

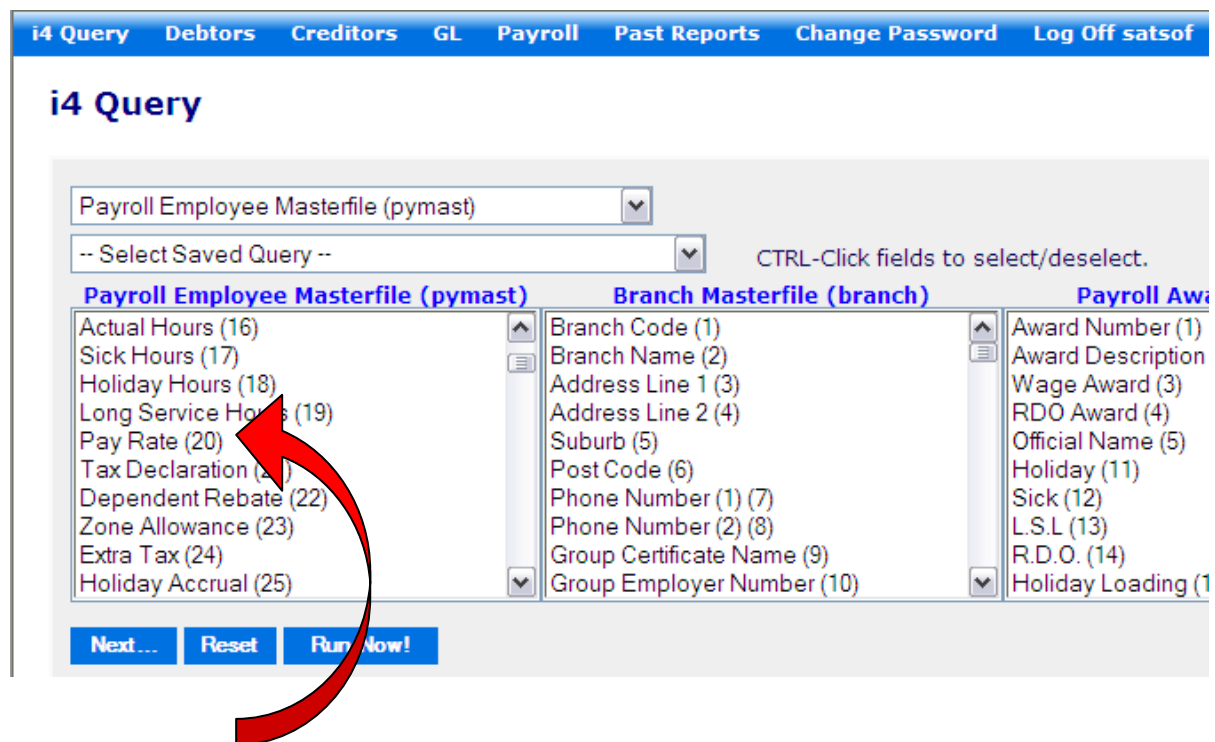
infotip 8 – i4Query Field Level Security

An important control in managing data security is sometimes restricting specific users' access to certain fields or records data values. For example in the payroll you may not wish to allow employees to see pay rates but wish them to have access to other details such as home phone numbers for scheduling and managing staff availability, or see the hours worked by employee but not pay rates. In the inventory you may wish to allow access to quantity movements but restrict access to sales and cost of goods sold fields. In these examples you are restricting user access to specific fields.

Other examples may be in a larger company you wish staff to only see specific branches in the general ledger or only certain ranges of GL accounts; or in a warehousing environment for customers to see their stock movements only. In these examples, you are restricting access to records, based on the value of one or more fields in each record i.e. only access GL transactions for specific branches; only access WMS records for a specific debtor code.

infoware's i4Query from version 5.06.30 onwards supports restrictions both on data fields and records data values. This is controlled by your system administrator. A specific design feature is that it is secure – this management is performed within the infoware environment and cannot be manipulated by any URL flags or any settings within the i4Query application itself i.e. if you have restricted access to the user's field, it doesn't matter what they do (except for logging in as another user with their password!) they cannot perform any tricks to have access to that field such as pay rate or cost of goods sold. Similarly, if you have restricted the user to a specific branch or in a WMS environment to a specific debtor code then that is all that they will see within the i4Query application. This neatly rounds off the i4Query application for potential access by third parties such as customers or suppliers to restricted data ranges of the infoware database but retaining confidence in the security of your data.

Example of access to the Pay Rate field in Employee Maintenance:



The screenshot displays the i4 Query application interface. At the top, a blue navigation bar contains the following menu items: i4 Query, Debtors, Creditors, GL, Payroll, Past Reports, Change Password, and Log Off satsof. Below the navigation bar, the main window title is "i4 Query".

