

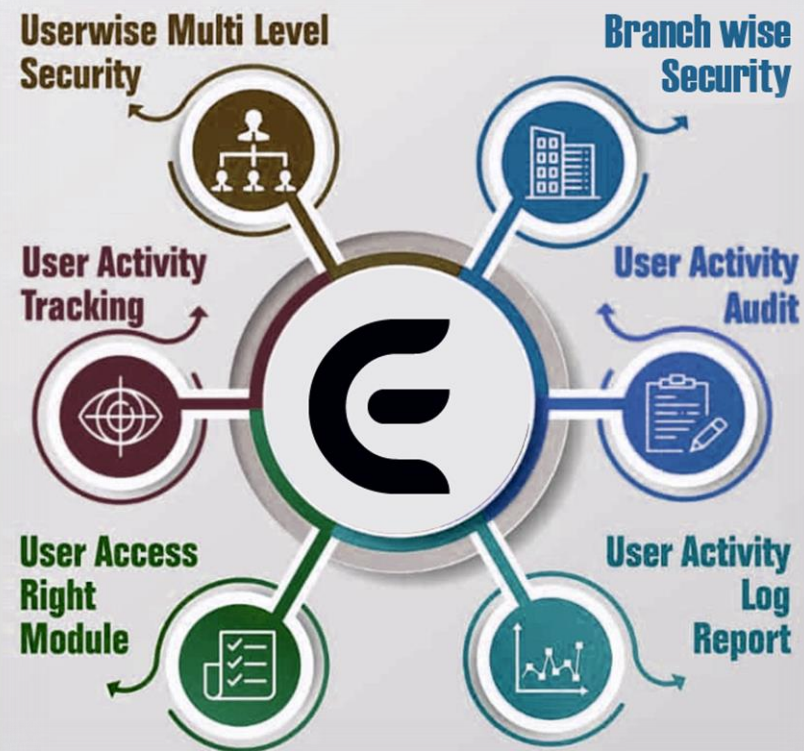
# Cloud ERP User/Login Management

Guidelines For Create New User  
For Software and Manage Users  
Rights and Security to your data.



eCount.In

# User wise Security



## Setup 1: Utility -> User Management -> User Entry

The screenshot shows a software interface with a top navigation bar containing the following tabs: Master, Transaction, Report, Utility, and Setup. Below the navigation bar, the title "List Of User" is displayed. Underneath the title, there are five icons representing actions: ADD (a green plus sign), EDIT (a pencil), VIEW (an eye), DELETE (a trash can), and REFRESH (a circular arrow). Below these icons is a table with columns for Name, User, and Department. The table contains five rows of user data: raj, demo, gold, AAA, and arif. A dropdown menu is open over the "Utility" tab, showing a list of options: User Management, SMS, Year End, Havala, Advance Utility, and System Utility. The "User Management" option is highlighted with a black border. A second dropdown menu is open over "User Management", showing a list of options: User Entry, User Right, User Log, and Role Template. The "User Entry" option is highlighted with a black border.

Name	User	Department
raj	raj	
demo	demo	
gold	gold	
AAA	hmxg	klji5658956
arif	arif	

Setup 2: Click On Add Button Add New User

# 3. User Login Information

**+ Add User Management** [Search] [Close]

Full Name  \* Required

Branch  Default Branch

Center  Department

Email  Mobile

**Login Details**

User Name  User Role

Password  Re-Type Password

For Client Login - Ledger Selection

Is Active?  View Only Self Entry

Allow Audit  Merge Balance

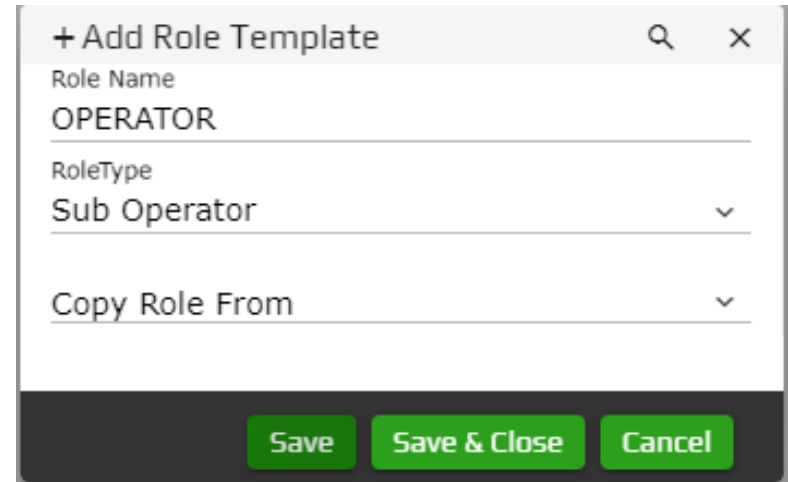
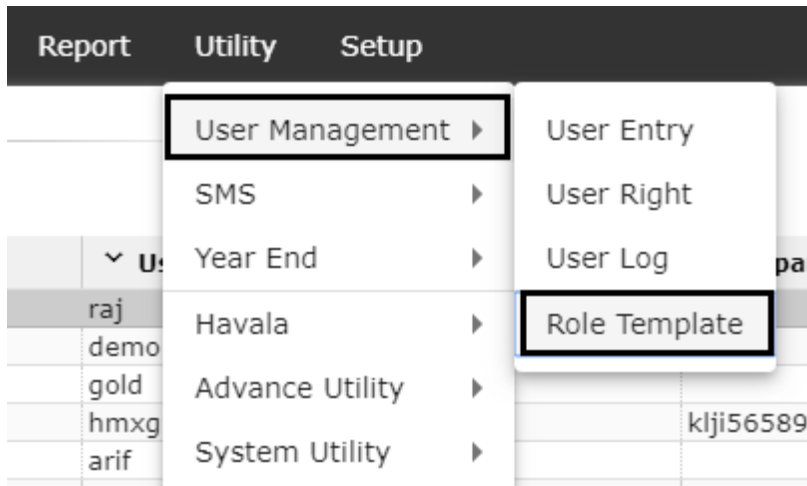
4. **Select Branch, Only That Branch data can show by user. You Can also set all branch rights to user**

