

After completing a payroll run it is beneficial to be able to “lock” the data which was used to create the payroll. This prevents the data from being changed, or new data being added. This can be useful in allowing users to rely on the validity of the data before the lock date.

It should be noted that this feature is designed primarily for convenience, not outright security. As the data is stored in a reasonably accessible data store, TNA cannot guarantee that the data has not been changed by some outside party. Also, as the supervisor has the ability to change the Lock Date it is possible to add data to the system if sufficient access rights have been granted.

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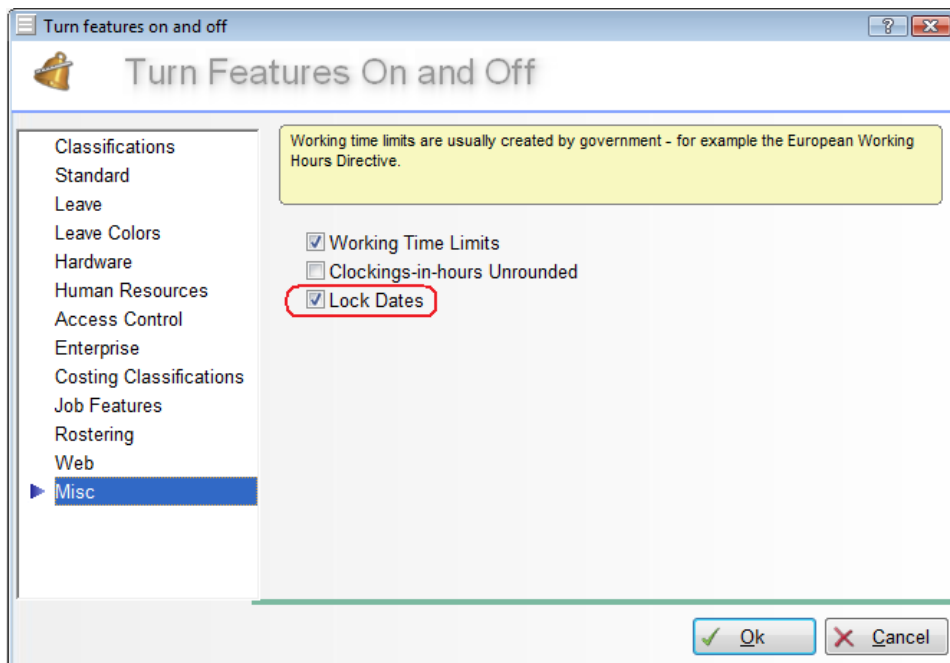
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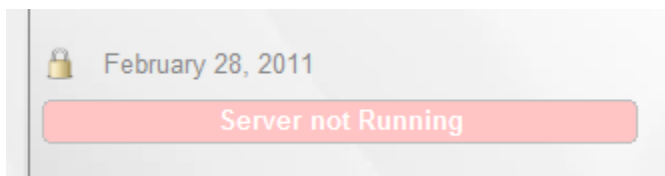
Activate Lock Date Feature

To activate the Lock Date feature, go to the Configuration Module, Setup Menu, Features option.

On the Misc tab, set the Lock Date option on.



