

System Settings List

Front Office 9.5

Please note: the site license determines which System Configuration Settings and Access Rights will apply.

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1.0 System Configuration Settings

Name	Description	Setting Code	Default
1.1 Approval			
Allow Advanced Approval Rules	Allows both types of approval matrices to be used for rules-based approval resolution. When enabled both 'default' and 'advanced' will be available.	APPROVAL_APPEND	'0' (default approval)
Allow Auto Self-Approval	Allows the requester to automatically self-approve their own requests if they have the appropriate authority within the Approval Matrix. The setting "Exclude Requested By / For from Approval List" must be set to No.	SELF_AUTOAUTH	'0' (not allowed)
Allow Comments when Approving	Enable optional comments to be entered when approving a request.	ALLOWCOMMENTS	'0' (no)
Default Approval Escalation User Group	The user group code to which approval escalation emails will be sent if no user group is specified at request type level.	DEF_ESCALATION_GRP	
Display Approval Submit picklists by Last Name	When submitting a request for approval, by default a user's name appears as First Name / Last Name in picklists. Enabling this setting causes the order to be reversed so that the Last Name is displayed first.	APPROVALPICKLISTLASTNAME	'0' (first name displayed)
Exclude Requested by / For from Approval List	The requester of an order cannot appear in the approval list that the system generates.	REQ_O_APPL	'1' (exclude users)
Highest Position Code User ID	User ID to be used when resolving the approval route for the most senior user.	HIGHEST_POS_USERID	
Remove Duplicate Approval Stages	Remove duplicate approval stages before displaying in the Request Submit approval page.	REMOVE_DUPLICATE_ROWS	'0' (not removed)
Route user via login page on clicking hyperlink	Enables the hyperlink on the Approval email to route user via the login page rather than be automatically logging in. This setting is not applicable when using Windows Authentication. It will also be ignored if 'Remember Me' functionality has been utilized.	EMAIL_HYPERLINK	'1' (yes)
1.2 Catalog			
Commodity Type Resolution	Determines by which method the commodity type will be resolved; options: 0 - UNSPSC route 1 - Product Type code route	PTYPE_PREF	'0' (UNSPSC)
Default Tax Rate	Determines the rate of Tax to be used in price calculations. Should be entered as a percentage (for example, 20 for 20% Tax). It must be entered using the decimal separator for the base currency (i.e., comma or point)	DEFAULT_VAT	0

Display Sales Tax Rate in Price List Details	When enabled, will ensure Tax Rate is mandatory within Catalog Maintenance and display Tax Rate in Price List Details.	DISPLAY_VAT_RATE	'0' (not shown)
Empty Cart on Log on	Empty any cart contents when logging on. Note: this setting should not be enabled if using Single Sign-On to access site.	EMPTY_BASKET	'0' (don't empty)
Enable A-Z Supplier filter in catalog view	When enabled, suppliers are grouped into an A-Z list for full catalog browsing. This is useful when there are many suppliers catalogs available.	PL_ATOZ	'0' (do not display A-Z)
Enable Request Item Category Code in Service Catalog	Allows a category code to be assigned to a requestable item in the Service Catalog. This is typically used in Connecta for matching to a process.	SERVICECATEGORYCODE	'0' (not enabled)
Show full catalog link on home page	Allows the 'switch to full catalog view' link to be controlled for admin users, who have all access rights assigned by default.	SHOWFULLCATLINK	'0' (not shown)
Use Manufacturer Part Number in Price List	Display Manufacturer's Part Number in Price List instead of Supplier Part Number.	MANF_PARTNUM	'0' (show Sup Part)
1.3 Display			
Custom link 2 to be displayed on Home Page	Specifies a URL which is displayed on the Home Page. The associated text for the URL is specified in CUSTLINK_TEXT and when to show the link is determined via CUSTLINK_WHEN. 'Addresses should be prefixed with http:// or https://'	CUSTLINK_URL2	
Custom link 3 to be displayed on Home Page	Specifies a URL which is displayed on the Home Page. The associated text for the URL is specified in CUSTLINK_TEXT and when to show the link is determined via CUSTLINK_WHEN. 'Addresses should be prefixed with http:// or https://'	CUSTLINK_URL3	
Custom link to be displayed on Home Page	Specifies a URL which is displayed on the Home Page. The associated text for the URL is specified in CUSTLINK_TEXT and when to show the link is determined via CUSTLINK_WHEN. 'Addresses should be prefixed with http:// or https://'	CUSTLINK_URL	
Display Request Price on Request Summary	If enabled, the Request Price will be displayed in the summary information panel at the top of the Request Summary. This price is the total value of an item request or the price specified in the Request Type definition where a request type contains no items.	VIEWREQUESTPRICE	'0' (not displayed)
Display the Supplier page before the Item page in the Request	Allows the sequence of the pages to be swapped when creating / editing a request; the supplier page will display before the Item page. Note: the display of the Request Summary is unaffected.	SWAP_REQUESTITEM_TAB	'0' (Item first)
Enable Main menu	Determines whether the standard main menu is displayed.	ENABLEMAINMENU	'1' (yes)
Enable Users to select preferred Language	Determines whether users can change their language via About Me. If set, a drop-list of all enabled languages will be displayed.	LANG_ENABLED	'0' (selection not enabled)
Give Request Number more prominence in the Request area	Include the Request Number in the Additional Details panel of the Request Summary. Also display the Request Number in the Edit Request page name section, rather than the System Reference.	SHOWORDERNUMBER	'0' (Request Number not used)

