - *Allow Vendor Payments* - Enables/disables the vendor payments section.
    - Allow New Vendor Payment - Enables/disables the ability to create new vendor payments.
    - Allow Edit Vendor Payment- Enables/disables the ability to edit new vendor payments.
  - *Allow Statement Print* - Enables/disables the ability to print the statement of a customer.
  - *Allow View Password* - Enables-disables the user to have the ability to view the customer's login password.
  - *Allow Manual Authorization* - Enables/disables the ability to manually authorize payments on an order.
  - *Allow Edit Payment Card* – Enables/disables user ability to edit payment card details on a customer record.
  - *Allow Edit Customer History* – Enables/Disables user ability edit customer history notes on customer record.
  - *Allow Middle Name* – Enables/disables ability of user to collect middle name on customer record.
  - *Allow Qualification Overview* – Enables/disables user ability to see the Qualification Overview module on the customer summary screen in Admin.
  - *Allow Email Messages* - Enables/disables the ability to edit view email messages.
  - *Allow SMS Messages* - Enables/disables the ability to edit view SMS messages.
  - *Allow Account History* **-** Enables/disables user access to customer account history module in Admin.
  - *Allow Documents* – Enables/disables user ability to access the documents module on the customer record in Admin.
  - *Allow Notes* – Enables/Disable user access to the "Notes" module on the customer record.
  - *Allow Use Tax ID* – Enables/disables user ability to access the Tax ID field on a customer record.
  - *Allow Edit Currency* – Enables/disables user ability to change the currency associated with a customer on the customer record under the commissions tab.
  - *Allow Edit Payable To* – Enables/disables user ability to modify the "Payable To" data on the customer record on the commissions tab.
  - *Allow Edit Payable Type* – Enables/disable user ability to modify the payable type associated with a customer on the customer record under the commissions tab.

- o *Allow Edit Placement Preference* – Enables/disables user ability to modify the placement preference within the enroller/sponsor tree on the customer record on the commissions tab.
  - o *Allow Edit Sales Tax Exempt* – Enables/disables user ability to edit an existing sale to make it tax exempt or not.
  - o *Allow Edit Customer Extended* – Enables/disables user ability to modify data in the customer extended properties of the customer record.
  - o *Allow View Customer Extended* – Enables/Disables user ability to view the customer extended properties on a customer record.
  - o *Allow Edit Order Item* – Enables/disables a user ability to edit items on an existing order.
  - o *Allow Remove Order Item* – Enables/disables user ability to remove an item from an existing order.
  - o *Allow Payment Cards* – Enables/disable user ability to allow adding payment card data to a customer record in Admin.
- **Inquiries -** Enables/disables the ability to view inquiries.
- **Messaging** - Enables/disables the ability to edit view email and SMS messages.
- **Allow Payout Bank Info** – Enables/disable user access to and ability to edit customers bank information on the commissions screen of the customer record,
- **Allow Search Customer** – Enables/disable user ability to search for a customer within Admin.
- **Allow Change Admin Version** – Enables/disables user ability to take advantage of the admin version deployment self service options and to deploy or roll back different versions of Exigo Admin.

ACCOUNTING **-** Accounting allows the user access to the accounting tab and all permissions within.

- **Accounting Overview –** Enables/disables user access to the Accounting Overview menu option in Admin.
  - o *Allow Bank File* **-** Enables/disables the ability to view bank file information.
  - o *Allow Remote Check Printing* - Enables/disables the ability to print checks remotely.
  - o *Allow Vendor Bill Status Edit* - Enables/disables the ability to view the edit button for vendor bill status.
  - o *Allow Vendor Bill Edit*- Enables/disables the ability to view edit vendor bills button.
  - o *Allow Vendor Bill Detail* - Enables/disables the ability to view vendor bill details.
  - o *Allow Create Vendor Bill* - Enables/disables the ability to create new vendor bills.
  - o *Allow Hyperwallet batch Payout* – Enables/Disables user access to the Hyperwallet Batch Payout link which allows them to process batch payout via Hyperwallet.
- **Vendors** - Enables/disables the user to view the Vendors Icon.
  - o *Allow Edit Vendor* **-** Enables/disables the user to have the ability to edit a vendor's general information.

