

List of Access Permissions

During an Aura upgrade, a newer version of BackOffice or Invoicing may require new activity codes to be added, this is done automatically during the upgrade process. With the exception of certain access permissions, new permissions will default to being **prohibited** from most employees; including the default **FRCH** (franchisee) employee category. In addition to this; due to information links in the database, activity codes that are no longer in use in a new version may not be removed completely.



While reading through this list of permissions, each permission is structured to give the most useful information possible. Next to each access permission, a suggested minimum access permission level is shown in brackets (described below). Keep in mind that these are only suggestions; you may still grant or deny any of these permissions as you see fit.

- **Admin** is shown if the permission requires a high level of access (such as store owners or technicians) and should not be changed by the average user. Permissions marked as 'admin' have a large effect on the trading or security of your store.
- **Manager** is shown where the store manager may need access to ensure that the store can be maintained effectively.
- **User** is shown for permissions that are safe for any employee with access to Aura. These would include cashiers, drivers, or waiters where applicable.

List of Activity Codes

Listed here are the access permissions currently found in the Aura POS system; due to the simple nature and sheer volume of reports included in Aura, access permissions directly relating to the running of reports have been excluded from this list.

When looking through the access permissions in Aura BackOffice, reports related permissions will be seen in a format such as "To Run <name> Report". For example: "To Run Gross Profit Report", "To Run Stock Variance Report", etc. These report permissions should for the most part be granted to the manager category.

Access Permission	Access Level	Description
<i>Change Menu Item Groupings</i>	<i>Manager</i>	Used to set menu item links to Report Groups and Sales Locations
<i>Close Any Table</i>	<i>Manager</i>	Used to close a table order assigned to any employee.
<i>Maintain Delivery Areas</i>	<i>Manager</i>	Used to access to creating and modifying Delivery Areas
<i>To Abandon An Invoice</i>	<i>Manager</i>	Used to abandon an invoice before being saved.
<i>To Access Expense Categories</i>	<i>Admin</i>	Used to access the Expense Categories screen.
<i>To Access Expense Items</i>	<i>Admin</i>	Used to access the Expense Items screen.
<i>To Access Expense Payments</i>	<i>Manager</i>	Used to access the Capture Operating Expenses screen.
<i>To Access Menu Items</i>	<i>Manager</i>	Used to access the Menu Items list.
<i>To Access Stock Items</i>	<i>Manager</i>	Used to access the Stock Items list
<i>To Access The Menu Item Selector</i>	<i>Cashier</i>	Used to access the Menu Item Selector inside a new order.
<i>To Activate Or Disable Plugins</i>	<i>Admin</i>	Used to set the active plugins for <i>Aura</i> .
<i>To Add An Expense Payment</i>	<i>Manager</i>	Used to capture a new Expense Payment record.
<i>To Add New Menu Items</i>	<i>Admin</i>	Used to create new menu items.
<i>To Add New Stock Location</i>	<i>Admin</i>	Used to create a new Stock Location
<i>To Adjust Invoice Line Quantity</i>	<i>Cashier</i>	Used to increase or decrease the item quantity in a new order.
<i>To Alter Menu Item Descriptions</i>	<i>Admin</i>	Used to change the description of Menu Items .
<i>To Assign Driver</i>	<i>Driver/Cashier</i>	Used to assign a driver to a delivery order in <i>Aura Invoicing</i> .
<i>To Assign Item To External Stock Location</i>	<i>n/a</i>	<i>This access permission is no longer in use.</i>
<i>To Assign Stock Items to a Location</i>	<i>Admin</i>	Used to access the Stock Items Per Location screen.
<i>To Authorise a Transaction Refund</i>	<i>Manager</i>	Used to refund a credit card transaction in <i>Aura Invoicing</i> .
<i>To Authorise Any Staff Meal</i>	<i>Manager</i>	Used to apply a staff meal discount for any employee.
<i>To Authorise Discounts</i>	<i>Cashier</i>	Used to apply a discount to an order.
<i>To Authorise Own Staff Meal</i>	<i>Manager</i>	Used to apply a staff meal discount for yourself only.
<i>To Browse Old Invoices</i>	<i>Manager</i>	Used to browse historical invoices.
<i>To Browse Shop Cashup Data</i>	<i>Manager</i>	Used to access Cashup screen. Cashiers will need this if they are to cashup their own tillshifts.

