Roles & Access Level

1. Role-Based Permission Control

Each role (Owner, Manager, Staff) will have specific access levels for **View (V), Add (A), and Edit (E)**.

- **Owner** : Full access to all functionalities. (V, A, E)
- **Manager** : Access to managerial functions but limited control over critical settings.
- **Staff** : Restricted access, primarily for operational tasks (mostly V, with some A/E permissions where necessary)

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2. Define Permission Types

Each module will have three permission types:

- **V** (View): User can only view the data.
- **A** (Add): User can add new entries.
- **E** (Edit): User can modify existing data.

3. Permission Key:

- ✅ = Allowed
- ❌ = Not Allowed

All Modules - User Role Permissions

Module	Functionality	Owner (V , A , E)	Manager (V , A , E)	Staff (V , A , E)
All Modules	Print	✅	✅	❌
	Bulk Download	✅	✅	❌
	Report	✅	❌	❌

Finance Module - User Role Permissions

Sub - Module	Functionality	Owner (V , A , E)	Manager (V , A , E)	Staff (V , A , E)
Sales Opening	Opening Declaration Settings	✅✅✅	✅✅✅	❌❌❌
	Add Opening Declaration	✅✅✅	✅✅✅	✅✅✅
	Sales Opening Transaction Table	✅	✅	✅
Sales Closing	Closing Declaration Settings	✅✅✅	✅✅✅	❌❌❌
	Add Closing Declaration	✅✅✅	✅✅✅	✅✅✅
	Sales Closing Transaction Table	✅	✅	✅
Purchase	Supplier List (Add New Supplier)	✅✅✅	✅✅✅	❌❌❌
	Supplier List - Reconciliation Settings	✅✅	❌❌	❌❌
	Supplier Transaction (Displays performed transactions)	✅✅✅	✅✅✅	✅✅✅
	Supplier overview - Only send invoice to third party / Exclude supplier from ledger filters	✅	✅	❌

Expense	Expense List (Add New Expense Category)	✅✅✅	✅✅✅	❌❌❌
	Expense List - Reconciliation Settings	✅✅	❌❌	❌❌
	Expense Transaction (Displays performed transactions)	✅✅✅	✅✅✅	✅✅✅
	Expense overview - Only send invoice to third party / Exclude expense from ledger filters	✅	✅	❌
Income	Income List (Add New Income Category)	✅✅✅	✅✅✅	❌❌❌
	Income List - Reconciliation Settings	✅✅	❌❌	❌❌
	Income Transaction (Displays performed transactions)	✅✅✅	✅✅✅	✅✅✅
	Income overview - Only send invoice to third party / Exclude expense from ledger filters	✅	✅	❌
Reconciliation	Filters	✅	❌	❌
	Overview	✅	❌	❌
	Daily	✅✅✅	❌❌❌	❌❌❌
	Weekly	✅✅✅	❌❌❌	❌❌❌
	Monthly	✅✅✅	❌❌❌	❌❌❌
	Quarterly	✅✅✅	❌❌❌	❌❌❌
	Yearly	✅✅✅	❌❌❌	❌❌❌
	Reconciliation Settings	✅✅✅	❌❌❌	❌❌❌

Stock Management Module - User Role Permissions

Sub - Module	Functionality	Owner (V , A , E)	Manager (V , A , E)	Staff (V , A , E)
Scratch Card	Scratch Card Overview (Displays Scratch Card Declarations)	✅	✅	✅
	Sales Declaration (Scratch Card Opening & Closing Declaration)	✅✅✅	✅✅✅	✅✅✅
	Scratch Card Stock (Stock In & Stock Out)	✅✅	❌❌	❌❌
	Scratch Card Settings	✅✅✅	✅✅✅	❌❌❌
Safe Management	Safe Settings	✅✅✅	❌❌❌	❌❌❌
	Safe Transaction (Displays performed Transactions)	✅✅✅	✅✅✅	✅✅✅

User Control Module - User Role Permissions

Sub - Module	Functionality	Owner (V , A , E)	Manager (V , A , E)	Staff (V , A , E)
Role Management	Users	✅✅✅	❌❌❌	❌❌❌
	User Role	✅✅✅	❌❌❌	❌❌❌
	Set privileges	✅✅✅	❌❌❌	❌❌❌
	Filters	✅	❌	❌

