AXIS Employee Security Permissions

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Security Information Overview

To assign AXIS Security Permissions

1. Log into the Data Center

2. Click **Employee** tab and click **Select Employee**

3. Double-click the employee from the list to assign permissions and click **Security Information**

4. Check the box next to each permission to assign according to the employee's responsibilities within your store

   a. Employee accounts will require an "Employee #" (which can contain numbers or letters) and Password to access the Data Center.

   b. Employees primarily using the Register may require a Register Pin # (which can be 4-10 letters and numbers) if the "Quick Login" feature is enabled in the POS Setup. These employees will require the **Cashier** permission be checked at a minimum.

Optionally:

1. The **Administrator** button selects all the available permissions from the list, providing access to all areas of the AXIS applications. This should only be granted to a limited number of trusted employees.

2. The **Clone Security From**: drop-down list allows you to select an existing employee account to copy the permissions assigned for that employee to the currently selected employee.

► At least one user should be assigned the **DepartmentManager** or **StoreManage**r permissions as this will retain the ability to maintain security permissions for other employees.

► Some roles required during system setup such as: **CreditCardSetup** and **GearFireOrderingSetup** are not needed for day-to-day operations and may be unchecked after your initial store setup is completed.

► Certain roles such as: **AuditLogView** and **CreditCardSetup** require the following password restrictions if assigned to an employee:
   • The employee's password must be changed every 90 days, must be a minimum of 7 alphanumeric characters, contain at least one letter and one number, and must be different than the four most recent passwords.
   • The employee will be automatically logged out of the Data Center if idle for 15 minutes.

Security Permission Definitions

The list below outlines the definitions of the security permissions found on the Security Information screen within the Employee tab of the Data Center application.

► **Note:** Any permissions missing from the below list can be ignored at this time, as they are either intended for future use or to preserve legacy functionality.

Permission	Description
4473EStorage **(Requires eStorage module)**	Activates the 4473 Audit Report on the Firearms tab and activates access to the Documents section in All 4473s, to view 3310-4, 3310-12, and added documents. Also activates ability to add documents to a 4473.
4473EStorageIOI **(Requires eStorage module)**	Activates the ATF IOI view for when ATF IOI is in your store to perform an audit.
Accounting	Activates the Accounting Tab in the Data Center.
AccountingPostEntries	Activates and displays the GL Posting button, AP Postings, and Adjustment Postings buttons within the Accounting tab of the Data Center. It also grants permission to post General Ledger, Accounts Payable and Adjustment postings to QuickBooks.
AccountingSetup	Activates and displays the Accounting Setup button within the Accounting tab of the Data Center. It also grants permission to map AXIS Departments to QuickBooks' chart of accounts.
AuditLogView	Activates the PCI Audit Log View under the Audit button within the Setup tab for system activity tracking and troubleshooting. It also enables the Axis Utilities button.
Cashier	Grants permission to login and work in the AXIS Register application.
ClassCheckin	Grants permission in the Class Maintenance screen to view class roster, check in and/or move attendees to another class.
ClassMaintenance	Activates and displays the Class Types and Class Maintenance buttons within the Education tab of the Data Center. It grants permission to add, edit, view and clone classes. It also grants permission to add, edit, and delete class types.
CommissionReports	Activates Commission Report found in the Employee tab.
CommissionSetup	Activates Commission Setup button found in Employee tab.
ConsignmentPayments	Enables the "Pay Out" button on the Inbound Consignment screen, found within the Firearms tab within the Reporting button, to perform a consignment Pay Out to a customer.
ConsignmentReports	Grants permission to access the Inbound Consignments screen, found within the Firearms tab within the Reporting button.
CreditCardSetup	Displays the CC Setup and Payment Terminal Setup buttons for initial setup within the Setup tab of the Data Center. Used to set up credit card functions and payment terminals.
CustomerAdmin	Activates the Customer Admin Tab and default buttons within the Data Center.

