



Password Permissions

Home Desktop Setup

General Access	Allows access to the desktop and its applications to load at initial login.
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Customer Routines

Maintain Customers	Allows the user to create/amend/delete customer records.
Print Customer	Allows the user access to the choose and print option when choosing customer records.
Print Standard Customer Reports	Allows access to print standard customer reports from within customer files.
Create Postings	Enables the user to create a posting (add/amend/delete entries to the sales ledger) either from sales ledger posting routines or a customer file.
Create Batch Postings	Enables the user to create a batch posting from sales ledger posting routines.
Maintain Subscriptions	Allows the user to create/amend/delete subscription codes, however, amend tables must also be allowed.
Maintain Schemes	Allows the user to create/amend/delete schemes, however, amend tables must also be allowed.
Private Details	Allows the user to view data that has the private details flag ticked in the customer file. This data will be hidden if this is not enabled.
Financial Control	Allows the user to amend credit status and credit limits from the renewals tab within a customer file.
Membership Control	Allows the user to amend the membership type and renewal data from the renewals tab within a customer file.
Card Details	Allows the user to create/amend/delete cards associated to a customer from within a customer file.
Day Accounts	Enables the creating, posting and invoicing of day accounts.
Amend Points	Enables the manual amending of points within a customer file.
Amend Membership	Allows the user to amend details within a customer file.
Secure Reports	This option is only used if secure menus are used within the standard customer reports (secure menus must be setup by ESP). The user will be allowed to view the reports within the secure menu.
Full Sales Ledger Ctrl	Allows the user to over type the value of a posting i.e. amend set sub code prices.

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Merge Customer Details	Enables the user to merge records together. This enables them to group old records together; as any record with history in the sales ledger cannot be deleted.
Internet Registrations	Enables the user to register a member for their clubs EliteLive portal.
Import Addresses	Enables the user to import addresses.
Scheme Expiry Date	Enables the user to expire or extend scheme expiry date on the schemes page.
Member Communications	Enables the user to send ad hoc communications via Elite Engage.

F&B/Retail/Leisure/Spa Point of Sale

General Access	Allows terminals that log straight into the POS to gain access to the system
Till Sales	Allows the user to login and complete standard transactions (on a licenced terminal)
Cash Up Till	Allows the user to cash up the till they are using.
Run End of Day	Allows the user to run the end of day process within the retail system.
X Reports	Allows access to the x reports option.
Electronic Till Roll	Allows the user to view the electronic till roll.
Exchange Range Cards (Retail Only)	Allows the user to transfer credit from one card to another.
POS Manager	This option is only required when using point of sale authorisation; the system may be setup so that void, no sale and/or return item will require authorisation when used. POS manager must be enabled for the user to authorise this.
Sell Staff Range Cards (Retail Only)	Allows the user to sell staff range cards if set up.
Amend Membership	Allows the user to amend details within a customer file. If unticked, the user can view but not amend fields.
Day Accounts	Enables the creation, posting and invoicing of day accounts. Also allows editing of the day account customer record.
Refund Bookings	Allows the user to refund a booking.
Intern Spa Commiss (Retail /Spa Only)	Allows a specific user to be allocated sales commission when selling to certain customers when using the spa module.
Internet Registrations	Enables the user to register a member for their clubs EliteLive portal when accessing or creating a customer record at POS.
Manage Hire Records (Retail Only)	Allows the user to access the equipment hire records (if configured)
Move Operator Holds	Controls the ability to move an open/held transaction for an operator to a table.

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Table Administration (F&B Only)	Allows the user to change the visual table plan for a till if configured.
Happy Hour (F&B ONLY)	Allows the user to switch on/off the happy hour mode. When switched on the system will use a secondary set of prices for sales items.

