

Techo Tip #22



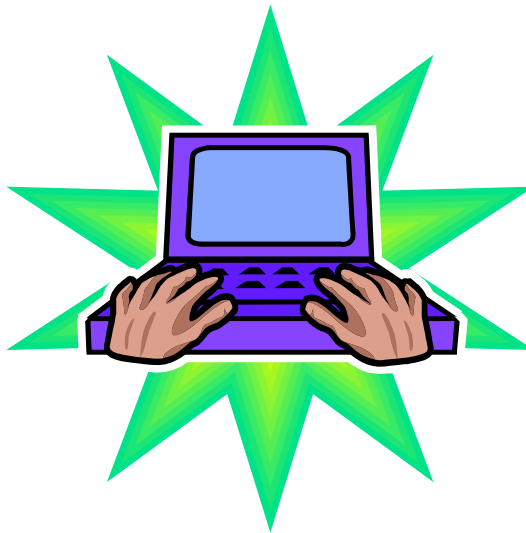
PERMISSIONS IN THE ARCHIVES

Archives are a great way of inquiring on previous periods' transactions. They allow you to reprint statements and invoices without having any effect on the live system.

Archive databases are used only as a **reference tool**. Here are some tips for looking up information or reprinting reports and transactions.

◇ If you log in as the '*super user*', the database overrides existing permissions, and allows you to inquire, modify, add and delete records as well as book jobs, add credit notes and so forth.

◇ To ensure that the archive database is kept as an accurate reference database, please make sure that users login using their own login ID and not as '*su*'.



Any questions? Get in touch with the TRANSPAC support desk any time at Software Integrators by phoning +61 2 9267 5556, emailing us at support@softint.com.au or faxing a support request form to +61 2 9267 5559.

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