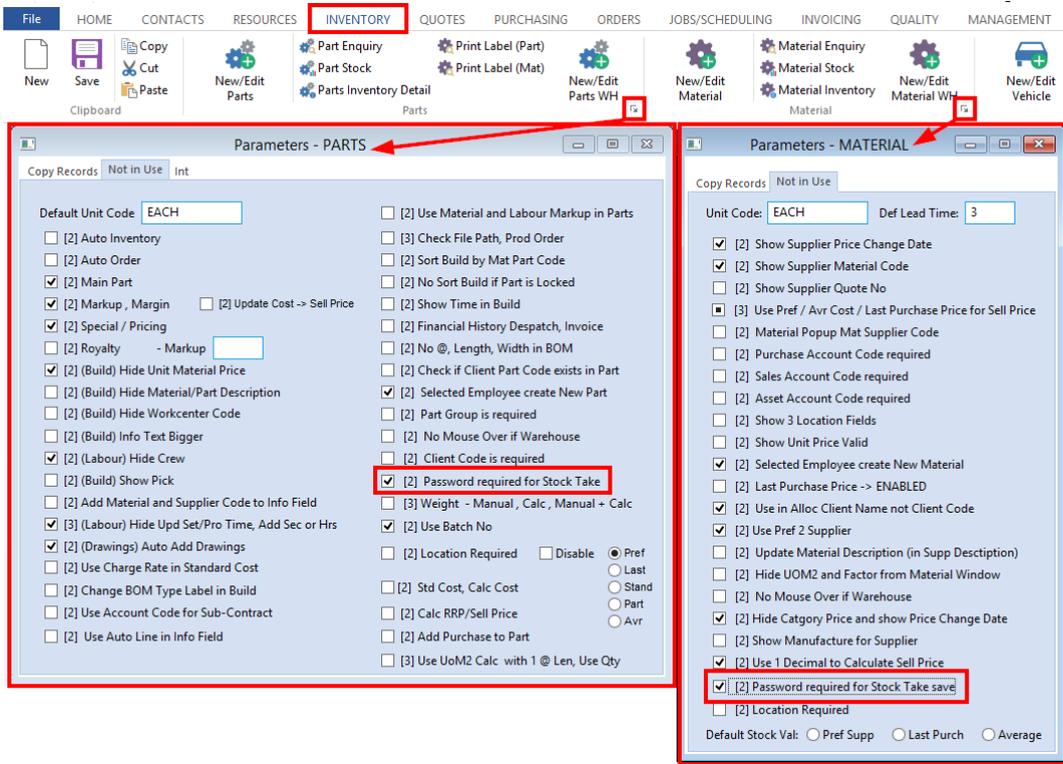


2004-300 – Stock Take Password

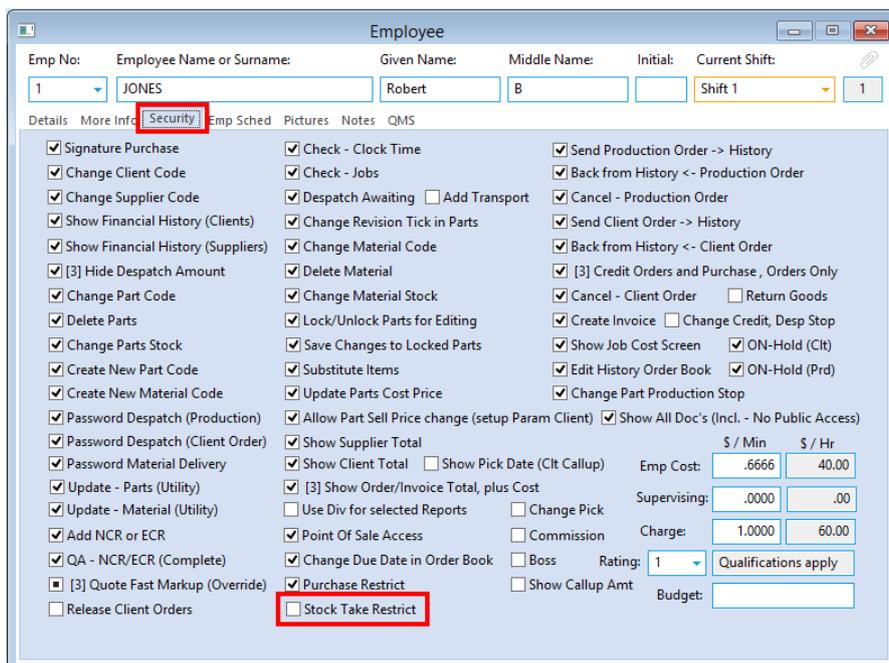
Activating Stock Take Password

To activate the function to use a password for **Stock Take**, open the Parts/Materials parameters windows from the **Inventory** tab in the Opto Ribbon (see below). Ensure that the **Password required for Stock Take** tick boxes are ticked, then **press <F9>** to save and continue.



Set Permissions

From the OPTO ribbon, select the 'Resources' tab and **click** on the 'New/Edit Employee' icon to open the 'Employee Details' window. In the **Emp No** field enter the required employee number or **press <F2>** and select the employee from the pop-up list and **click OK**. **Press <TAB>** to generate the employee details then **click** on the 'Security' tab to edit permissions. Ensure the **Stock Take Restrict** tick box (circled below) is **unticked** to enable the appropriate permission to this employee. Press **<F9>** to save.



Performing the Transaction

Upon saving a Parts/Material Stock Adjust, the employee now must enter their employee password to perform the transaction.

The screenshot shows the 'Parts Stock Adjust' window. The 'Adjustment Type' is set to '1' and 'Stock In/Out'. The 'Date' is '25/03/2019' and 'Based on' is 'On-Hand Qty'. The 'Adjustment Text' is 'qwerty'. The 'Emp No.' is empty. The 'Process' button is highlighted with a red box. A red arrow points from the 'Process' button to the 'Enter Employee Password' dialog box. The dialog box contains the text: 'This Stock Take transaction and can only be done with the correct permission. Please enter your employee password first...'. There is a text input field and 'OK' and 'Cancel' buttons.

The screenshot shows the 'Material Stock Adjust' window. The 'Adjustment Type' is set to '1' and 'Stock In/Out'. The 'Date' is '25/03/2019' and 'Based on' is 'On-Hand Qty'. The 'Adjustment Text' is 'qwerty'. The 'Emp No.' is empty. The 'Process' button is highlighted with a red box. A red arrow points from the 'Process' button to the 'Enter Employee Password' dialog box. The dialog box contains the text: 'This Stock Take transaction and can only be done with the correct permission. Please enter your employee password first...'. There is a text input field and 'OK' and 'Cancel' buttons.