Bookings

Amend Booking	Enables the user to create/amend/delete a future individual booking.
Amend Group Booking	Enables the user to create/amend/delete a future group booking.
Print Book Reports	Enables the user to access the print option from the bookings screen.
Drop Move Bookings	Enables the user to move future bookings using the drag and drop function.
Override Capped Slots	This option is only used for sites with the 'Events' functionality. When enabled this will allow the user to overbook an event.
Refund Bookings	Enables the user to refund a booking that has been arrived/paid.
Maintain Events	Enables the user to override the maximum numbers, and cancel the event.
Amend Activities	Enables the user to create/amend/delete activity files.
Amend Resources	Enables the user to create/amend/delete booking resource files.
Amend Exports	Enables the user to create/amend/delete web booking exports.
Amend Locations	This option is only used for sites with the 'Events' functionality. Enables the user to create/amend/delete booking locations. By default this option is locked and would require a check code from ESP to access.
Amend Templates	This option is only used for sites with the 'Events' functionality. Enables the user to create/amend/delete booking templates.
Maintain Calendar	Enables the user to access the calendar from the booking screen and amend prices/profiles and opening/closing times for chosen date range.
Maintain Booking Views	Enables the user to create/amend/delete booking views. <u>By default this option is locked and would require a check code from ESP to access.</u>
Maintain Questionnaires	Enables the user to create/amend/delete booking questionnaires.
Maintain Booking Notes	Allows the user to add/amend/delete notes to a specified day which will appear at the bottom of all booking screens across the club.

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Maintain Activity Messages	Enables the user to create/amend/delete messages against booking activities.
Maintain Activity Prices	Enables the user to add or amend the price for activities on a specific day.
Add Booking Maintenance	Enables the user to block areas of the booking screen for maintenance purposes.
Add Booking Allocation	Enables the user to block a percentage of a highlighted area of the booking screen. This also enables the user to amend any booking screen notes from the bookings screen.
Amend Event Detail	This option is only used for sites with the 'Events' functionality. Enables the user to manually amend this minimum and maximum number of people allowed to book onto this event.
Create Ad Hoc Events	This option is only used for sites with the 'Events' functionality. Enables the user to add an event without creating a template.
Maintain Feeds	Allows the user to amend RSS availability feeds.
Amend Staff File	This option is only used with the 'Spa' functionality. Enables the user to amend the Spa Staff Files.
Restricted Arrival	This option must be unticked if the user is responsible for arriving or refunding bookings.
Amend Promotion Codes	Allows the user to create/amend/delete promotion codes.
Amend Membership	Enables the user to amend details within a customer file when making or viewing a booking.
Day Accounts	Enables the creation, posting and invoicing of day accounts.
Courses	Gives the user access to create a course from the booking screen Action menu – part of the Courses and Achievements module.
Maint Course Participants	Allows the user to add/remove participants from a course – part of the Courses and Achievements module.
Internet Registrations	Enables the user to register a member for their clubs EliteLive portal when accessing a record via a booking screen.
Hold Booking Moves	<i>Not currently used</i>
Amend Book Status	Allows the user to amend the status of a booking where amendable booking status's have been configured.
Amend Event Resourcing	This option is only used for sites with the 'Events' functionality. Enables the user to allocate resources (rooms, equipment etc) to event activities that have been added to the booking screen.
Activity Price Types	Allows the user to copy/amend/delete Activity Price Types (rates) used with the PMS module only.

Users

User Groups	Allows the user to amend the access permissions for the various password groups.
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Create Users/Groups	Allows the user to create/amend/delete user files, expire/renew password and amend password assigned password groups inside operator files.
Restricted User Access	When ticked, the user will be able to view an user file but will be unable to amend the Username, Password or Email fields. The user will also not be able to renew or expire password. The user will still be able to amend the spa-specific fields.

System Attachments

System Attachments	Allows the user to access all documents stored within the system attachments folder.
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Specific folders can be restricted to certain password groups if desired.

Retail Stock

Amend Sundries	Allows the user to create/amend/delete sundry keys.
Amend Presets	Allows the user to create/amend/delete POS presets.
Stock Valuation	Allows the user to view a current or historic stock valuation.
Usage Levels	Allows the user to calculate usage levels.
Stock Orders	Allows the user to create/amend/delete a stock order.
Stock Transfers	Allows the user to complete a stock transfer from within a stock file.
Supplier File	Allows the user to create/amend/delete a supplier file.
Stock Take Routines	Allows access to the stock check option within the stock check/period end routines option.
End Period	Allows the user to end current period with the stock check/period end routines option.
Book Stock Orders In	Allows the user to book in a stock order.
Amend Messages	Allows the user to maintain messages.
Price Update	Allows the user access to the en masse price update function for Retail stock items.
Stock Reports	Allows the user to view and run the Retail Stock Reports.

F&B Sale Items

Stock Routines	Allows access to the stock routines option.
Maintain Sales Items	Allows the user to create/amend/delete sales item files.
Maintain Modifiers	Allows the user to create/amend/delete modifiers.