CustomerHouseAccount	Activates the House Account button within the Customer Admin tab of the Data Center. It also grants permission to add, edit, view, and manage House Accounts for a selected customer.
CustomerUpdate	Activates the Add / Edit New Customer button within the Customer Admin tab of the Data Center, allowing you to add or edit a new or existing customer.
CustomerViewReports	Activates the Customer Reports section to view the reports for House Account List, Best Customer List, Customer List, Duplicate Customer List, Customer Sales, Alias ID Update, Deposit List, and Emails Sent.
DepartmentManager	Grants permission in the Register to approve return item requests and override the discount % (per line item) if the attempted discount is greater than the Discount Limit % set in the Store Information Setup of the Data Center.
Education	Activates the Education tab within the Data Center.
Employee	Activates the Employee Tab within the Data Center, and allows access to default buttons within the tab.
EmployeeSecurity	Activates and displays the Security Information button within the Employee tab of the Data Center, which grants permission to manage security settings and login credentials for employee accounts.
ExcelImportItem	Activates the Select Excel File to Import button, within the Excel Import area of the Inventory Management tab of the Data Center. It also activates the Import button when viewing the Vendor List screen within the Purchasing tab.
ExcelLoadCustomers	Activates the Import button in the Customer List within the Customer Admin tab (also requires CustomerViewReports permission).
ExcelLoadFirearms	Activates the Upload button in all Firearms Bound Book screens within the Firearms tab of the Data Center.
ExcelLoadGiftCard	Activates the Import button in the Gift Card List of the Reports tab within the Data Center.
ExcelLoadPOCreate	Activates the Import button in Create Purchase Orders screen, within the Purchasing tab of the Data Center.
ExcelLoadPOReceive	Activates the Import PO button in the Receiving button of the Receiving tab within the Data Center.
Facilities	Activates the Facilities tab and Facilities Usage button within the Data Center.
FacilityMaintenance	Activates and displays the Facilities Maintenance button within the Facilities tab of the Data Center.
Firearm3310-12	Activates the 3310-12 button within the Firearms tab of the Data Center. It also provides access to the ATF Used Gun Report button, also within the Firearms tab of the Data Center.
Firearm3310-4	Activates the 3310-4 button within the Firearms tab of the Data Center. It also provides access to the ATF Used Gun Report button, also within the Firearms tab of the Data Center.
Firearm4473	Activates the 4473 button and all sub-options to generate and process the Electronic 4473 form for firearm(s) sales within the Firearms tab of the Data Center.
FirearmAgingReport	Activates the Inventory Aging Report button within the Firearms tab of the Data Center.

FirearmBoundBook	Activates the Bound Books and Archived Bound Books buttons within the Firearms tab of the Data Center. This provides access to all BATF Bound Books.
FirearmDelete	Enables the Delete Disposition and Delete Record buttons when viewing firearm information within the BATF Bound Books.
FirearmEdit	Enables the Save Changes button when viewing firearm information within the BATF Bound Books.
FirearmPhysicalInventory	Activates the "Physical Firearm Inventory Count" button within the Firearms tab of the Data Center.
FirearmReporting	Activates the Reporting button within the Firearms tab of the Data Center. (ConsignmentReports is required to view the Inbound Consignments report)
Firearms	Enables the Firearms tab within the Data Center. This also activates the Print Gun Labels button within the Firearms tab.
FirearmSetup	Enables the Firearm Taxes button in the Firearms tab of the Data Center. Enables Firearms button in Setup tab for Waiting Periods and Firearm UPCs.
FirearmTransactions	Enables the Transactions button within the Firearms tab of the Data Center.
FirearmTrxConsignment	Enables the Inbound Consignment and Inbound Consignment Return options from the Transactions button within the Firearms tab of the Data Center.
FirearmTrxInterstoreRcv	Grants permission to receive a firearm(s) from another store for multi-store functionality.
FirearmTrxPurchase	Enables the Purchase option from the Transactions button within the Firearms tab of the Data Center. Used for purchasing firearms from customers.
FirearmTrxSale	Enables the Sale option from the Transactions button within the Firearms tab of the Data Center. Used for starting a firearm sale without an Electronic 4473.
FirearmTrxTrade	Enables the Trade option from the Transactions button within the Firearms tab of the Data Center. Used for starting a trade transaction with a customer.
FirearmTrxTransfer	Enables the Transfer option from the Transactions button within the Firearms tab of the Data Center. Used for transferring a firearm in or out of your bound book without a register transaction.
FirearmViewCost	Enables the Firearm Inventory Report button from the Firearms tab within the Data Center. The Cost column is not displayed in the grid view with this permission.
GearFireOrderingSetup	Activates the Gearfire Ordering Setup option under Third Party Integrations button within the Setup tab of the Data Center.
Gunsmith	Activates the Gunsmithing tab within the Data Center. This also enables the Delivered Work Orders button within the Gunsmithing tab.
GunsmithUpdate	Enables the New Gunsmithing Work Order and Gunsmithing Work Orders buttons within the Gunsmithing tab of the Data Center.
HeadCashier	Grants permission in the Register to approve void transaction requests, return item requests, override the discount percentage per line item if greater than % set in the Data Center, and override full transaction discount. (This permission does **not** activate the Paid Out Register button)