- o *Allow Add New Vendor* - Enables/disables the user to have the ability to create a new vendor.
- o *Allow Change Vendor Bill Status* - Enables/disables the ability to edit vendor bill status.
- o *Allow Void Payment* - Enables/disables the ability to void vendor payments.
- o *Allow Use Negative Bill Amounts* – Enables/disables user ability to use negative bill amounts on vendor bills.
- **Items** - Allows the user access to the Items Icon under the Accounting tab as well as the Permissions within.
  - o *Allow Edit Item Group* - Enables/disables the ability to edit the group an item resides in.
  - o *Allow Edit Item Code*- Enables/disables the ability for the user to edit an item's code.
- **Invoices** - Enables/disables the Invoices menu option on the left-side of the admin screen.
  - o *Allow Custom Batch Filter* - Enables/disables a user to filter customer batch.
- **Commissions** - Enables/disables the Commission Icons and access to permissions within.
  - o *Allow Commission Preview* – Enables/disables ability for user to access the commissions preview module.
    - Allow Commission Run Detail- Enables/disables the user to view runs.
    - Allow Commission Run Delete- Enables/disables the user to delete runs.
    - Allow Commission Run Accept-Enables/disables the user to be able to accept a given run.
    - Allow Commission Run Unaccept-Enables/disables the user to have the ability to unaccept a run.
  - o *Allow Period End Date Change* - Enables/disables the user ability to modify the end date of a selected period.
  - o *Allow Customer Rank Overrides* - Enables/disables the user to have the ability to change a customer's rank.
  - o *Allow Bonus Qualification Overrides*- Enables/disables the user to change a customer's bonus qualifications.
  - o *Allow Run Additional Archive* - Enables/disables access to a tool that can execute runs on archived accepted runs.
- **Commission Development** - Enables/disables user accessibility to the Commission Development menu item on the left-hand menu pane of Admin.
  - o *Allow Deploy Plan Live* – Enables/disables user ability to deploy a commission plan into Production.
- **Reports** - Enables/disables the user accessibility menu option in left-hand menu pane in Admin.
  - o *Allow View Product Tab* - Enables/disables the user to have the ability to see the company's Product details.
    - Allow View Product Price List - Enables/disables the user to view the company's product pricing list, located in the product tab in the Reports Icon.
    - Allow View Ext Product Price List - Enables/disables the user to view the company's extended product pricing list.

- **Allow View Product List -** Enables/disables the user to have access to view the company's product pricing list**.**
- **Allow View ReOrder Report** - Enables/disables the user to View Reorder reports.

o *Allow View Time Clock Tab* - Enables/disables a user to view the time clock tab.

- *Allow View Time Card Report* - Enables/disables the user to have access to the weekly clock in report.
- *Allow Edit Time Card* - Enables/disables the user to have the ability to edit a time card.

o *Allow View General Ledger Tab* - Enables/disables a user to view the General Ledger tab.

- **Allow View 1099** - Enables/disables access to view the 1099 Reports.

o *Allow View Employees Tab* - Enables/disables a user to view the Employee tab.

- Allow view employee summary - Enables/disables a user to view the Employee Summary Report.
- *Allow View Employee Detail* - Enables/disables a user to view Employee details.
- *Allow View User Permissions* - Enables/disables a user to view the user permissions section.

o *Allow View Customers Tab* - Enables/disables a user to view the customer tab.

- **Allow View Customer List Summary** – Enables/disables a user to view the customer list.
- **Allow View Customer List Broadcast** - Enables/disables a user to view the Employee Summary Report.
- **Allow View Customer Summary** - Enables/disables a user to view the customer summary report.
- **Allow View Customer List Detail** – Enables-disables user ability to view the Customer List Detail report.
- **Allow View Customer List by Age** – Enables/disables user ability to view Customer List by Age report.
- **Allow View Customer Accounting Summary** – Enables/disables user ability to view the Accounting Summary Report
- **Allow View Customer Email Accounts** – Enables/disables user ability to view the Customer Email Account report

o *Allow View Sales Tab* - Enables/disables a user to view the Sales menu in the report module.

