PURPOSE: Edit User/Group settings in DEACOM (main application) to manage authorizations for the different WMS Scanner functionalities.

These steps assume that Users and User Groups are already set up in DEACOM.

These steps will walk through editing 'User' and 'User Group' access settings. We recommend setting most authorizations at the 'User Group' level, and only grant/deny specific authorizations for specific Users within that Group on an exception-basis.

Authorization Logic

A User is granted an authorization when their combination of User and User Group accesses agree as follows:

User Access	User Group Access	User is granted Authorization
YES	(any)	**YES**
NO	(any)	**NO**
(blank)	YES	**YES**
(blank)	NO	**NO**

PROCESS STEPS:

Setting up User Group Access for WMS

1. In DEACOM (main application), go to System > Maintenance > User Groups
2. Double-click a User to open the 'Edit User Group' screen
3. Click 'Edit Access' button to open 'Edit User Access' screen
   a. The grid-list shows all authorizations available in the system, with 3 columns:
      i. Description – the name of the authorization
      ii. Group – Yes/No column showing if this User Group has this authorization access
      iii. Notes – explains what the authorization allows
4. Double-click an authorization row to change 'Group' column from YES ←→ NO
5. When you're done setting this Group's authorizations, click Save

Setting up User Access for WMS

1. In DEACOM (main application), go to System > Maintenance > Users
2. Double-click a User to open the 'Edit User' screen
3. Check 'Access WMS' (checkbox) so they can log into the scanner
4. Set 'WMS Printer' for this User
5. Click 'Restrictions' button to open 'Edit User Restrictions' screen
   a. Set Facility or Facility Group, click Save and exit Edit User Restrictions screen
6. Click 'Edit Access' button to open 'Edit User Access' screen
   a. The grid-list shows all authorizations available in the system, with 4 columns:
      i. Description – the name of the authorization
      ii. User – Yes/No/Blank column showing if this User has this authorization access
      iii. User Group – Yes/No column showing if this User Group has this authorization access
      iv. Notes – explains what the authorization allows

7. Double-click an authorization row to change 'User' column from YES ←→ NO
8. When you're done setting this User's authorizations, click Save

Scanner-related Authorizations

The following authorizations are related to scanner functionality:
- Inventory – edit count sheets
- Inventory – move to quarantine
- Purchasing – edit user lot
- WMS – <…any authorization that starts with 'WMS'…>
  - These authorizations also dictate which menu items show up in the Scanner when a user logs in

REVISIONS

Rev	Date	Change
I/R	10/23/17	New
A	10/30/20	Change to v16 Menu names