IMAddAttribute	Allows for the ability to add a new descriptor when defining Product Attribute Descriptors when adding or editing a product from Product Maintenance within the Inventory Management tab of the Data Center, rather than selecting an existing attribute from the list.
IMBulkEdit	Enables the Bulk Edit button from the Product Maintenance screen within the Inventory Management tab of the Data Center.
IMCost	Allows permission to view and edit Last Cost, Average Cost, and Gross Profit information for products within Inventory Management and Firearms tabs of the Data Center.
IMImport	Enables the Excel Import button for the Inventory Maintenance tab of the Data Center.
IMInvStockTaking	Enables the Inventory Stocktaking and Product Stock Adjustment Report buttons within the Inventory Management tab of the Data Center.
IMProdMaintAdjQoH	Grants permission to edit the Adjust QOH field in Product Edit screen of the Inventory Management tab of the Data Center.
IMProductKit	Enables the Product Kit Maintenance button within the Inventory Management tab of the Data Center.
IMProductTaxes	Enables the Product Taxes button within the Inventory Management tab of the Data Center.
IMQuickPickSetup	Enables the Quick Pick Setup button within the Inventory Management tab of the Data Center.
IMSerialization	Enables the Serial Report button within the Inventory Management tab of the Data Center.
IMUpdate	Provides access to the Add or Update Product, Alias UPCs, and Clone Products buttons within the Product Maintenance screen of the Inventory Management tab within the Data Center.
InventoryManagement	Enables the Inventory Management tab within the Data Center. This also enables the Product Maintenance, Non-Stock Items, Inventory Level, and Min/Max Import buttons within the Inventory Management tab.
Manufacturing **(Requires Manufacturing module)**	Activates the Manufacturing tab and FFL information.
ManufacturingEdit **(Requires Manufacturing module)**	Enables edit Manufacturing FFL information, create and edit orders.
ManufacturingTransactions **(Requires Manufacturing module)**	Enables ability to submit changes to manufacturing orders that will impact the bound book. Such as: submitting transfers, submitting orders, and modifying manufacturing bound book entries.
MembershipDefineMembership	Enables the Define Memberships button within the Memberships tab of the Data Center.
MembershipRecurringBilling	Enables the Process Payments button within the Memberships tab of the Data Center.
Memberships	Enables the Memberships tab within the Data Center. This also enables the buttons for Member List, Expiring Members List, Membership Summary, Recurring Member List, List Payments, and List Denials within the Membership tab.

NICsECheck **(Requires eNICS module)**	Enabled the Submit Background Check and Check Status buttons when processing or updating 4473s.
NICsECheckLogs **(Requires eNICS module)**	Enables the FBI NICS E-Check button in the Firearms tab and access to the FBI NICS E-Check Log.
NICsECheckSetup **(Requires eNICS module)**	Enables the FBI NICS E-Check button in the Firearms tab and access to the FBI NICS E-Check Setup.
NoSale	Enables the No Sale button at the Register to open the cash drawer.
PaidOut	Enables the Paid Out button at the Register. Also provides the ability to conduct and approve a return transaction at the Register.
POSManagement	Activates the POS Management Tab within the Data Center. This also enables the Assign Drawer, Cash Drop, Drawer Return, and Cash Reports buttons within the POS Management Tab.
PriceOverride	Provides the ability to apply and approve a price change or Layaway / Special Order down payment at the Register that is outside the percentage set in the Store Information screen of the Setup tab in the Data Center.
Pricing	Activates the Pricing tab within the Data Center. This also enables the Sales Events and Split Quantity Pricing buttons within the Pricing tab.
PricingSetup	Activates the buttons for Price Types, Tax Types, Tax Exempt Categories, Tax Exempt Customer List, and Markups within the Pricing tab of the Data Center.
ProductCost	Grants permission to view and edit the last cost, unit cost, price, and gross profit percentage within the Receiving and Invoicing buttons of the Receiving tab of the Data Center. Also displays the unit cost and retail price on the Label Printing screen when receiving.
Purchasing	Enables the Purchasing tab within the Data Center. This also allows permissions to work within the Select Vendor, Vendor List, Vendor Catalog, Special Orders Reports, Sales Orders and Quotes, and Sales Order History screens within the Purchasing tab.
PurchasingAddVendor	Enables the Add New Vendor button within the Purchasing tab of the Data Center.
PurchasingPurchaseOrders	Activates the Create Purchase Orders, Create Vendor Purchase Orders, and view Pending Purchase Orders buttons within the Purchasing tab of the Data Center.
Range	Enables the Range tab within the Data Center. This also allows permissions to work within the Lane Statistics, Reservations Statistics, Rental Firearm Statistics, Range Shooters and Current Rentals buttons within the Range tab.
RangeRentalControl	Activates the Rental Control button within the Range tab of the Data Center.
RangeSetup	Enables access to the Range Setup, Range Bays, Range Lanes, Waiver setup, Range Use Products, and Range Overage Charges buttons within the Data Center.
Receiving	Enables the Receiving tab within the Data Center. This also allows access to the Case Quantity, Receiving, Receiving History, and Receiving History By Item buttons within the Receiving tab.
ReceivingAddDetail	Allows the ability to search and add additional products to Purchase Orders from the receiving screen.
ReceivingInvoicing	Enables the Invoicing button within the Receiving tab of the Data Center.