Help Text Link	Address of the help text file. This address can include support for single or multiple languages. Please check the Administration Guide for further configuration details.	HELP_TEXT	
Hide Price Message	Specify a message which will be displayed instead of the price when the 'Hide Price' flag is set in Catalog Maintenance.	HIDE_PRICE_MES	
Label of Custom link 2 to be displayed on Home Page	Specifies the associated text to be displayed for the URL given in CUSTLINK_URL. If CUSTLINK_URL is not set this value has no effect.	CUSTLINK_TEXT2	
Label of Custom link 3 to be displayed on Home Page	Specifies the associated text to be displayed for the URL given in CUSTLINK_URL. If CUSTLINK_URL is not set this value has no effect.	CUSTLINK_TEXT3	
Label of Custom link to be displayed on Home Page	Specifies the associated text to be displayed for the URL given in CUSTLINK_URL. If CUSTLINK_URL is not set this value has no effect.	CUSTLINK_TEXT	
Login Page / User ID help message	Allows text to be entered adjacent to the User ID field, to clarify the User ID the user should enter. It is advisable to keep this message brief; for example, 'use your Email Address'.	LOGINNAMELABEL	
Maximum number of items for picklist display	Maximum number of items to be displayed as a picklist before displaying search screen.	MAX_LISTUNITS	20
Maximum number of records to show in list views	Determines how many records are shown in a list before the Next / Previous links are displayed. This default value may be overridden by users in About Me.	LIST_UNITS	20
Sales Tax Label	Specifies the textual label to be displayed when referring to VAT.	VAT_LABEL	VAT
Show Inbox in the Main Menu	Specifies whether the Inbox is accessible from Main Menu.	SHOW_INBOX_IN_MENU	'1' (shown)
Show Requests in the Main Menu	Specifies whether Requests are accessible from Main Menu.	SHOW_REQUESTS_IN_MENU	'1' (shown)
Theme for styling the website	Select the theme to style the website.	WEBTHEME	Front Office
Top Bar IFrame URL	URL of a web page (IFrame) to display above the menu. Allows an integrator to display extra content at the top of the site.	TOPBARPANELURL	
Warn before clearing cart or request	Determines whether to display a warning message when the cart or request is about to be cleared.	WARNBEORECLEARINGBASKETORREQUEST	'1' (yes)
When to show Custom Link 2 on Home Page	Determines when any User-Defined Home Page link would be displayed. If CUSTLINK_URL2 is not set this setting has no effect; options: 0 - Never show 1 - Show only if User is Logged in	CUSTLINK_WHEN3	'0' (never show)
When to show Custom Link 3 on Home Page	Determines when any User-Defined Home Page link would be displayed. If CUSTLINK_URL3 is not set this setting has no effect; options: 0 - Never show 1 - Show only if User is Logged in	CUSTLINK_WHEN	'0' (never show)
When to show Custom link on Home Page	Determines when any User-Defined Home Page link would be displayed. If CUSTLINK_URL2 is not set this setting has no effect; options:	CUSTLINK_WHEN2	'0' (never show)