5. **Default Branch Use For Only If All Branch User Need Login In Some Default Branch**

6. **Select Center,\*\*\* If you want Booking Center wise user show his data.**

# 7. Set User Name and Create User Role

# 8. Create Role Template



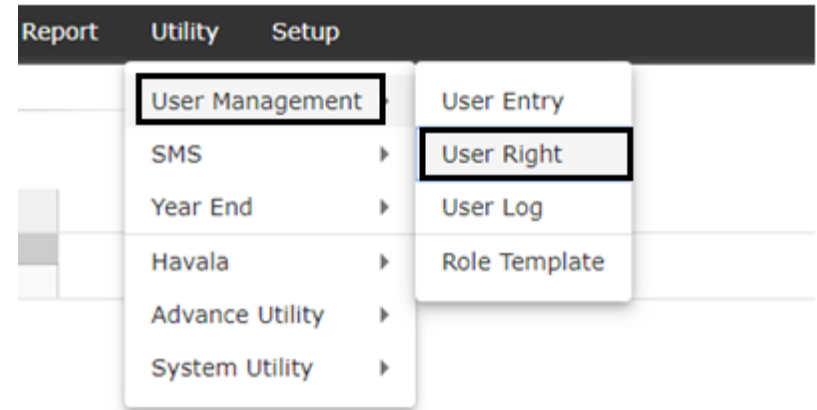
9. Give Role Name then select Role Type

10. Copy user rights from existing role After user can change Rights from 'User Rights'

# Manage User Rights Particular Entry Wise

## User Management -> User Right

1. User Right Screen - Per Role Name wise you can set Every Menu Option Add, Edit, View, Delete, Export Rights



User Right

Master, Transaction  Report,Utility Role Template: Owner

+ Parent	Menu Title	Allow To Add	Allow To Edit	Allow To View	Allow To Delete	Allow To Export	
Master	Account Master	true	true	true	true	true	🗑
Master	Account Group	true	true	true	true	true	🗑
Transaction	Pump Entry	true	true	true	true	true	🗑
Outward	Memo Transfer	true	true	true	true	true	🗑
Master	App Price List	true	true	true	false	true	🗑
Place Master	Center Master	true	true	true	true	true	🗑
Havala	Attendance Master	true	true	true	false	true	🗑
System Utility	User Auto List	true	true	true	true	true	🗑
Bank / Cash	Bank Payment	true	true	true	true	true	🗑
Bank / Cash	Bank Receipt	true	true	true	true	true	🗑
Other	Book Code	true	true	true	true	true	🗑
Master	Branch Master	true	true	true	true	true	🗑
Advance Utility	Document Cancelation	true	true	true	true	true	🗑
Truck Details	Car Driver	true	true	true	false	true	🗑
Truck Details	Car Master	true	true	true	false	true	🗑
Bank / Cash	Cash Payment	true	true	true	true	true	🗑
Bank / Cash	Cash Receipt	true	true	true	true	true	🗑

# User Login Information

+ Add User Management

Full Name

Branch  Default Branch

Center  Department

Email  Mobile

**Login Details**

User Name  User Role

Password  Re-Type Password

For Client Login - Ledger Selection

Is Active?  View Only Self Entry

Allow Audit  Merge Balance

Save Save & Close Cancel

1. For Client Login, You Select Client Ledger/Account

2. Is Active, Only Active User Can Login to the Software

3. View Only Self Entry, User Can Only See the entry done by it's own.

4. Allow Audit, For Auditor. Audited entry can't be edit/delete

5. Merge Balance, To Check All Report with Merge Branch whenever Required

# #User Activity Log

Report Utility Setup

- User Management ▸
  - User Entry
  - User Right
  - User Log
  - Role Template
- SMS ▸
- Year End ▸
- Havala ▸
- Advance Utility ▸
- System Utility ▸

## User Log



<input type="checkbox"/>	Page	Vch Date	Party	Voucher No	State	Date	Time
<input type="checkbox"/>	LrEntry	02/12/2019	jay ambe transport	190841	Edit	06/12/2019	12:12:23 PM
<input type="checkbox"/>	Full Load Entry	06/12/2019	9781321122	190852	Edit	06/12/2019	12:12:10 PM
<input type="checkbox"/>	Full Load Entry	06/12/2019	9781321122	190852	Edit	06/12/2019	11:12:17 AM
<input type="checkbox"/>	Full Load Entry	06/12/2019	9781321122	190852	Edit	06/12/2019	11:12:32 AM
<input type="checkbox"/>	LrEntry	06/12/2019	00000 - momai transport	190854	Add	06/12/2019	11:12:06 AM
<input type="checkbox"/>	Full Load Entry	06/12/2019	A.	190853	Add	06/12/2019	11:12:22 AM
<input type="checkbox"/>	Full Load Entry	06/12/2019	9781321122	190852	Add	06/12/2019	11:12:05 AM
7							

Items per page: 25

You will Check all kind of User Activity from User Log





eCount.In

DONE !!

For More Details you can find Video Tutorials from :

<https://www.ecount.in/VideoTutorial/ecount-software-user-rights-management-options>