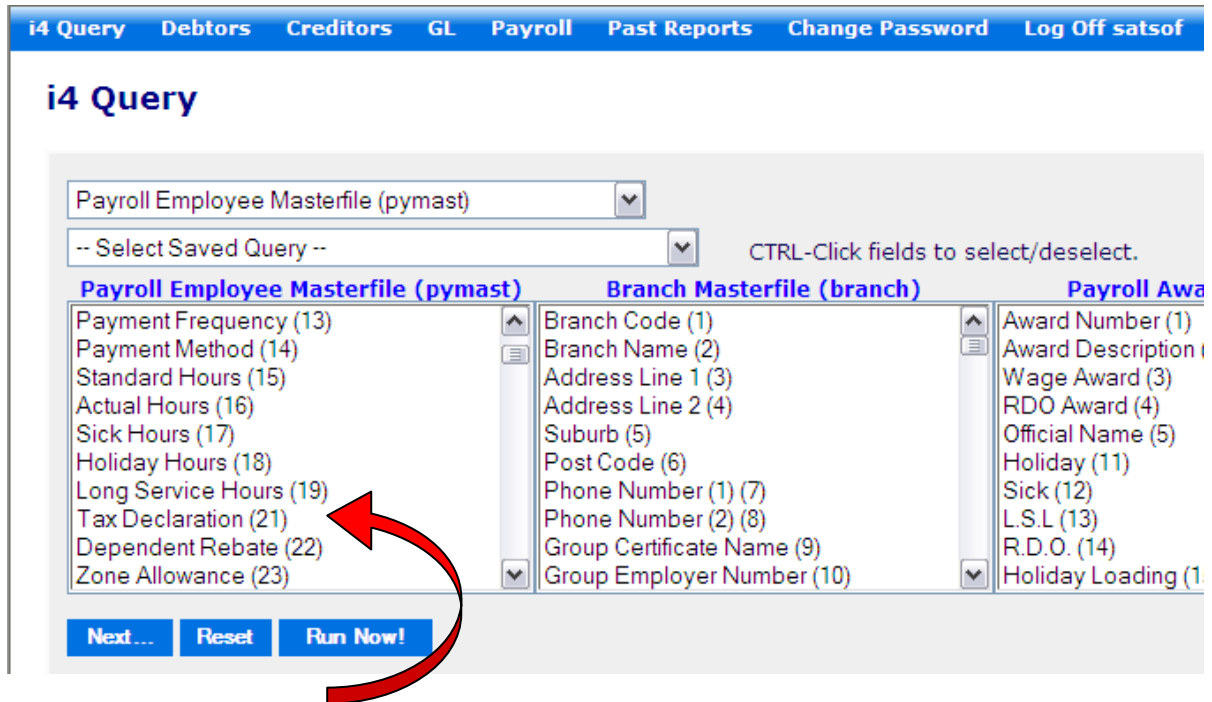
The main content area shows a query configuration screen for "Payroll Employee Masterfile (pymast)". A dropdown menu at the top left shows "Payroll Employee Masterfile (pymast)". Below it, a dropdown menu shows "-- Select Saved Query --". To the right of this dropdown, the text "CTRL-Click fields to select/deselect." is displayed.

The main area is divided into three columns of fields:

- Payroll Employee Masterfile (pymast):** Actual Hours (16), Sick Hours (17), Holiday Hours (18), Long Service Hours (19), Pay Rate (20), Tax Declaration (21), Dependent Rebate (22), Zone Allowance (23), Extra Tax (24), Holiday Accrual (25).
- Branch Masterfile (branch):** Branch Code (1), Branch Name (2), Address Line 1 (3), Address Line 2 (4), Suburb (5), Post Code (6), Phone Number (1) (7), Phone Number (2) (8), Group Certificate Name (9), Group Employer Number (10).
- Payroll Award:** Award Number (1), Award Description, Wage Award (3), RDO Award (4), Official Name (5), Holiday (11), Sick (12), L.S.L (13), R.D.O. (14), Holiday Loading (1).

At the bottom of the field lists, there are three buttons: "Next...", "Reset", and "Run Now!". A red arrow points from the "Pay Rate (20)" field in the first column to the "Run Now!" button.

The following user does not have access to the Pay Rate field – it's not even visible on screen:



Even if a user has previously had access to a field, and selected this field in a previous i4Query, the next time they run the i4Query the field is no longer available to them and will automatically drop off the query definition and result.

Due to the sensitive nature of this information the documentation is not published on our website, but is available for your system administrator. If you are the system administrator and require the above documentation for restricting field access or record access based on field values then email support@satsof.com.au.

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