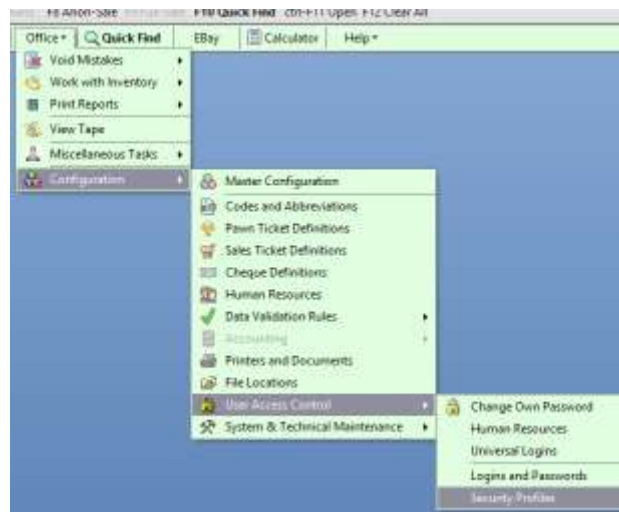


**Question:** How do you lock employees out of certain functions?

**Answer:** To set security profiles/permissions for employees...

Click on **CONFIGURATION** -> **USER ACCESS CONTROL**-> **SECURITY PROFILES**.



The **SECURITY PROFILES** window will open. By default **Owner**, **Manager** and **Employee** will be already created.



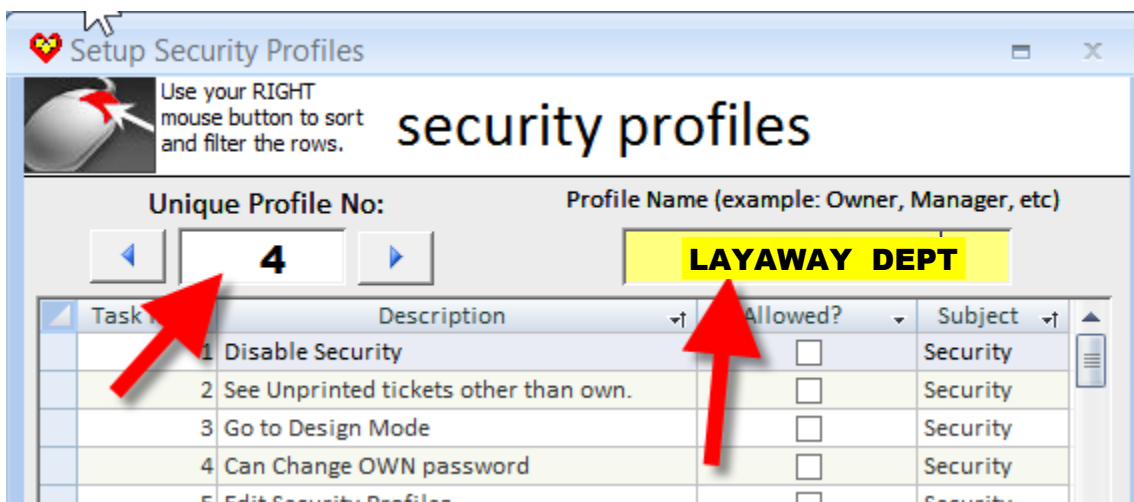
Permissions are denied/allowed on a task by task basis. To deny permission for a particular task to a group (the “manager” group or the “employee” group), click the arrows next to “Unique Profile Number” until you see the group you want to change, and then check or uncheck the box next to the permission description, in the “Allowed” column.



In the example above, we have forbidden the “owner” group from manual ticket numbering.

You are not restricted to just the default groups. You can create as many groups as you like, and call them whatever you want. Here is how you make a new group ...

