

Clerk Group Authorized Functions

Group : abc

<u>Clerk Group Code</u>	<u>Maestro Module</u>	<u>Authorization Code</u>	<u>Function Description</u>	<u>Group Members</u>	
ABC	AR	1	Allowed to change the date on folio details	HOLLOWAY, HEATHER (heather) SMITH, IAN (ian) SIMPSON, JACKIE (jackie) TURNER, JAMES (james) LEGUM, MARGARET (mlegum) , POS (pos)	
		10	Allowed to access Loyalty/Gift Card Lookup		
		11	Allowed to manually enter Loyalty/Gift Card Number		
		12	Allowed to check Loyalty/Gift Card balance		
		2	Allowed to reopen closed folios		
		3	Allowed to create a/r accounts		
		4	Allowed to post to inactive accounts		
		5	Allowed to modify account status (active/inactive)		
		6	Allowed to modify a/r account name		
		7	Allowed to change folio description		
		8	Allowed to change Alternate currency		
		9	Allowed to maintain Loyalty/Gift cards		
		cre	Allowed to change credit limits		
		crv	Allow viewing confidential rates		
		if	Allowed to move folios between properties		
		CM		1	Allowed to Override Service Booking Rules
				10	Allowed to block service rooms
				11	Allowed to change service duration
				12	Allowed to post to inactive CM accounts
				13	Allowed to run Spa batch processing
2	Allow Rate Changes to Services				
3	Allow Rate Changes to Facilities				
4	Allow Rate Changes to Alt Inventory				
5	Allow Rate Changes to Shuttle				
6	Allow Service Provider Changes After Checkout				
		7	Allowed to Undo Check-in		
		8	Allowed to change Add-on Rates		
		9	Allowed to post Add ons after Audit		
		da	Allowed to display all guests on that day		
		FD		1	Allowed to change the date on folio details
				2	Allowed to re-open closed Front Desk folios after audit
				3	Allowed to create a/r accounts
				4	Allowed to assign/modify a/r account assignment
				5	Allowed to create/modify group charge pickup rules
				6	Allowed to change t/a commission
aor	Allow C/I to AR over Credit Limit				
c1	Level One Cancellation Override				
c2	Level Two Cancellation Override				
c3	Level Three Cancellation Override				
ci1	Check Interfaces Pause/Continue in Current Status				
cre	Allowed to change credit limits				
ddp	Allowed to remove components from Dynamic Packages				
fdc	Allowed to Change Historical Covers				
gm1	Allowed to create master groups				
gm2	Allowed to downgrade master groups				
gm3	Allowed to merge master groups				
gm4	Allowed to book sub-groups				
gm5	Allowed to link sub-group to master				
gm6	Allowed to detach sub-group from master group				
mr	Allow DO NOT MOVE Override				
qrn	Allowed to Renew/Reactivate Group Quotes				
qt1	Allowed to Change Group Quote rates				
rc	Allowed to change room rates				
vip	Grant/Remove VIP status				
vr	View all package details on drilldown				
y1	Level One Yield Authorization				
y2	Level Two Yield Authorization				
y3	Level Three Yield Authorization				
GB		act	Activate/Deactivate clients		
		adp	Allowed to use more points than folio balance		
		apt	Allowed to assign loyalty points manually		
		cid	Allowed to delete client record		
		cna	Activate/Deactivate contacts		
		eft	Allowed to Access EFT functionality		
		mcc	Maintain Credit Card Details		
		par	Allowed to modify the Parent Company field		
		pur	Allowed to purge messages/traces		
		pwd	Allowed to reset other clerks passwords		
tpt	Allowed to transfer loyalty points				
PS		1	Allowed to Override Price		
SC		1	Full Access to all Bookings		
		2	Read-Only Access to all Bookings		
		3	Audit and Post Events		

Clerk Group Authorized Functions Report - Authorized functions for a Clerk Group are grouped by module and sorted by authorization code. Users can filter the report by Clerk Group Code.

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ABC	SC	4	Post Bookings to A/R or Front Desk	
		5	Allowed to change price of items on menus	
		6	Allowed to change function room rates	
		7	Allowed to change clerk in the dashboard	
		8	Allowed to override waitlisting restrictions	
		bdi	Allowed to backdate inquiry on initial entry	
		crb	Allow viewing confidential rates	
	WO	1	Allow Rooms to be placed Off-market	