To Browse Stock Takes	n/a	This access permission is no longer in use.
To Browse Waiter cashup data	n/a	This access permission is no longer in use.
To Cashup a Waiter	Manager	Used to post a waiter or driver into a till shift. Cashiers will need this if they are to cashup their own tillshifts.
To Change Assigned Table	n/a	This access permission is no longer in use.
To Change Invoice Allocation Between Waiters	Manager	Used to reassign a table order to a different waiter.
To Change Login Details For An Employee	n/a	This access permission is no longer in use.
To Change Logout Time For An Employee	n/a	This access permission is no longer in use.
To Change Reports Favourites	Manager	Used to access the Reports Favourites window
To Change VAT Rate	Manager	Used to set the VAT Rate in the system settings.
To Change Wastage Percentage	Admin	Used to control access to to adjusting a stock item's Wastage percentage
To Close A Table	Waiter/Cashier	Used to close a table order assigned to the current employee.
To Close Off Someone Else's Till Shift	Manager	Used to end a till shift started by another employee.
To Confirm Credit Card Override	Manager	Used to manually capture a credit card sale with NOMAD.
To Convert Collect Order To Delivery	Manager	Used to convert a collect order to a delivery.
To Convert Delivery Order To Collect	Manager	Used to convert a delivery order to a collect.
To Delete A Customer Record	Manager	Used to remove a customer details record.
To Delete A Menu Item	Admin	Used to remove a menu item.
To Delete An Attendee Record	n/a	This access permission is no longer in use.
To Delete An Expense Payment	Admin	Used to remove a saved Expense Item Payment .
To Delete Unsaved Invoice Line	Manager	Used to remove an item from an order before being saved. For cashiers , use the permission to void items instead.
To Determine Which Activities Require Authorisation	n/a	This access permission is no longer in use.
To Discard Stock	Manager	Used to access the Discard Stock screen.
To Do a Partial Quantity Adjustment	Manager	Used to manually adjust the item quantity with decimal places in an order.
To Edit a Posted GRV	Admin	Used to adjust details of the GRV header once the GRV has been included in a posted till shift.
To edit a balanced GRV older than 24 hours	Admin	This controls access to adjusting historical GRV's.
To Edit An Already Assigned Invoice	Manager	Used to modify a delivery order after being assigned to a driver.
To Edit An Already Assigned Table	Waiter/Cashier	Used to modify a table order after being assigned to a waiter.
To Edit An Existing Stock Take	Admin	Used to modify an already posted stock take. If a stock take is less than 24 hours old, Aura will use "To Edit Stock Take within 24 hours of posting" listed below instead.
To Edit An Expense Payment	Admin	Used to modify details of an Expense Item Payment .
To Edit or Delete an invoice line	Manager	Used to modify or remove items from a saved table, delivery or collect order. Without this, items may still be added.
To Edit Posted GRV Lineitems	Admin	Used to adjust details of the GRV stock items once the GRV has been included in a posted till shift.
To Edit Stock Take within 24 hours of posting	Manager	Controls access to a newly posted stock take less than 24 hours old.
To End A Till Shift	Cashier	Used to close a till shift started by the same employee.
To Exclude External Location Sales From Cashup	n/a	This access permission is no longer in use.
To Exit GUI View	Manager	Used to close the Table Plan view in <i>Aura Invoicing</i> .
To Issue waiter floats	n/a	This access permission is no longer in use.
To Lock A Till Shift	Manager	Used to lock a posted till shift in the cashup record. Cashiers will need this if they are to cashup their own tillshifts.
To Maintain Access Control	Admin	Used to set access permissions per employee category.
To Maintain Employee Categories	n/a	This access permission is no longer in use.

