


Checkpoint Security Rights

You can grant rights to your users that allow them to have complete, limited, or no access to view or edit the different portions of the Checkpoint module.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users**, then click **Go** .
3. Select a user in the grid and click **Edit**.
4. If it is not already selected, click the **Security** tab.
5. Expand **Checkpoint**.
6. Select the security option you want to change, then right-click to select the appropriate access level.
 - **All** allows the user to add and edit information.
 - **None** denies the user all access to the information.
 - **View** allows the user to view information without editing it.
7. Click **Apply**, then **OK**. Your changes take effect the next time the user logs in to ACS.

Additional Field Information

Add/Edit Badge Design

Determines whether the user can add, edit, or delete a badge design.

Add/Edit Checkpoint Defaults

Determines whether a user can add or edit Checkpoint defaults.

Add/Edit Individuals

Determines whether a user can add, edit, or delete individual information in Checkpoint.

Add/Edit Sessions

Determines whether the user can add, edit, or delete Checkpoint sessions.

Add/Edit Templates

Determines whether the user can add, edit, or delete Checkpoint templates.

Check In/Out

Determines whether the user can access the Check In/Out and Express Check In/Out menus.

Edit Add People Defaults

Determines whether the user can modify the defaults for new individual records added in Checkpoint.

Edit Name Options

Determines whether the user can modify name option defaults in Checkpoint.

Off-Site Synchronization

Determines whether the user can import/export data to/from an off-site network.

Reports

Determines whether the user can print or preview reports.

Session Statistics

Determines whether the user can access or modify the Session Statistics window.