ReceivingReceiveAllButton	Activates the Receive All button when receiving a Purchase Order from the Receiving screen of the Receiving tab.
ReceivingReceiveByPackSlip	Activates the Receive By Packing Slip button within the Receiving screen of the Receiving tab of the Data Center.
ReceivingScreenUnlocker	Allows the ability to unlock a locked receiving screen when multiple users are working on the same Purchase Order within the Receiving tab of the Data Center.
ReceivingVendorReturns	Enables the Vendor Returns button within the Receiving tab of the Data Center.
Reports	Activates the Reports tab within the Data Center. This also provides access to all buttons within the Reports tab, with the exception of the Voided Transactions and Dashboard buttons.
ReportsDashboard	Enables the Dashboard button within the Reports tab of the Data Center.
Salesperson	Adds a user to the "Salesperson" drop down list at the Register, to provide credit of the sale of an item to another salesperson from the one that's logged in at the Register.
Setup	Enables the Setup tab within the Data Center. This also enables all buttons within the Setup tab, with the exception of the Firearms, 3rd Party Integrations, Audit, and Axis Utilities buttons.
SetupSystemAuditLog	Enables the Audit button within the Setup tab of the Data Center, providing access to the System Audit Log.
StoreManager	Provides the ability at the Register to approve void transaction requests, approve return item requests, override the discount percentage per line item if greater than % set in the Data Center, and activates the Paid Out Register button.
ThirdPartyIntegrationSetup	Enables the 3rd Party Integrations button within the Setup tab of the Data Center.
WorkOrders	Activates the Work Orders tab within the Data Center. This also enables the Delivered Work Orders button.
WorkOrdersUpdate	Enables the New Work Order and Open Work Orders buttons within the Work Orders tab of the Data Center.

Example Security Roles

Below are example store roles and common permissions to fill those roles. These examples are not requirements and are intended as a guideline to help you start the process. Please refer to Security Permission Definitions above that explain how each permission grants access.

Cashier:

Cashier and Salesperson.

Cashier, Firearm Sales, and Transactions Permissions:

Cashier, FirearmBoundBook, Firearms, FirearmTransactions, FirearmTrxConsighment, FirearmTrxPurchase, FirearmTrxSale, FirearmTrxTrade, FirearmTrxTransfer, and Salesperson.

Head Cashier:

Cashier, Classcheckin, ClassMaintenance, Education, HeadCashier, NoSale, PaidOut, PriceOverride, ReturnOverride, and Salesperson.

Range Officer:

Cashier, PriceOverride, Range, RangeRentalControl, RangeSetup, and Salesperson.

Purchasing and Receiving:

IMAddAtribute, IMBulkEdit, IMCost, IMProdMaintAdjQoH, IMUpdate, InventoryManagement, Purchasing, PurchasingAddVendor, PurchasingPurchaseOrders, Receiving, ReceivingInvoicing, ReceivingReceiveAllButton, ReceivingReceiveByPackSlip, and ReceivingVendorReturns.

Inventory Management/Stocktaking:

IMAddAtribute, IMInvStockTaking, IMProdMaintAdjQoH, and InventoryManagement.

Gunsmith:

Cashier, Gunsmith, GunsmithUpdate, Salesperson, WorkOrders, and WorkOrdersUpdate.

Accountant:

Accounting, AccountingPostEntries, AccountingSetup, Receiving, and ReceivingInvoicing.

Department Manager:

Cashier, ClassCheckin, ClassMaintenance, CommissionReports, CommissionSetup, DepartmentManager, Education, Employee, EmployeeSecurity, IMAddAtribute, IMBulkEdit, IMCost, IMProdMaintAdjQoH, IMUpdate, InventoryManagement, MembershipDefineMembership, MembershipRecurringBilling, Memberships, NoSale, PaidOut, POSManagement, PriceOverride, ReturnOverride, Range, RangeRentalControl, RangeSetup, ReceivingScreenUnlocker, Reports, and Salesperson.

Store Manager:

Cashier, ClassCheckin, ClassMaintenance, CommissionReports, CommissionSetup, Education, Employee, EmployeeSecurity, IMAddAtribute, IMBulkEdit, IMCost, IMProdMaintAdjQoH, IMUpdate, InventoryManagement, MembershipDefineMembership, MembershipRecurringBilling, Memberships, NoSale, PaidOut, POSManagement, PriceOverride, Range, RangeRentalControl, RangeSetup, ReceivingScreenUnlocker, Reports, ReturnOverride, Salesperson, and StoreManager,