

How to Remove the 'Clear Transactions' Button

Overview:

The **Clear Transactions** button is used for permanently deleting all recorded transactions in the database. The Clear Transactions button is <u>only</u> accessible by users with **Administrative Access** (*full access*). It is vital to ensure that you only grant Administrative Access to your designated QNE System Administrator(s).

Procedure:

1. Go to Maintenance > User Roles.



2. In the sample image below, there are two System Roles with Administrative Access, namely the *Administrator* Role and *Sales* Role. To remove the Administrative Access from the *Sales* Role, for example, double-click the Role.

5	🔏 Security System Role											
rag a column header here to group by that column												
	Name 🔺	Description	Administrative									
٣	RBC	A D C										
	Administrator	System predefined role with full access	\checkmark									
	Default	System predefined role with minimum required permissions										
	Manager	Manager										
	Purchase	Purchase Department										
	Sales	Sales Department	\checkmark									
	Warehouse	Warehouse										

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3. Untick the Administrative checkbox, click Save and Close, and click No on the Alert prompt.

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Note: Ticking the Administrative checkbox grants Full Access automatically and it overrides all access rights/permissions you have manually defined.



Application:

Administrative - Clear Transactions button is available



Non-administrative - Clear Transactions button is not available



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link https://support.qne.com.ph