To Maintain Employee Details	Manager	Used to add or edit employee details.
To Maintain Employee Passwords	Manager	Used to edit an existing employee's password.
To Maintain Menu Categories	Admin	Used to access the Menu Items Category screen.
To Maintain Menu Prices	Admin	Used to modify menu item prices; this option is hidden and does not prompt for a password.
To Maintain Over-Ring Reasons	n/a	<i>This access permission is no longer in use.</i>
To Maintain Reporting Companies	n/a	<i>This access permission is no longer in use.</i>
To Maintain Stock Categories	Admin	Used to access the Stock Items Categories screen.
To Make A Stock Location External	Admin	Used to mark a stock location as 'External'.
To Manufacture Stock	Manager	Used to access the Manufacture Stock screen.
To Mark Any Invoice as a Late Delivery	Manager	Used to flag an order as a 'Late Delivery'. Take note that this requires a discount to be set up as a late delivery.
To Modify A Clock Period	Admin	Used to specify the clock-in and clock-out times of any employee. Take note that this will affect hourly wages.
To Modify Captured Surveys	Manager	Used to capture or modify surveys in the Cashup screen.
To Modify Cashup Entries	Manager	Used to modify till shift entries in the Cashup screen. Cashiers will need this if they are to cashup their own tillshifts.
To Modify Credit Card Cashup Entries	Manager	Used to modify Credit Card shift entries in the Cashup screen.
To Modify Customer Pricing Level	n/a	<i>This access permission is no longer in use.</i>
To Modify Discount Entries	Admin	Used to access the Discount Codes screen.
To Modify Invoices	Waiter/Cashier	Used to open a saved table, delivery or collect order for editing.
To Modify Menu Item Recipes	Admin	Used to modify the recipes displayed in the Menu Items screen.
To Monitor Activity	Manager	Used to access the Monitoring > Activity screen.
To Monitor Daily Sales	Manager	Used to access the Monitoring > Daily Sales screen.
To Monitor Staff Attendance	Manager	Used to access the Monitoring > Staff Attendance screen.
To Monitor Staff Performance	Manager	Used to access the Monitoring > Staff Performance screen.
To Monitor Staff Statistics	Manager	Used to access the Monitoring > Staff Statistics screen.
To Open The Till	Cashier	Used to open the cash drawer.
To Open The Till for Inactive Shift	Manager	Used to open the cash drawer when there is no currently active shift on the till.
To Over-Ring An Invoice	Manager	Used to overring any order.
To Override Price in an External Stock Transfer	Manager	Used to be able to manually set the price of stock when transferring to or from an External Stock location.
To Override Time Warning	Manager	Used to bypass the time warning if no orders have been processed for 24 hours.
To Partially Pay From Till	Manager	Used to pay part of a GRV from an active till shift.
To Perform A Backup	Manager	Used to backup the database.
To Perform A Stock Take	Manager	Used to start a new stock take in the Count Stock screen.
To Perform A Till Cashup	n/a	<i>This access permission is no longer in use.</i>
To Perform The Daily Cashup	n/a	<i>This access permission is no longer in use.</i>
To Pickup All Tables	Manager	Used to pickup a table assigned to any waiter.
To Post a Till Cashup	Manager	Used to post a till shift in the cashup record. Cashiers will need this if they are to cashup their own tillshifts.
To Post Shop Cashup	Manager	Used to post the day's shop cashup record.
To Print Old Invoices	Manager	Used to print duplicate copies of historical orders. Take note that you will need permission 'To Browse Old Invoices' in order to print them.
To Print Stock Manufacture Slip	Manager	Used to print a kitchen slip showing stock to be manufactured.
To Process a Credit Card Transaction	Cashier	Used to process payment through the NOMAD credit card system.
To Process a Food Refund	Manager	Used to refund a NOMAD credit card transaction in <i>Aura Invoicing</i> .
To Process A Staff Meal Discount	Manager	Used to allow or restrict access to Staff Meal discount

		codes. Without this, a user cannot process any staff meals at all.
To Process Grvs	Manager	Used to create or modify GRVs in the Stock Purchases screen.
To Process Invoices	Waiter/Cashier	Used to start a new customer order.
To Re-Post A Previously Posted Cashup	n/a	<i>This access permission is no longer in use.</i>
To Re-Post A Previously Posted Shop Cashup	n/a	<i>This access permission is no longer in use.</i>
To Re-Print An Invoice	Manager	Used to print a duplicate copy of a customer slip.
To Refresh Stock Costs	Admin	Used to access the Refresh Stock Costs window
To Reprint A Credit Card Slip	Manager	Used to print a duplicate copy of the customer's credit card slip. Take note that this requires a credit card printer set up in the settings.
To Reprint A Stock Manufacture Slip	Manager	Used to print a duplicate copy of the stock manufacture slip.
To Restore System Settings	Admin	Used to restore all <i>Aura</i> system settings to a specific date or version. This option should only be used by instruction from the <i>Aura Helpdesk Support Technicians</i> .
To Restrict Employee Categories	Admin	Used to access the Restricted Employee Categories screen. Once set up, this should only be accessed by the store administrator or owner for security reasons.
To Return Any Stock To Any Supplier	Admin	Used to return stock to a supplier from which it was not originally purchased.
To Run Backoffice	Manager	Used to open the <i>Aura BackOffice</i> application.
To Run Data Extractor	Admin	Used to open the <i>Aura Data Extractor</i> application.
To Run DB Optimiser	Admin	Used to open the <i>Aura Database Optimiser</i> application.
To Run DB Purge	Admin	Used to open the <i>Aura Database Purge</i> application.
To Run GUI Designer	Manager	Used to access the Table Plan floor designer.
To Run Order Manager	Manager	Used to open the <i>Aura Order Manager</i> application.
To Run Street Sweeper	Manager	Used to open the <i>Aura Street Sweeper</i> application.
To Set The Royalty Or Advertising Percentage	Admin	Used to set the royalty percentages in the system settings.
To Split or Group an Invoice	Manager	Used to split or join table orders in <i>Aura Invoicing</i> .
To Start A New Till Shift	Cashier	Used to start a new till shift in preparation for processing orders.
To Transfer Stock	Manager	Used to access the Transfer Stock screen.
To Transfer Table	n/a	<i>This access permission is no longer in use.</i>
To View Or Change Global Settings	Manager	Used to access the System Settings for the <i>Aura POS</i> system.
To View Or Change Invoice Settings	n/a	<i>This access permission is no longer in use.</i>
To Void An Invoice Line	Waiter/Cashier	Used to mark items on an order as 'VOIDED' and set quantity and price to zero. This is designed as a safer alternative to deleting items from an order.