

Edit Permissions for System User Account Information Fields

To edit the permissions associated with system user account information fields, open the Account Fields Tab in the Site Settings Module from the Main Menu.

The screenshot shows the 'Site Settings' interface with the 'Account Fields' tab selected. It contains two tables: 'System User Account Information Fields' and 'Custom/Additional User Account Information Fields'.

Field Label	Required?	Action
Username	No	Permissions
Email	No	Permissions
First Name	No	Permissions
Last Name	No	Permissions
User Photo	No	Permissions
Session Timeout	No	Permissions
Home Page	No	Permissions

Order	Field Label	Required?	Action
≡ Drag Me	Employee ID	No	Edit Delete
≡ Drag Me	Address 1	No	Edit Delete
≡ Drag Me	Address 2	No	Edit Delete
≡ Drag Me	Phone	No	Edit Delete
≡ Drag Me	Supplier	No	Edit Delete

System User Account Information Fields are displayed in the first table. Select the Permissions button in the Action column opening the Edit Field Restrictions Modal.

The screenshot shows the 'Edit Field Restrictions: First Name' modal. It contains a table with columns for 'Accounts Module Level', 'View Own', 'View Other', 'Edit Own', and 'Edit Other'. The 'Edit Own' and 'Edit Other' columns have checkboxes that are checked for Admin, Supervisor, and Logged out user, and unchecked for Employee and Observer.

Accounts Module Level	View Own	View Other	Edit Own	Edit Other
Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Observer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logged out user	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save Cancel

Selecting a checkbox will give permission to the module level. Deselecting the checkbox will remove the permission from the module level.

Select the Save button and return to the Account Fields Tab.

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