	0 - Never show 1 - Show only if User is Logged in		
1.4 Integration			
Deployment Address: Request Field Code	Specifies the Deployment Address Request Field Code to be passed to Connecta.	ADD_DEPLOY	
Enable Connecta Integration (deprecated)	Enable requests to be submitted to Connecta and request status updates returned.	OMC_ENABLED	'0' (not enabled)
Enable full Auditing for Base Data Import	Determines whether summary level reporting or the extensive row level reporting of all activities is recorded within the Base Data import file suite and during Active Directory import. Note: all errors are always recorded; full auditing will impact performance.	BBIS_FULL_AUDITING	'0' (not enabled)
Enable Integration Logging	Allows integration calls to be logged. Where integration activity is high, it is advisable to disable logging unless required for support purposes, to prevent log files from being filled.	ENABLEINTEGRATIONLOGGING	'0' (disabled)
Public Web Services URL	Root URL of the Public Web Services (for example, http://localhost/FrontOfficePublicWebServices/) used by Approval Hooks	PUBLIC_WS_URL	
Reporting Services Folder	The Reporting Services folder in which reports are located. If empty, reports will be retrieved from the root. The path may be multiple levels deep; for example, <code>FrontOfficeReports/Live</code> . Reports will only be retrieved from the specified folder and not from any sub folders.	REPORTINGSERVICESSUBFOLDER	
Request Type: Request Field Code override	Specifies the Request Field Code which will be passed to Connecta instead of the standard Request Type. The specified header level Request Field Code should be associated with all relevant Request Types. If left blank, or no Request Field is found for a Request Type, the Request Type itself will be passed to Connecta. It is assumed that a Listbox Request Field Type will be used, however a Textbox or Number is also valid.	OMC_RECTYPEFF	
Trusted origin list for IFrame communications	Comma-separated list of trusted origins allowing trusted cross IFrame communications.	TRUSTEDORIGINS	
1.5 Off Catalog			
Allow Unknown Supplier for Off Catalog Items	Specifies whether users can utilize the 'Unknown' Supplier when creating Off Catalog Orders.	UNKNOWN_SUP	'0' (Unknown Supplier N/A)
Enable Off Catalog Ordering	Specifies whether users can create 'free-text' orders, i.e., items that are not part of any supplier catalog. Item attributes such as Price, Quantity, and Item Description must be manually entered.	FREETEXT_ORD	'0' (no Off Catalog ordering)
Net Price required for Off Catalog Items	A Net Price greater than £0.00 must be entered for Off Catalog items.	NETPR_REQ	'0' (Net Price optional)

Off Catalog Page Intro Text	Allows an introductory text area to be included in the Off Catalog screen. HTML tags may be used but care should be taken as no validation will be carried out in this maintenance screen; the text should be checked on the Off Catalog screen itself.	OFFCATTEXT	
Off Catalog Page Name override	Allows the default Off Catalog screen name to be overridden with terminology more appropriate to your organization. Note: this renaming facility is most appropriate if navigating from the Service Catalog, as the link from the full Catalog screen will not change to reflect this name.	OFFCATPAGEHEADING	
Show Net Price of Off Catalog Items	Specifies whether the Net Price field will be displayed on the 'Add Off Catalog Item' screen.	SHOW_NET_PRICE	'1' (Net Price shown)
1.6 Password Policies			
Password Complexity	Select the desired level of password complexity required; options: 0 - None 1 - Require letters and numbers 2 - Require letters, numbers, and symbols 3 - Require uppercase letters, lowercase letters, numbers, and symbols	PWD_COMPLEXITY	'0' (none)
Minimum length of new password	The minimum length of a new password; must be at least one character.	PWD_LENGTH	'8' (characters)
Maximum repeated characters in password	Set a maximum value for allowed consecutive characters in a password; for example, a value of 2 will not allow the same 3 characters to appear in a row. Setting this value to 0 will disable this check.	PWD_CONSECUTIVE	'0' (characters)
Number of Previous Passwords Retained	The number of previous passwords retained which are checked for re-use when changing a password. Selecting 0 or 1 indicates that the new password must be different from the current password.	PWD_HISTORY	'12' (previous passwords retained)
Password Retries Allowed	The number of password retries allowed before an account is locked.	PWD_RETRIES	'3' (retries)
Period of time before password expires (days)	The number of days before the password rule is applied.	PWD_EXPPERIOD	'90' (days)
When Should Passwords Expire	The conditions under which passwords expire; options: 0 - Never 1 - After a period of inactivity 2 - After a period since last change	PWD_EXPWHEN	'2' (after period of last change)
1.7 Receipt			
Allow Auto-Receipting	Items can be Auto-Receipted according to the Auto-Receipting Matrix.	AUTO_RECEIPTING	'0' (Auto-Rec N/A)
Default Receipt Date	When creating a receipt, the Receipt Date will be defaulted to today. This can be overridden.	DEFAULTRECDATE	'0' (no date)