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Stock Valuation	Allows the user to view a current or historic stock valuation.
Usage Levels	Allows the user to calculate usage levels.
Stock Orders	Allows the user to create/amend/delete a stock order.
Stock Transfers	Allows the user to complete a stock transfer from within a stock file.
Supplier File	Allows the user to create/amend/delete a supplier file.
Stock Take Routines	Allows access to the stock check option within the stock check/period end routines option.
End Period	Allows the user to end the current period with the stock check/period end routines option.
Book Stock Orders In	Allows the user to book in a stock order.
Amend Messages	Allows the user create/amend/delete messages.
Price Update	Allows the user access to the en masse price update function for F&B sale items.
Sales/Stock Reports	Gives the user access to the F&B Stock and Sales reports.

Admin Financials and Reporting

This section will set permissions under the Financials > Club Name option on the ESP Desktop.

Note: you must also tick the **Financials** permission (toward the end of the permissions list) for this to show.

Utilities	Allows access to the maintain documents section where users can create, amend or delete system letters.
Safe Routines	Allows access to the menu containing safe audit reports, banking, petty cash routines and safe adjustments. Safe adjustments must also be enabled to access the petty cash routines and safe adjustments.
Safe Adjustments	Allows the user to access petty cash routines and safe adjustments.
Create Postings	Allows the user to create a posting either from sales ledger posting routines or a customer file.
Create Batch Postings	Allows the user to create a batch posting from sales ledger posting routines.
Maintain Analysis Codes	Allows the user to point analysis codes.
Journals	Allows the user to batch journals together for importing into the accounts system.
Attachments	Allows the user to access the attached documents section of the Account Journal Routines.
Amend Euro Rate	Allows the user to amend the conversion rate for Euros.
Reports	Allows access to the print standard reports option.

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Secure Reports	This option is only used if secure menus are used within the standard customer reports (secure menus must be setup by ESP). The user will be allowed to view the reports within the secure menu.
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Retail Financials & Reporting

This section will set permissions under the Financials > Retail/Leisure/Spa option on the ESP Desktop. **Note:** you must also tick the **Financials** permission (toward the end of the permissions list) for this to show.

Cash Up Till	Allows the user to cash up the till they are using.
Run X Report	Allows the user to run x reports.
Declare Takings	Allows the user to declare cashed up tills from the back office where configured.
Electronic Till Roll	Allows the user to view the electronic till roll.
Transaction Audit	Allows the user to view the transaction audit.
Utilities	Allows access to the maintain documents section where users can create, amend or delete system letters.
Maintain Analysis Codes	Allows the user to point analysis codes.
Amend Euro Rate	Allows the user to amend the conversion rate for Euros.
Reports	Allows access to the print standard reports option.
Secure Reports	This option is only used if secure menus are used within the standard customer reports (secure menus must be setup by ESP). The user will be allowed to view the reports within the secure menu.
Print End of Day	Allows the user to view and print historical End of Day Reports.
Move Operator Holds	Controls the ability to move an open/held transaction for an operator to a table.

F&B Financials & Reporting

This section will set permissions under the Financials > F&B option on the ESP Desktop. **Note:** you must also tick the **Financials** permission (toward the end of the permissions list) for this to show.

Cash Up Till	Allows the user to cash up the till they are using.
Run X Reports	Allows the user to run x reports.
Declare Takings	Allows users to declare cashed up tills from the back office where configured.
Electronic Till Roll	Allows the user to view the electronic till roll.

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Password Permissions

Transaction Audit	Allows the user to view the transaction audit.
Utilities	Allows access to the maintain documents section where users can create, amend or delete system letters.
Maintain Analysis Code	Allows the user to point analysis codes.
Amend Euro Rate	Allows the user to amend the conversion rate for Euros.
Reports	Allows access to the print standard reports option.
Secure Reports	This option is only used if secure menus are used within the standard customer reports (secure menus must be setup by ESP). The user will be allowed to view the reports within the secure menu.
Print End of Day	Allows the user to view and print historical End of Day Reports.
Move Operator Holds	Controls the ability to move an open/held transaction for an operator to a table.

Admin Configuration

This section will set permissions under the Configuration > Club Name option on the ESP Desktop. **Note:** you must also tick the **Configuration** permission (toward the end of the permissions list) for this to show.