- **Allow View Item Sales Summary** – Enables Disables ability to view the Item Sales Summary report
- **Allow View Top Product Sales** – Enables/disables user ability to view the Top Product Sales report

- Allow View Sales by Source – Enables/disables user ability to view Sales by Source report
- Allow View Daily Cash Report – Enables/disables user ability to view Daily Cash report.
- Allow View Different Billing Report – Enables/disables user ability to view the Orders with Different Billing/Shipping Address report.
- Allow View Order Payment Summary – Enables/disables user ability to view the Order Payment Summary report.
- Allow View item Payment Summary – Enables/disables user ability to view the Item Payment Summary Report
- ViewDailySales - Enables/disables a user to view the Daily Sales Report
- ViewDailyInventory - Enables/disables a user to view the Inventory Report.
- Allow Return Order List Report – Enables/disables user ability to view the Return Orders Report.
- Allow Payment Summary By Type Report – Enables/disables user ability to view the Payment Summary by Type report.
- Allow Order Drill Down Report – Enables/disables user ability to view the Order Information Drill Down report.
- Allow ACH Pending Details Report – Enables/disables user ability to view the ACH Pending Details report.
- Allow Non-Profit Report – Enables/disables user ability to view the Non Profit report
- *Allow View Vendor Tab* - Enables/disables a user to view the Vendor Tab.
    - Allow View Vendor List Summary – Enables/disables user ability to access the Vendor List Summary Report
    - Allow View Vendor List Detail – Enables/disables user ability to view the Vendor List Detail report.
- *Allow View Customer Action Tracking Tab* – Enables/disables user ability to see the Action Tracking: Customers report module.
    - Allow View Customer Action Tracking – Enables/disables user ability to view Customer Action Tracking report
    - Allow View Customer Actionee – Enables/disables user ability to view the Actionee report under the Action Tracking tab.
    - Allow View Customer AT Summary – Enables/disables user ability to view the Summary report under the Action Tracking tab.
- *Allow View Vendor Action Tracking Tab* – Enables user ability to see the Action Tracking: Vendors report module.
    - Allow View Vendor Action Tracking – Enables/disables user ability to view the "Action Tracking" report under the Action Tracking: Vendors module.
    - Allow View Vendor Actionee – Enables/disables user ability to view the Actionee report under the Action Tracking: Vendors module.

- ▪ **Allow View Vendor AT Summary** – Enables/disables user ability to view the Summary report under the Action Tracking: Vendors report module.
  - o *Allow View Web Stats Tab* – Enables/disables user ability to see the Web Stats report module.
    - ▪ **Allow View Activity Report** – Enables/disables user ability to view the Web Activity report under the Web Stats module.
    - ▪ **Allow View Browser Information Report** – Enables/disables user ability to view the Browser Information report.
    - ▪ **Allow View Requested Pages Report** - Enables/disables a user to view the requested pages report.
    - ▪ **Allow View Referrer Site Report** – Enables/disables user ability to view the Referrer Site report
    - ▪ **Allow View Location Report** - Enables/disables user ability to view the Location report.
  - o *Allow View Commission Tab* - Enables/disables user ability to view the Commission report module.
    - ▪ **Allow View Commissions Statement Report** – Enables/disables user ability to view the Commissions Statement report under the Commissions report module.
  - o *Allow View Banking Tab* – Enables/disables user ability to see the Banking reports module.
    - ▪ **Allow View Check Ledger** – Enables/disables user ability to view the Check Ledger report.
  - o *Allow View Label Tab* – Enables/disables user ability to view the Label report module.
    - ▪ **Allow View Customer Labels** – Enables/disables user ability to view the Customer Labels report
    - ▪ **Allow View Vendor Labels** – Enables/disables user ability to view the Vendor Labels report
  - o *Allow View 1099 Forms* – Enables/disables user ability to view 1099 Forms report.
  - o *Allow Recurring Orders List* – Enables/disables user ability to view the Recurring Orders report
  - o *Allow Report Builder* – Enables/disables user ability to access the report builder module.
    - ▪ **Allow Auto Responder Tab** – Enables/disables user ability to see the Auto Responder report module.
    - ▪ **Allow View Auto Responder Log** – Enables/disables user ability to view the Auto Responder Log.
  - o *Allow View Login Info Tab* - Enables/disables a user to view the Login Info Tab.
  - o *Allow Custom SQL Reports Tab* - Enables/disables access to the SQL Reports Tab.
  - o *Allow API Log Reports Tab*- Enables/disables access to API Reports log.