Enable Receipt Asset Functionality	Allow asset details to be entered when creating a receipt.	ENABLERECEIPTASSETS	'0' (assets N/A)
Enable Returns Functionality	Allows creation of Return Notes.	RETURNS_OPTION	'0' (returns N/A)
Expand Receipt Items	Display the items to be receipted fully expanded to match the request. By default, receipt items will be rolled-up to display a single receipt for each Supplier / Part Number. Enabling this setting will allow Request Items marked as 'separate basket entries' to be receipted individually.	LINEITEMNUMBERECEIPTING	'0' items rolled up)
1.8 Request			
Allow Request Summary to be emailed	Allow request summary details to be emailed via an email button on the request summary. Note: this is core info only: item number, description, quantity, price, delivery, and invoice address.	EMAIL_REQSUMMARY	'0' (email N/A)
Custom Request Form	Optional XSLT link to appear on Request Summary page.	CUSTFORM	'0' (not used)
Default Off Catalog Request Commodity Type	The commodity type that will be used as a default for Off Catalog items in a request.	DEFAULT_TRANS_OFFCAT	'OFFCATORDERING'
Include all data when copying a Request	Include all data (excluding request numbers) from the original request when creating a copy of the request. If this setting is not enabled, only data associated with request fields that the Requester can edit is included.	COPY_REQUEST	'1' (all data copied)
Maximum File Attachment Size (Kb)	The maximum attachment size that may be uploaded (maximum recommended 2,000Kb).	MAX_FILESIZE	'2000' (Kb)
Only allow one Supplier per order	Prevent creation of orders containing more than one supplier.	ONE_SUP_ORD	'0' (multi-sup poss)
Order Owner Flag set on Request Submission	Order Owner flag set when request picked-up by DTS.	ORDOWNER	X
Populate 'Requested For' field with 'Created By' user's name	Where the Requested For fields are defaulted using the Created By user's defaults. If the Requested For user is changed, all current defaults will be blank, and no user defaults will be displayed.	POP_REQ_FOR	'1' (field populated)
Refresh defaulted fields when Requested For user is changed	When creating a request form, fields are defaulted using the Created By user's defaults. If the Requested For user is changed, all current defaults will be replaced by those of the Requested For user. If using this facility, it is advisable to locate the Requested For field at the top of the request.	REQFOROTHERS	'1' (defaults refreshed)
View Requested For User's Catalog	Allows requests to be raised for another user by selecting from their Catalog. This setting should be used in conjunction with the access rights 'Allow Change of Requested For' and the new 'Raise a request using another user's Catalog'.	VIEWREQFORCAT	'0' (other user's catalog N/A)
1.9 Request Numbers			
Auto Generated Order Number – Number Length	Length of numerical portion of Auto Generated Order Number of basket requests.	ORDNUM_NUMLENGTH	'10'

Auto Generated Order Number – Text Prefix	Textual prefix of Order Number for Auto Generated Order Numbers of basket requests.	ORDNUM_PREFIX	
Order Label auto set to Order Number	Order Label is automatically made the same as the Order Number.	ORDLAB_ISNUM	'0' (no action)
Order No Auto Generate when – business forms	The point at which the order number will be generated for business forms in the request process. Only relevant when numbers are automatically generated; options: 0 - On Request Creation 1 - When approved 2 - When submitted	TNUM_GENWHEN	(0) On Request Creation
Order No Generation Method – business forms	How a request number is generated for a form-based request. Determines whether to automatically generate the Request Number or whether to allow the user to manually enter a value. If user entry is selected, a further option allows for uniqueness or duplicate entry; options: 0 - Auto-Generated 1 - Free Text Field - can be a duplicate 2 - Free Text Field - unique	ORD_NUM_A_EX	'0' (auto-generated)
Order No. Auto Generate when - cart transactions	At what point in the request process the order number is generated (cart trans). Only relevant when numbers are automatically generated; options: 0 - On Request Creation 1 - When approved 2 - When submitted	ONUM_GENWHEN	(0) On Request Creation
Order No. Generation Method - cart transactions	How a request number is generated for a cart-based request. Determines whether to automatically generate Order Numbers using the method specified in the 'ORDNUM_SRC' system setting or whether to allow the user to manually enter a value. This value must be unique; options: 0 - Auto-Generated 1 - Free Text Field - unique	ORD_NUM_AUTO	'0' (auto-generated)
Supplier PO Number Generation method	Describes how the Supplier PO number is generated; options: 0 - Free Text Field - unique 1 - Auto - Set to Order Number 2 - Auto - OrdNum or OrdNum/SupCode if MultiSupplier 3 - Auto - Set to Order Number/SupplierCode	SUP_PO_GEN	'1' (Auto – Set to Order Number)
1.10 System			
"From" Mail Address	Email Address used by approval and fulfillment systems when sending emails.	MAIL_FROM	change.me.now@example.com