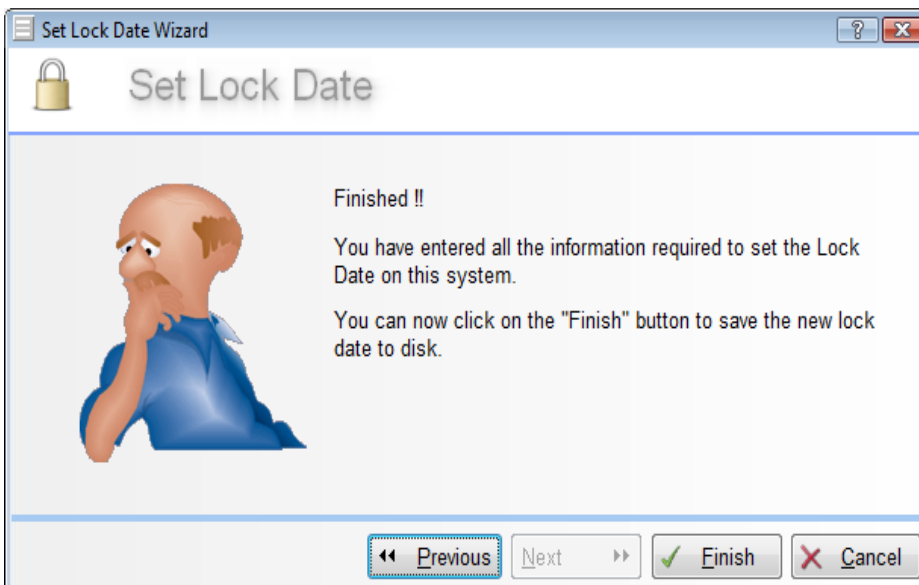
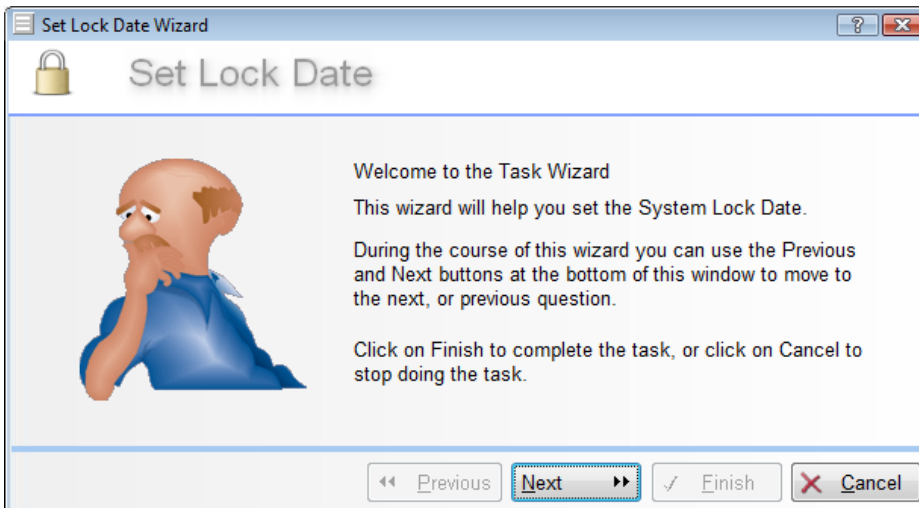
When the feature is activated then the current system Lock Date will be displayed as part of the background information.



Set the Lock Date

From time to time the system supervisor will want to increment the lock date. This can be done in the User Module. Go to the Tasks menu, to the Lock Date option.

The option is set using a very simple wizard-like interface.



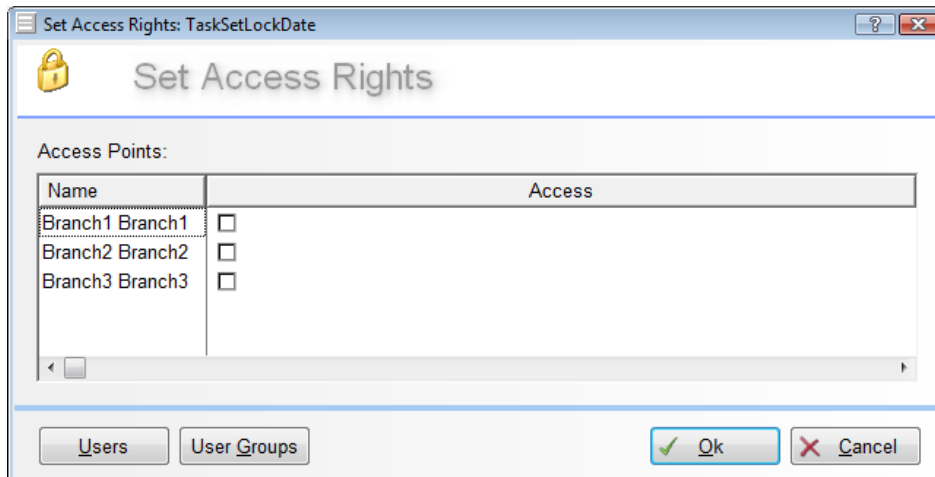
Note that the date can be set forwards, or backwards. If it becomes necessary to alter the data after the payroll run, and then re-do the payroll, this is possible by resetting the date back to an earlier date.

Set Access Rights

In order to reduce the likelihood of the date being changed with malicious intent, it is recommended that the Access Rights for the task be reduced to a small number of people.

Users logged in with Supervisor rights will always have access to the window, and they also have the ability to limit access to users with Operator rights.

To apply rights to the window, log in as a Supervisor. Then go to the Task menu, Set Lock Date options. When the wizard opens press the Ctrl-F8 key on the keyboard. The Set Access Rights window will appear.

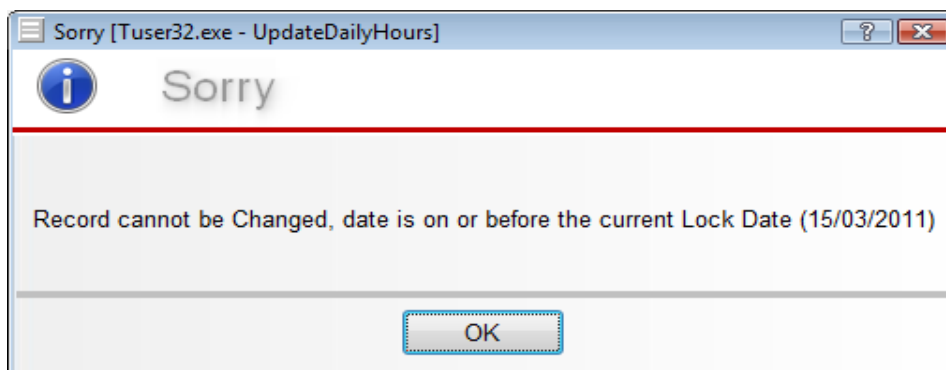


You can set, or remove, the rights to operators, and groups of operators, by clicking on the checkbox in the Access column.

