

Tech Tip Tuesday—November 28, 2023

Security—who has what?

In Livery Coach, users are set up under Maintain...Security. There are lots of different settings to get a pretty fine variation in controlling who can do what.

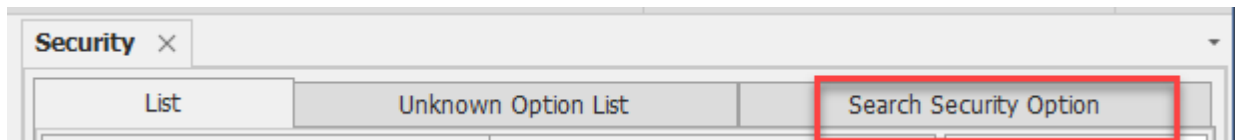
As we always point out during training, there are a few security settings that you want to be particularly careful in granting to users. One, of course, is “Security” itself—if a user has Security, then he or she can just go in and give himself or herself access to everything else.

Another is “Trip Deletable”...which allows a user to be able to delete trips. Generally you want users to be able to cancel trips, but not delete them.

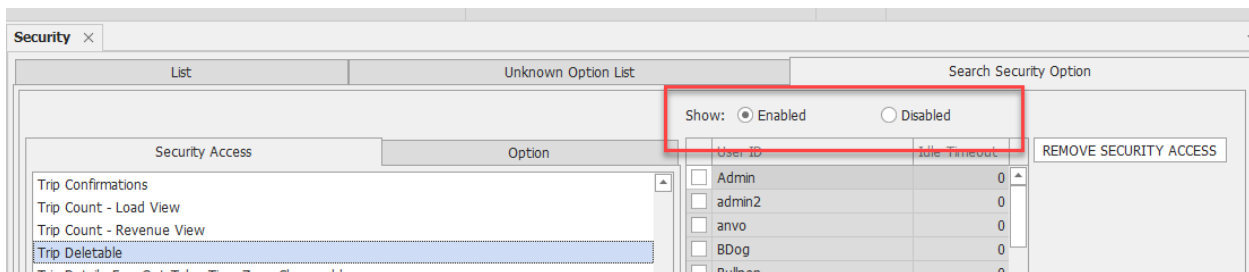
Finally, some people are a bit sensitive about “Trip Count – Revenue View” which would allow a user to easily pull up a screen showing revenue by any date range.

Given how many different security settings there are, it can be very useful to be able to see who has what. For example, if a trip was deleted, you might want to double-check to see exactly who has this capability.

Fortunately, this is easy to do. Simply navigate to Setup->Maintain->Security and select the tab “Search Security Option”. (Note that if you don’t have the Security option yourself, you will not be able to do this.)



Once there, you are presented with a list of every Security option, sorted alphabetically. Simply click on the Security option you are interested in, and the right box will populate with all the users who have this either “Enabled” or “Disabled”, depending on which radio button you have selected.



If you want to remove the access for one or more users, simply check the box(es) next to those user names, and then click the “REMOVE SECURITY ACCESS” button. Alternatively, if you want to grant permission to users who don’t have it, select the “Disabled” radio button first (which will show you a list

of everyone who doesn't have that function). Then select the desired users and click the "GRANT SECURITY ACCESS" button.