- o *Allow Customer Portal Reports* **–** Enables/disables user ability to see the Customer Portal Reports module
- o *Allow Copy Reports* – Enables/disables user ability to copy existing reports.

ADMINISTRATION - Enables/disables the user access to the administration Icon as well as the permissions within.

- **Users** - Enables/disables the user to have access to creating new users. As well as modifying a User's permissions.
  - o *Allow Change Admin* Version – Enables/disables user ability to deploy new or previous versions of Exigo Admin.
- **Content** – Enables/disables user ability to view the content tool menu.
  - o *Allow Resource Set Design* – Enables/disables user ability to resource sets in the content tool.
  - o *Allow Resource Set Name Edit* – Enables/disables user ability to edit the name of the resource sets in the content tool.
- **Settings** - Enables/disables the user to have access to the settings icon as well as the permissions within.
  - o *Allow Tax Integration Settings* – Enables/disables user ability to access the tax integrations settings module in Exigo Admin.
  - o *Allow Downline Viewer Settings* - Enables/disables a user to view the Downline Viewer settings.
  - o *Allow View Company Settings* - Enables/disables a user to view the Company settings Link.
  - o *Allow View Accounting Settings* - Enables/disables a user to view the Accounting Settings Link.
  - o *Allow Binary holding Tank* – Enables/disables user ability to view the binary holding tank module.
  - o *Allow Update Admin Version* – Enables/disables a user ability to update to latest admin version or roll back to a previous admin version using the self-service admin deployment feature.
  - o *Allow View IP Whitelist* – Enables/disables user ability to view the IP Whitelist module in Admin.
    - ▪ Allow Edit IP Whitelist – Enables/disables user ability to add or remove IP addresses to the IP whitelist.
  - o *Allow Cloud Connection Manage* – Enables/disables user ability to access the cloud connection management module in Admin.
- **Company News** - Enables/disables the user to have the ability to be able to create a company newsletter as well as decide who can view it.
- **Manage Time Clock** - Enables/disables a user to view the Employee Summary Report.
- **Manage Broadcasts** - Enables/disables a user to manage email broadcast groups and settings.
- **DNS Admin** – Enables/disables user ability to manage company DNS settings.

- **Security Templates** – Enables/disables user ability to view and access the Security Templates module in Admin.
  - ○ *Allow Security Departments by Template* – Enables/disables user ability to view the security departments by template.
  - ○ *Allow Change Security Templates by Department* – Enables/disables user ability to make changes to security templates by department.

SDK – Enables/disables user ability to view the SDK menu on the left-hand side menu in Admin.

- **Websites** – Enables/disables user ability to access the websites SDK module.
- **Order Calc** – Enables/disables user ability to access the Order Calc SDK module.
- **Money In** – Enables/disables user ability to access the Money In SDK module.

Company Portal – Enables/disables user ability to access the Company Portal menu in in the left-hand menu pane in Admin.

- **Sync Management** – Enables/disables user ability to access sync management module in the company portal menu.
- **Sandbox** – Enables/disables user ability to access the Sandbox module in the company portal menu.
- **Alerting** – Enables/disables user ability to access the Alerting module in the company portal menu.