

Material Handler Security

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Material Handlers are defined as the individuals in your company who have the responsibility to do any or all of the following:

- Create Purchase Orders for Parts
- Receive Parts into a Warehouse from a Purchase Order or Repair Order
- Transfer Parts between Warehouses

If Material Handler Security is activated, only Employees that are designated as Material Handlers in the Material Handlers setup table and are linked to one or more Warehouses will be able to view existing Purchase Orders from the Purchase Order List within the Accounts Payable module.

This feature was designed to be used by companies who want to restrict which warehouses a user will have access to when working with Purchase Orders, Receiving Purchase Orders, Repair Orders and Transfers.

Prior to linking Material Handler Employees to Warehouse records, the Material Handler Security option must first be activated in SedonaSetup Inventory Setup. Once this option has been activated, continued on for instructions on linking employees to warehouses.

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1. To link Employees to Warehouses, open SedonaSetup and navigate to the Material Handlers setup option.
2. This setup form is divided into two tiers. The upper tier displays a list of all employees setup in the Employee setup table. The lower tier displays a list of all warehouses setup in the Warehouse setup table.
3. To define which employees will be considered a Material Handler, highlight the employee in the upper tier, select the Material Handler checkbox, then in the lower tier, check the box to the left of each warehouse that employee may have access. If the employee will have access to all warehouses, click the Select All button. Click the Apply button to save each Material Handler record. Once saved, the Material Handler column in the upper tier will display the value of Y.

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