Maintain Subscriptions	Allows the user to create/amend/delete membership subscription codes.
Maintain Schemes	Allows the user to create/amend/delete schemes.
Access Control	Allows the user to maintain access control security groups and entry points (if in place).
Amend Messages	Allows the user to maintain customer messages, receipt messages etc.
Maintain Questionnaires	Allows the user to maintain customer-based questionnaires.
Maintain Rules	
Maintain Daily Data	Allows the user to maintain daily data – recording course conditions, weather and open/closing times against the weekly sales report. This will assist with identifying and analysing usage and sales trends.
Maintain Groups	Allows the user to create/amend/delete group codes which are linked to subscriptions.
Maintain Analysis Code	Allows the user to point/repoint analysis codes.
Maintain Communications	Allows the user to access the Elite Engage communication database and send out any communications flagged for delayed sending.
Maintain Comms Config	Allows access to amend and delete Elite Engage communication files.

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Retail Configuration

This section will set permissions under the Configuration > Retail/Leisure/Spa option on the ESP Desktop. **Note:** you must also tick the **Configuration** permission (toward the end of the permissions list) for this to show.

Amend Messages	Gives the user access to configure system messages which can be applied to receipts, customer displays, booking screens etc.
Amend Sundries	Allows the user to create/amend/delete sundry keys that can be added to the Retail POS.
Amend Presets	Allows the user to create/amend/delete POS presets (Retail till screen layouts)
Amend Multi Buy Schemes	Allows the user to configure multi buys (if configured). Incompatible with any site using Levy.
Maintain Daily Data	Allows the user to maintain daily data – recording course conditions, weather and open/closing times against the weekly sales report. This will assist with identifying and analysing usage and sales trends.
Maintain Groups	Allows the user to create/amend/delete group codes which are linked to the stock item files.
Maintain Analysis Codes	Allows the user to point and repoint analysis codes.

F&B Configuration

This section will set permissions under the Configuration > F&B option on the ESP Desktop. **Note:** you must also tick the **Configuration** permission (toward the end of the permissions list) for this to show.

Amend Messages	Gives the user access to configure system messages which can be applied to receipts, customer displays, booking screens etc.
Amend Sundries	Allows the user to create/amend/delete sundry keys that can be added to the F&B till.
Amend Presets	Allows the user to create/amend/delete POS presets 24 best seller quick keys)
Amend Menus	Allows the user to create/amend/delete POS menu screens.
Maintain Daily Data	Allows the user to maintain daily data – recording course conditions, weather and open/closing times against the weekly sales report. This will assist with identifying and analysing usage and sales trends.
Maintain Groups	Allows the user to create/amend/delete group codes which are linked to the sales item files.
Maintain Analysis Codes	Allows the user to point analysis and repoint codes.

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Amend Multibuy Schemes	Allows the user to create/amend/delete F&B specific multibuy schemes if configured (incompatible with any site using Levy).
POS Table Administration	

Kiosk

Kiosk	Allows the user access to the Kiosk log in (if in place)
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App Prog Iface

This option will define permissions for 'Web Admin Users' who will need to complete certain tasks on EliteLive. Note: In order to access this functionality, users will need to have registered for EliteLive as a member and have their account elevated to Web Admin level by the appropriate person at the club.

Ranger Access	Allows the user access to the Ranger App (if in place)
Maintain Web Promos	Allows the user the ability to create/amend/delete web promos and targeted URL's
Handicapping	<i>Not currently in use.</i>
Notice Board	Gives the user ability to create/amend/delete posts on the Notice Board in EliteLive.
Membership	Allows the user to view membership list online for all members who are registered on EliteLive.
Stock Take Routine	Allows the user access to the Stock Take scanner (if in place)
Courses and Achievements	Allows the user to access the Courses and Achievements module if configured.
Web Content	Gives the user ability to add and edit content on EliteLive (if the Content Manager module is in place)
Allow Web Check Code	<i>Not currently in use.</i>
Managers Area Access	Allows the user access to the Managers Area on EliteLive where reports and invoices can be stored.
ESP Support	Allows the user access to ESP Support via EliteLive where support calls can be logged and viewed.
ESP Financial Info	<i>Not currently in use.</i>
Financial Data	<i>Not currently in use.</i>
Diary Detail	For use with the Club Diary module. Gives the user access to the diary detail which is not viewable online to normal EliteLive users.

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Access Monitor

Access Monitor	Gives the user access to the access control monitor (if in place) which allows a live data feed of members using access-controlled spaces/gates/turnstiles.
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Knowledge Base

Knowledge Base	Gives the user access to the Knowledge Base app within the ESP Desktop which contains ESP user guides and videos.
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All over permissions are used for ESP Support and should not be enabled.



Need Further Training? Contact us to speak about our system training options by calling 0208 2515100 or emailing sales@e-s-p.com.

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