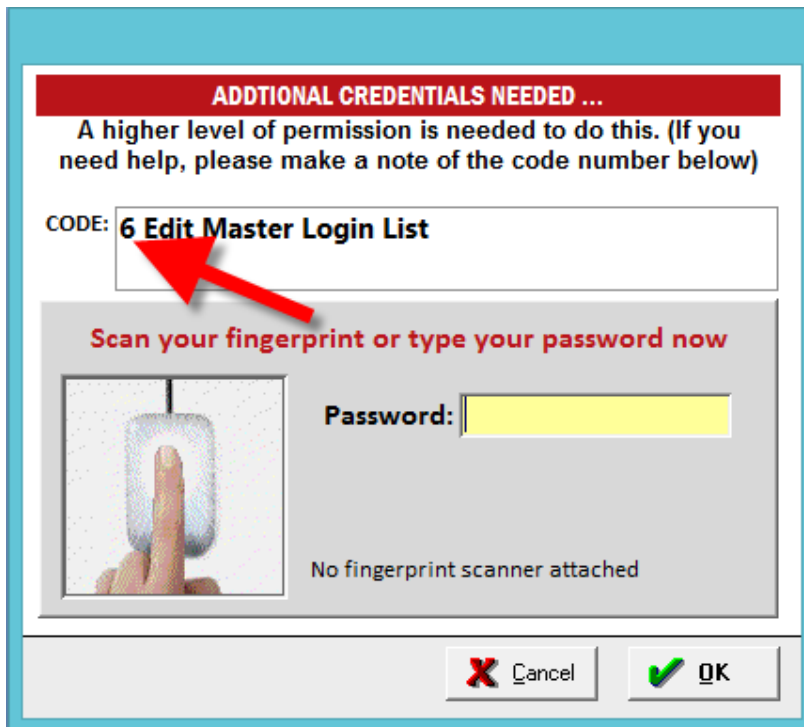
To create a new profile click the “NEW” button at the bottom. Click on **Unique Profile No.** and enter a new number. Then Click on **Profile Name** and enter a new profile name.



Next select (check) the security permissions allowed for the new profile. (group)



When an employee is denied access to a Dazzle function, the following window will open. Look in the code box for the task number that is being denied for the employee. In this case it is showing us code 6, which means Task No. 6 is forbidden.



If you don't want the employee to do that function you must now enter your own password in order for him to continue. (assuming you have permission to do task 6)  
But if you want him to also have that permission, then go to your security profiles screen, and select the profile for that employee, and make sure there is a checkmark beside task no. 6.

4	Can Change OWN password	<input checked="" type="checkbox"/>	Security
5	Edit Security Profiles	<input type="checkbox"/>	Security
6	Edit Master Login List	<input type="checkbox"/>	Security
7	Edit Employees Screens	<input type="checkbox"/>	Security

Check here to allow no. 6 for this profile.

## How to assign people to groups

To assign each person to the appropriate group, go to **OFFICE → CONFIGURATION → USER ACCESS CONTROL → LOGINS AND PASSWORDS**.

You will see the “Logins and Passwords” screen.  
The fifth column allows you to select a profile for each person.

Login Nam	Initi	Passwor	Menu Level	Profile Usec	Enal	Startup Screen	Drawer No
Pawn		****	uNiversal login	Admin	<input checked="" type="checkbox"/>		1
		****	Owner	Admin	<input checked="" type="checkbox"/>	frmQuickStart	4
		**	Manager	Manager	<input checked="" type="checkbox"/>	frmQuickStart	5
		**	Manager	Admin	<input checked="" type="checkbox"/>	frmQuickStart	1
		**	Manager	Manager	<input checked="" type="checkbox"/>	frmQuickStart	2
		**	Manager	Manager	<input checked="" type="checkbox"/>	frmQuickStart	6
		**	Manager	Manager	<input checked="" type="checkbox"/>	frmQuickStart	8
		**	Employee	Employee	<input checked="" type="checkbox"/>	frmQuickStart	3
		*****	Manager	Admin	<input checked="" type="checkbox"/>	frmQuickStart	1
		**	Manager	Manager	<input checked="" type="checkbox"/>	frmQuickStart	7
		**	Manager	Manager	<input checked="" type="checkbox"/>	frmQuickStart	10
		**	Owner	Admin	<input checked="" type="checkbox"/>	frmQuickStart	9