Audit Trail retention period (days)	Determines how long (in days) that Audit Trail records are displayed before being archived. Archived records are accessible only via the database. A value of '0' means that records are viewable indefinitely but should not be used for performance reasons.	AUDIT_PERIOD	'30'
Company Name	The name of the company included in the Connecta Task Out XML.	COMPANY_NAME	
CSV Import and Export Encoding	The encoding used when exporting data in CSV format.	CSVENCODING	'1252' Western European
Custom anti-virus plugin	Support for a custom virus and malware checker plugin that has been deployed to the web server: enter the name of its class type (in the format "<namespace>.<class name>,<Assembly name>")	VIRUSMALWARESCANNERTYPE	
Default System Country Code	Determines the base Country for the System. This field must be set at installation and should be an ISO 3166 Country Code.	SYSTEM_COUNTRY	Set at install
Default System Language	Specifies the System Language in which all labels etc. are displayed. This field value is set during installation and should only be amended before data entry begins, especially for a multi-language site. Contact Biomni for clarification. Refer to the Language page (in the Settings area) for the supported language culture codes.	SYSTEM_LANG	Set at install
Default System Time Zone	The default Time Zone for all users within the system. This Time Zone information will be used for both saving date / time information and redisplaying saved data. It is important that the Time Zone accurately reflects the majority user base. 'Enable user selection of Time Zones' setting allows user exceptions to be maintained.	TZ_DEFAULT_DISPLAY	Set at install
DUNS Identifier	The unique 9-digit D&B DUNS Number used to identify the Company. This is used to identify the Company when using the system as a Supplier PunchOut site.	DUNS_ID	
Email Address of Support Team	Specifies the default email address of the Support Team, to whom System Settings and System Logs can be emailed.	SUPPORT_ADDR	change.me.now@example.com
Highest User's Parent Position Code	Highest Position(s) in the organization must have this parent Position Code. This code is a dummy top value and is essential when importing Position Codes. This value must not be changed once Position Codes are being used.	HIGHEST_PARENT_CODE	
Maximum Image Upload Size (KB)	Specifies the Maximum Image Size which can be uploaded in the rich text editor; stored in KB.	MAX_IMAGESIZE	200
'Remember Me' duration	The period of inactivity, in days, between active sessions, for which a user's credentials will be remembered if "Remember me" is selected on login; 'Remember me' functionality effectively leaves the user logged in. Setting value to zero will disable the functionality. Service and request hyperlinks, as well as task and approval email hyperlinks, will bypass the login page if the user has remembered their password.	REMEMBERMEDURATION	'30' (days)
Set Domain Name rules for User login	When using Windows Authentication, if the setting is enabled the Domain Name will be removed from the Windows Username prior to log in. If using Active Directory, the Domain Name will not be prepended to the user ID when importing users.	REMOVE_DOMAIN_NAME	'0' (Domain Name incl)