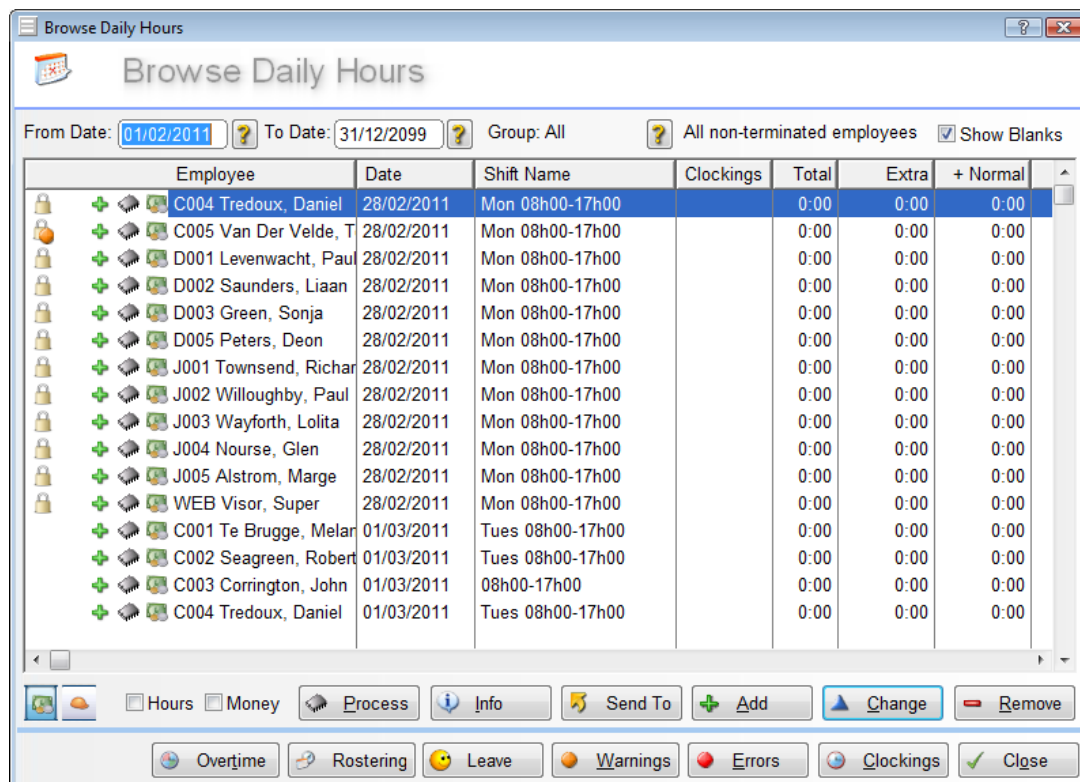
Since the feature can be turned off completely in the Configuration module, it is recommended that the Features window in the Configuration module also be secured in the same way. Log in to the Configuration module as a Supervisor, go to the Setup menu and select the Features option. When the window appears press Ctrl-F8 and the access rights window for that screen will appear. Set the rights for the Features window in the same way as for the Lock Date window.

What to Expect

If a record is added, updated or deleted, and the date of the record is before, or on, the lock date then a message will appear explaining the problem. The requested change will then be aborted.



When browsing a table, if the record in the table is locked, then a small padlock will appear next to the row. For example, in the following screenshot the lock date is set as 28 Feb 2011.



When going to a form, if the record is locked, the “Save” button is removed, and the “Cancel” button is replaced with a “Close” button. The Close button includes the “Locked” icon for further indication of why the record cannot be changed (and saved).

Changing a Clockings Record

Update Clocking - John Corrington

Approved
 Pending
 Deleted

Employee Number:
 At Clock:

Date:
 Cost Centre:

Time:
 Type:

Pay Clocking
 In
 Out
 Job:

Info Clocking

Job Clocking

Access Clocking
 Area:

Reference:

Comment:

Close

Other

- 1) Automatic Delete History is not affected by the Lockdate. So make sure this is set correctly, to the value the user needs it to be.
- 2) In the web interface no error message will be displayed if the record is changed. However the user should not be able to Save a locked record, so this should not be an issue.

Permalink: <http://tinyurl.com/3o5gmmz>