

Viewpoint Jobpac Connect™

Cost Centre Level Security
Function Guide
Version: 1.0





Document Control Table

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Change History

Version	Date	Author		Description of Changes
1.0	31/1/2022	DMB	Initial Release	



Cost Centre Level Security



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Cost Centre Security Set-up and Configuration

Introduction

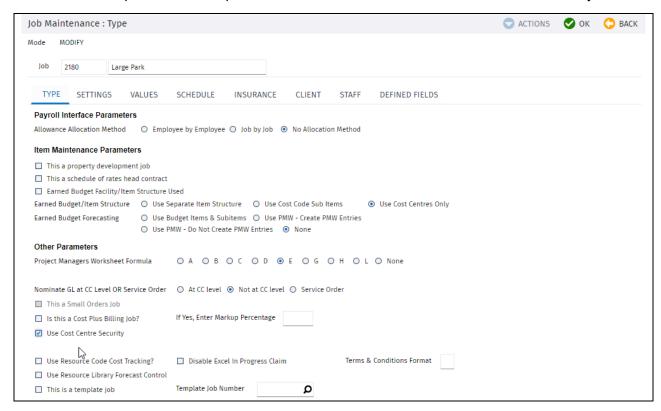
It is standard practice to implement Job level Security for project based users. This can be taken one step further and security at a cost centre level can be introduced. This will limit users to seeing only the cost centres on a project that they are given access to for forecasting purposes.

This is designed to allow low level users to do forecasts only for a limited no of cost centres. It is not designed to stop them seeing all cost centres in other parts of Jobpac. Menu control must be used to implement this.

Configuring a Job for Cost Centre Security

This must be set up for each job that requires Cost Centre level security.

Select Job Setup, select the required Job, and tick the box for 'Use Cost Centre Security.'



Reset the User Work-id Access.

To modify Work Id Access, from the Jobpac main menu select > System Admin > Define Security > Work-id Access.



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Select the required Userid:



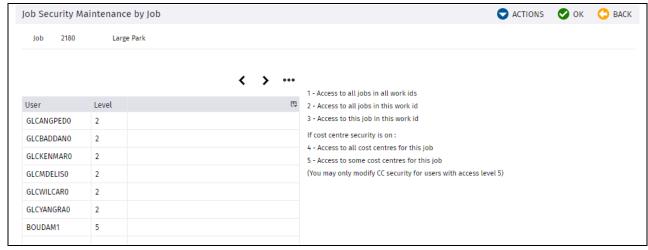
If user has Access to all workids and all projects, then this needs to be removed before cost centre security for a specific project can be implemented.

Review the Workids the user currently has access to, and change the access to the workid where the project by entering the Workid, and selecting the option 'Not All Jobs and Not All Locations'



Go to Job Access by Job, and enter the Job number.

Add the project, and the entry will display as a type 5.



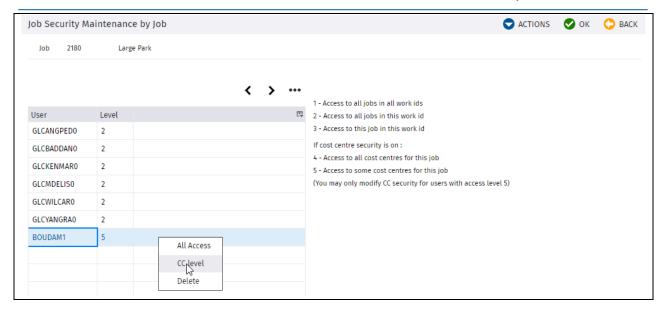
You also need to add back any other projects that user has in this workid. Use the option Job Access by User to do this.

Select the user and right mouse click to show more options, select CC Level from the drop down list.

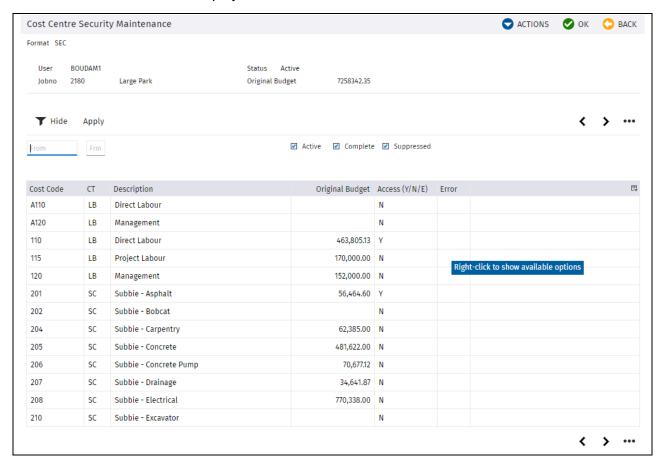


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A full list of cost centres is displayed.



Access to each cost centre is granted by changing the default N to Y.

(N no access, Y access, E enquiry only).