Site Communications Code	Code that can be used to identify the installation to external systems. Can be templated.	COMMS_CODE	Mandatory – no default
System Name	System Name to be shown throughout the system.	SYS_NAME	Front Office
System Session Timeout	Specifies how long (in minutes) sessions will remain open if unused before the User is logged out of the system. Should be less than 45 to preserve resources.	SYS_TIMEOUT	20
Web Root Address	The Web Root Address should be the URL of the website when accessed by a normal user. It is used by the system to form URLs, when the system adds images to emails, or creating URLs for Supplier PunchOut, Service PunchIn, and PunchIn via Approval email.	MAIL_WEBROOT	
1.11 System Functionality			
Enable Approved Lists	Enable approved Lists to limit catalog visibility.	APPROVE_LIST	'0' (Applists N/A)
Enable Legacy Forms functionality	Enable the functionality that is only appropriate when using Legacy Forms, i.e., Request Field Maintenance, User Field Default screens, and the option to create a new legacy request type.	LEGACY_FORMS	'0' (Legacy N/A)
Enable Multi Currency in catalogs / requests	Enable multi-currency functionality in catalogs / requests.	SHOW_MULTICURRENCY	'0' (multi curr N/A)
Enable product reviews and ratings	Allow products to be star-rated and reviews published. An Admin user can remove any review.	REVIEWSENABLED	'1' (ratings enabled)
Enable Receipting	Enable Receipting functionality.	SHOW_RECPT	'0' (receipt N/A)
Number of days before deactivated users will be anonymized	Specifies the number of days after a user has been deactivated before the system task anonymizes their personal data.	REDACTAFTERDAYS	2555
1.12 Users			
Enable New User registration link on the Home Page	The email address to which a request for a new user account will be sent. If populated, a 'New User Registration' link is displayed on the login page and, when clicked, the user will be advised to email the specified address.	NEWACCOUNT_EMAIL	
Enable User selection of Time Zones	Allow users to select an alternative Time Zone to the system default display Time Zone.	TZ_USER_ENABLED	'0' (no user TZ adjust)

2.0 Access Rights

Access Right	Description	Category
2.1 Request		
Access Business Forms via full catalog view	Allow user to access Business Forms via the Full Catalog view. Routing via Service Catalog is not impacted by this access right.	Catalog
Allow Advanced Asset Retrieval	Enable advanced users to click through to a pre-defined asset system. The user will be able to search using extended parameters to increase the scope of assets retrieved. Once selected the request will be populated.	Request
Allow Change of Delivery Address	Allow requester to select an alternative delivery address within a request or via My Account. Default address can be set on the individual user record or via address maintenance where cost center, division, or organization defaults can be assigned.	Request
Allow Change of Invoice Address	Allow requester to select an alternative invoice address within a request or via My Account. Default address can also be set in the individual user record or an organization default via the Invoice Address Default screen.	Request
Allow Change of Requested For	Allow user to raise requests on behalf of other users. If enabled the select icon adjacent to the Requests For field will be displayed.	Request
Assign Inbox Tasks to others	Allow user to assign Inbox Tasks to other users or groups.	Request
Cancel Inbox Tasks	Ability to cancel an Inbox Task, either from the Inbox or via the Request Summary Fulfillment page. Cancelling via the Request Summary works in conjunction with the access right 'View Request Summary Fulfillment data'.	Request
Cancel Requests post-Approval Complete	Ability to cancel a Request after it has been approved. This right works in conjunction with 'Edit all Requests'.	Request
Cancel Requests prior to Approval Complete	Ability to cancel a Request before it has been fully approved. This right works in conjunction with 'Edit all Requests'.	Request
Edit all Requests	Allow user to amend all requests within the divisions they have access to. This right also allows access to the Search / Requests menu on the toolbar. Submitting Request for Approval and / or to Suppliers is available with this access right.	Request
Edit Request Approval Routing	Allow non-supervisor users to amend the approval routing for all outstanding Requests.	Request
Raise a request using another user's catalog	Allows the user to select from the Requested For user's catalog.	Request
Request Fulfillment Administrator	Allows user to edit running activities within the Request Summary Fulfillment page and view all Inbox Tasks. This should be set in conjunction with the access rights 'View Request Summary Fulfillment data' and 'View Request Summary Activity Fulfillment Details'.	Request
Submit Requests	Allow user to submit requests for approval. This right works in conjunction with 'Edit all Requests'.	Request
View All Cost Centers	Allow user to view all cost centers within the system.	Request
View all Requests	Allow user to view all requests (at summary level) of the divisions they have access to (via their user record).	Request

