



Unicorn HRO

Field Level Security

The Field Level Security Function will allow the Systems Administrator to customize each user's access to Fields within the system's tables, according to their needs. It will allow the user to be defined to access the Fields with Full Authority (able to modify or view the field), Inquiry Only Authority (able to view the field) or No Authority (not able to modify or view the field). Function and Field Level Security must be assigned separately. Function Security is used to control access to individual processes or functions and Field Level Authority is used to control access to individual fields within a process or function. In addition, the Functional and Field Level Authority is only mandatory if the user does not have full authority to the system.

When a new user is established for the application, by default, the user will have access to all tables, subsequently all fields. Modifications can be made to reduce access to Inquiry Only or to restrict access to No Authority for certain fields by accessing the Field Level Security Assignment from the Security Group.

Field Level Security is restricted, in that, the user logging onto the application and accessing Field Level Security will not be able to modify their own setup. Therefore, their user ID will not display in the Authorized Users Listing when accessing the screen. To have Field Level Security modified for your User ID, another user must logon and make the changes for you.

Each scenario is outlined in a detailed Script as follows:

⇒ To remove access to a Field, permit **No Authority**, for a user profile:

- Access Field Level Security, from the Security Group
- Select (Highlight) the Table that contains the Field to be changed
- Select (Highlight) the Field, within the Table you have selected
- Select (Highlight) the Authorized User ID and Click on the first set of right hand Move Arrows (>), adjacent to the "No Authority" list box, to remove access to the Field
- Once completed the User ID and User Name will display within the "No Authority" list Box

Note: To revoke access of a Field for Multiple User ID's, Click once on each of the User ID's within the "Authorized Users" list box and Click on the first set of right hand Move Arrows (>) adjacent to the "No Authority" list box. Revoking access will disallow the user from modifying or displaying the Field. Additionally, when a Mandatory Field is revoked the user will not be able to add records.

⇒ To assign **Inquiry Only** access to a Field for a user profile:

- Access Field Level Security from the Security Group
- Select (Highlight) the Table that contains the Field you would like to modify
- Select (Highlight) the Field, within the Table you have selected

- Select (Highlight) the Authorized User ID and Click on the second set of right hand Move Arrow (>) adjacent to the “Inquiry Authority” list box
- Once completed the User ID and User Name will display within the “Inquiry Authority” list box

Note: To modify access of a Field for Multiple ID's, Click once on each of the User ID's within the “Authorized Users” list box and Click on the second set of right hand Move Arrows (>) adjacent to the “Inquiry Authority” list box. Reducing access will disallow the user from modifying the Field. Additionally, when a Mandatory Field is set for Inquiry Only the user will not be able to add records.

⇒ To Update user access to a Field, which the user currently has **No Authority**:

- Access Field Level Security, from the Security Group
- Select (Highlight) the Table that contains the Field you would like to modify
- Select (Highlight) the Field, within the Table you have selected
- Select (Highlight) the User ID within the No Authority list box and Click on the first set of left hand Move Arrows (<) adjacent to the “No Authority” list box.
NOTE: This will allow Full Authority to the Field
- Once completed the User ID and User Name will display within the “Authorized Users” list Box

Note: To permit access to a Field for Multiple ID's, Click once on each of the User ID's within the “No Authority” list box and Click on the first set of left hand Move Arrows (<) adjacent to the “No Authority” list box.

⇒ To Update user access to a Field, which the user currently has **Inquiry Only**:

- Access Field Level Security, from the Security Group
- Select (Highlight) the Table that contains the Field you would like to modify
- Select (Highlight) the Field, within the Table you have selected
- Select (Highlight) the User ID within the Inquiry Authority list box and Click on the second set of left hand Move Arrows (<) adjacent to the “Inquiry Authority” list box. **NOTE: This will allow Full Authority to the Field**
- Once completed the User ID and User Name will display within the “Authorized Users” list Box

Note: To permit access to a Field for Multiple ID's, Click once on each of the User ID's within the “Inquiry Only” list box and Click on the first set of left hand Move Arrows (<) adjacent to the “Inquiry Only” list box.