



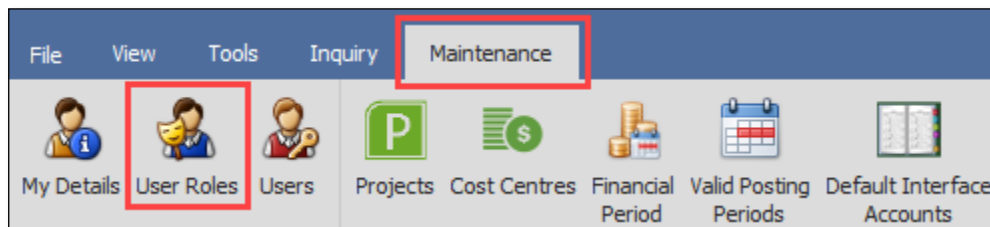
How to Remove the 'Clear Transactions' Button

Overview:

The **Clear Transactions** button is used for permanently deleting all recorded transactions in the database. The Clear Transactions button is only 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:

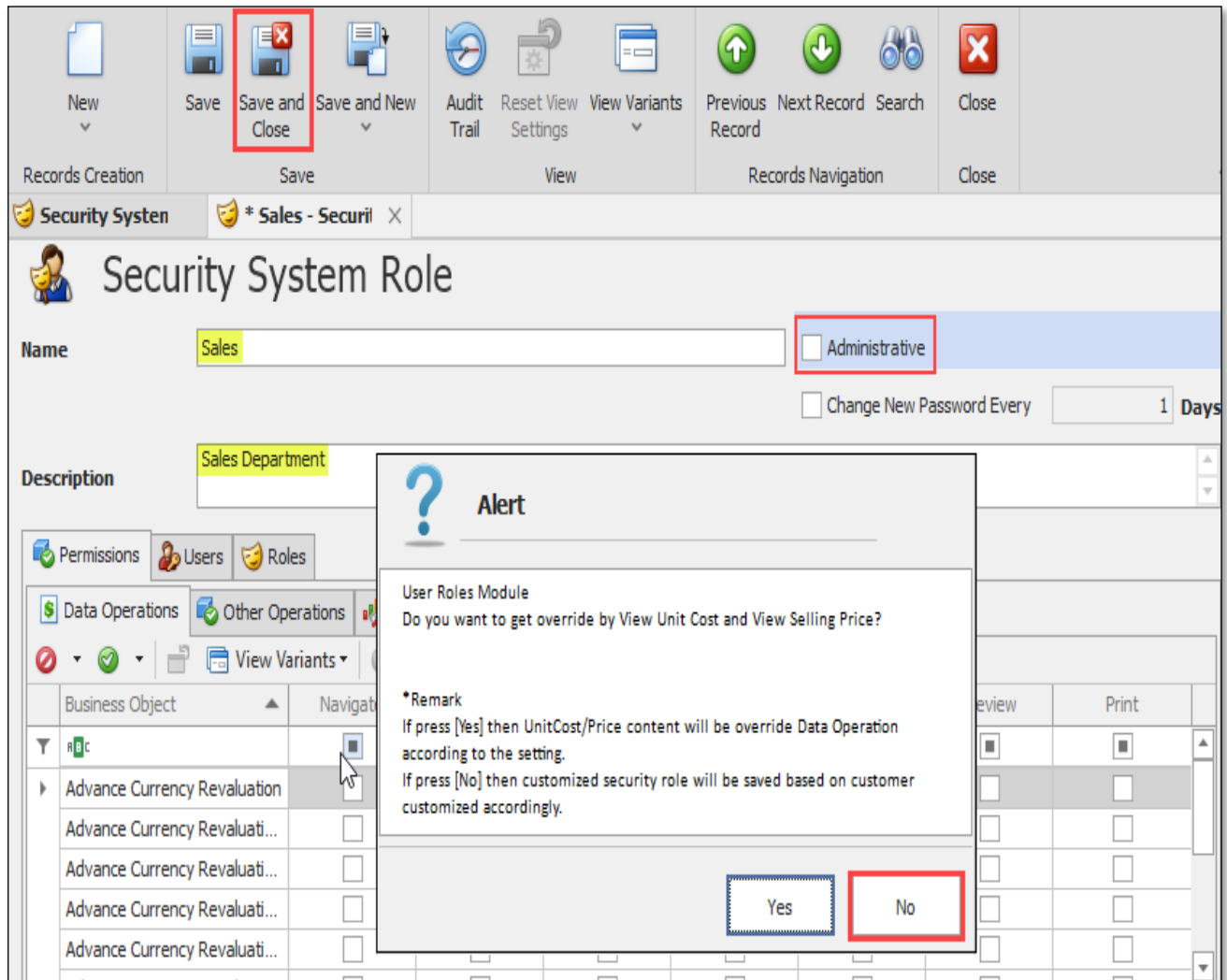
1. Go to **Maintenance > User Roles**.