Human Resources Module - User Role Permissions

Sub - Module	Functionality	Owner (V , A , E)			Manager (V , A , E)			Staff (V , A , E)		
Employee	Employee Overview (Displays all employee details)	✅		✅	✖		✖	✖		✖
	Add Employee	✅	✅		✖	✖		✖	✖	
Payroll	Payroll Overview (Displays employee payslips)	✅	✅	✅	✖	✖	✖	✖	✖	✖
	Payroll Settings	✅	✅	✅	✖	✖	✖	✖	✖	✖
Leave Management	Add Leave Request	✅	✅	✅	✅	✅	✅	✅	✅	✅
	Leave Summary (Leave request update table)	✅			✅			✅		
	Leave Policies	✅	✅	✅	✖	✖	✖	✖	✖	✖
Training & Resources	Training Overview (Displays All Resources)	✅	✅	✅	✅	✅	✅	✖	✖	✖
	Training Overview - Category filter	✅	✅	✅	✅	✅	✅	✖	✖	✖
	Training Overview - Search	✅	✅	✅	✅	✅	✅	✅	✅	✅
	Training Overview - Assign Employee	✅	✅	✅	✅	✅	✅	✖	✖	✖
	Training Overview - Training Module Status	✅	✅	✅	✅	✅	✅	✖	✖	✖
	Content Overview screen	✅	✅	✅	✅	✅	✅	✅	✅	✅

Operations Module - User Role Permissions

Sub - Module	Functionality	Owner (V , A , E)			Manager (V , A , E)			Staff (V , A , E)		
Shift	Schedule Overview - Daily	✅			✅			✅		
	Schedule Overview - Weekly	✅			✅			✅		
	Shift - Pop up	✅	✅	✅	✅	✅	✅	❌	❌	❌
	Add New Employee	✅			✅			❌		
	Publish Shift	✅			✅			❌		
	Shift Count	✅			✅			❌		
	Shift Name	✅			✅			❌		
	Add To Department	✅	✅		✅	✅		❌	❌	
	Finance Data Display	✅			✅			❌		
		✅			✅			❌		
Task	Task Overview	✅			✅			✅		
	Filters (Priority, Department, Notify to, Recurrence type)	✅			✅			✅		
	Task pop up	✅	✅	✅	✅	✅	✅	❌	❌	❌
Compliance	Overview	✅	✅	✅	✅	✅	✅	✅	❌	✅

Reports Module - User Role Permissions

Sub - Module	Functionality	Owner (V , A , E)	Manager (V , A , E)	Staff (V , A , E)
Finance Reports	Supplier Payout Report	✅	❌	❌
	Expense Payout Report	✅	❌	❌
	Income Report	✅	❌	❌
	Profit & Loss Report	✅	❌	❌
	Sales Report	✅	❌	❌
	Commission Sales Report	✅	❌	❌
	Scratch Card Report	✅	❌	❌
	Reconciliation Report	✅	❌	❌
	Safe Transaction Report	✅	❌	❌
Operations Report	Schedule Report	✅	❌	❌
	Task Report	✅	❌	❌
	Attendance Report	✅	❌	❌
HR Reports	Team Report	✅	❌	❌
	Engagement Report	✅	❌	❌
	Payroll Report	✅	❌	❌
	Leave Report	✅	❌	❌
	Training Completion Report	✅	❌	❌

Communication Module - User Role Permissions

Sub - Module	Functionality	Owner (V , A , E)	Manager (V , A , E)	Staff (V , A , E)
Chat	Chat	✅	✅	✅
Newfeed	Overview (Displays Newsfeed Blogs)	✅	✅	✅
	Create Announcements	✅✅✅	❌❌❌	❌❌❌

Settings Module - User Role Permissions

Sub - Module	Functionality	Owner (V , A , E)	Manager (V , A , E)	Staff (V , A , E)
Store Settings	Store overview (Displays Store Details)	✅✅✅	❌❌❌	❌❌❌
	Add Store	✅	❌	❌

For more details please refer to the **User Control > Role Management > Users** component.