View Cost Centers outside own Division	Allow user to view cost centers outside their own division. The specific divisions allowed are defined via the user record.	Request
View Request SLA status	Allows users to view SLA information in the request: this includes the SLA status on the Request Summary information panel and the SLA information in the Fulfillment page. Additionally, a traffic light is available on the Request List (if the column is included in the Request List configuration).	Request
View Request Summary Fulfillment Activity Details	Allow user to link to the activity detail screens from within the Request Summary Fulfillment page. This works in conjunction with the access right 'View Request Summary Fulfillment data'.	Request
View Request Summary Fulfillment data	Allows user to view data in the Fulfillment page of the Request Summary, where internal workflow is enabled.	Request
View Restricted Restricts	Allow user to see requests in the Request List that have been hidden by the Restricted Visibility setting in Request Type Maintenance. The scope is controlled by the View All Requests access right.	Request
2.2 Catalog		
Access Bundles via the full catalog view	Allow user to access Bundles via Full Catalog view. If using Approved Lists, users can only view bundles containing products in the Approved List(s); Supervisors can view all bundles. Routing via Service Catalog is not impacted by this access right.	Catalog
Access Off Catalog screen via full catalog view	Allow user to add Off Catalog item(s) to the cart. The request cannot be submitted with this right alone. Routing via Service Catalog is not impacted by this access right.	Catalog
Access Suppliers via full catalog view	Allow user to access Supplier Catalogs and PunchOut Suppliers via the Full Catalog view. If using Approved Lists, users can view catalogs containing products in their Approved List(s); Supervisors can view all catalogs. Routing via Service Catalog is not impacted by this access right.	Catalog
Show Prices	Allows catalog item price information to be displayed to the user. If set, all row and summary totals will also be shown.	Catalog
2.3 Other		
Supervisor Privileges	Allows access to all areas of the system except Administration. Administrative rights can be individually associated.	Other
View About Me	Display About Me screen to allow the user to edit specific user-related values.	Other
View Reports Library	Allow user to access the Reports Library. Access to individual reports should be managed via Report Maintenance in the Organization Settings.	Other
2.4 Receipt		
Receipt All Requests	Designed as a goods-in function. Allows user to receipt any request in the system.	Receipt
Receipting Administrator	In addition to all other receipting rights, user can edit existing receipts, close items, and archive GRNs.	Receipt

2.5 Administration		
Administer Organization	Allow access to Organization area; screens included: Access Profile, User, User Group, Address, Cost Center, Division, Reports, and Invoice Address Default.	Administration
Administer Requests and Approval	Allow access to the Request & Approval area; screens included: Request Type, Request Field, Approval Matrix, Role, Cost Center Approver, and Position Code.	Administration
Administer Service Catalog	Allow access to the Service Catalog area; screens included: Service Catalog and Service. Note: if access to all screens within the category is required, 'Maintain Notices' must also be set.	Administration
Administer Settings	Allow access to the Settings area; screens included: System Configuration, Adapter, Email Configuration, System Task, Import Task, Auto Receipting, Custom Form, System Code, Exchange Rate, Currency, and Language.	Administration
Administer Supplier, Catalog and Bundle	Allow access to the Supplier, Catalog & Bundle area; screens included: Supplier, Catalog, Bundle, Shortcuts, Commodity Type, UNSPSC Commodity Type, Product Type, Approved List, and Supplier Account.	Administration
Administer Support	Allow access to the Support area; screens included: Error Log, Audit Log, Task Queue, Failed Email List, DataCenter Transaction Log, PunchOut Log, and Public Web Service Check.	Administration
Maintain Access Keys	Allows users to create and delete Access Keys via About Me. These Access Keys can be used to control access to APIs.	Administration
Maintain Addresses	Allow the user to create, edit, and delete addresses within the system. The Administer Organization access right also grants the power to maintain addresses.	Administration
Maintain Notices	Allows users to create, edit, and schedule Notice for display. Note: this access right is separate from 'Administer Service Catalog', so can be allocated independently.	Administration
Manage Import	Allow access to the import facilities available from the main Admin menu for Service, Service Catalog, Request Type, Bundle, Catalog, Request Field Listbox Values, Approval Matrix, User, User Group, User Field Default, Active Directory, Division, Cost Center, Address, Position Code, and Cost Center Approver. This works as an add-on to the Admin menu category access rights. Note: this access right controls both import and export functionality for Position Code and Cost Center Approver.	Administration
Manage Service status	Controls whether a user with the access right 'Administer Service Catalog' can also change the status of the service.	Administration
Manage Tenant information (all Tenants)	Allows global administrators to maintain all functions related to any Tenant in the Organization category, i.e., Tenant detail (with links to Users, Fields, Addresses, Cost Centers, Integration, Contacts, and Themes) and User Groups.	Administration
Manage Tenant information (for Tenant Administrator)	Allows tenant administrators to maintain their Users, Notices, and Addresses.	Administration