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.

Security System Role		
drag a column header here to group by that column		
Name	Description	Administrative
ABC	ABC	<input type="checkbox"/>
Administrator	System predefined role with full access	<input checked="" type="checkbox"/>
Default	System predefined role with minimum required permissions	<input type="checkbox"/>
Manager	Manager	<input type="checkbox"/>
Purchase	Purchase Department	<input type="checkbox"/>
Sales	Sales Department	<input checked="" type="checkbox"/>
Warehouse	Warehouse	<input type="checkbox"/>

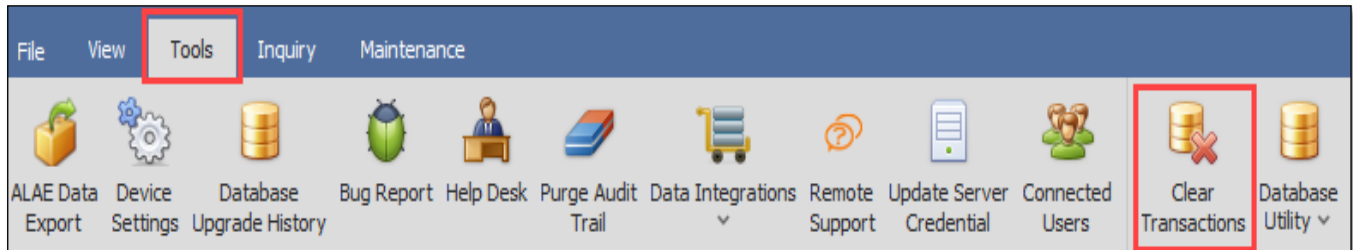
3. Untick the **Administrative** checkbox, click **Save and Close**, and click **No** on the Alert prompt.



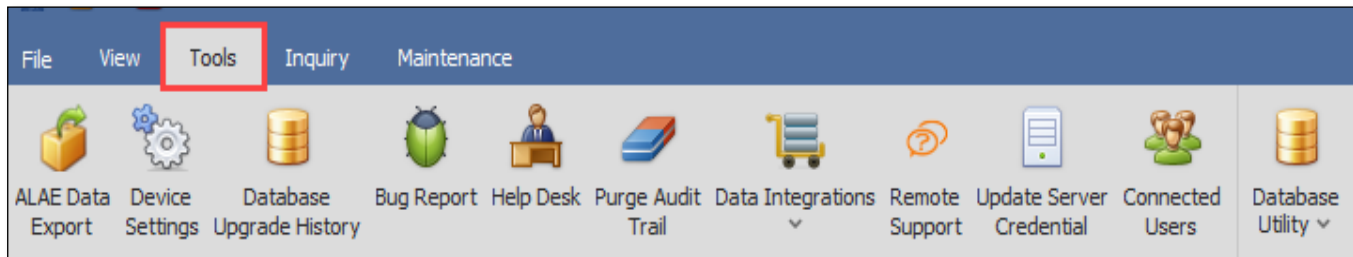
Note: Ticking the Administrative checkbox grants Full Access automatically and it overrides all access rights/permissions you have manually defined.

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>