

# Clerk Code Security Audit

Clerk code: MARK

Active or Inactive : Y

<u>Clerk code</u>	<u>First name</u>	<u>Surname</u>	<u>Clerk Group</u>	<u>Active</u>	<u>Phone number</u>	<u>Cell number</u>	<u>Display Trace Summary</u>	<u>Email Traces</u>	<u>Email Address</u>
MARK	MARK	KELLY	2	YES	905-940-1923	647-449-5851	S	Y	mkelly@maestropms.com

## Clerk Code Allowed Properties

<u>Property</u>	<u>Home</u>	<u>Access</u>
THE 23 APARTMENTS		FULL
MAESTRO INN AND SPA		FULL
COSGROVE HEIGHTS RESORT		FULL
MAESTRO RESORT	Default	FULL

## User Group allowed properties 2

<u>Property</u>	<u>Default</u>	<u>Access</u>
COSGROVE HEIGHTS RESORT		NONE
PACIFIC WOODS RESORT		NONE
MAESTRO RESORT		FULL

Clerk Code Security Audit Report - Clerk ID extra information such as contact information, property access and Clerk Group are displayed. Users can filter the report by active status and clerk code.

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<u>Clerk Code Authorised Functions</u>	<u>Clerk Group Authorised Functions</u>	<u>Clerk Group Program Security</u>
AR 1 ALLOWED TO CHANGE THE DATE ON FOLIO D	AR 10 ALLOWED TO ACCESS LOYALTY/GIFT CARD LOOKU	ALL SCREENS ACCESSIBLE
AR 10 ALLOWED TO ACCESS LOYALTY/GIFT CARD L	AR 11 ALLOWED TO MANUALLY ENTER LOYALTY/GIFT CAR	
AR 11 ALLOWED TO MANUALLY ENTER LOYALTY/G	AR 12 ALLOWED TO CHECK LOYALTY/GIFT CARD BALANC	
AR 12 ALLOWED TO CHECK LOYALTY/GIFT CARD B	AR 2 ALLOWED TO REOPEN CLOSED FOLIOS	
AR 2 ALLOWED TO REOPEN CLOSED FOLIOS	AR 3 ALLOWED TO CREATE A/R ACCOUNTS	
AR 3 ALLOWED TO CREATE A/R ACCOUNTS	AR 4 ALLOWED TO POST TO INACTIVE ACCOUNTS	
AR 4 ALLOWED TO POST TO INACTIVE ACCOUNTS	AR 5 ALLOWED TO MODIFY ACCOUNT STATUS (ACTIVE	
AR 5 ALLOWED TO MODIFY ACCOUNT STATUS (A	AR 6 ALLOWED TO MODIFY A/R ACCOUNT NAME	
AR 6 ALLOWED TO MODIFY A/R ACCOUNT NAME	AR 7 ALLOWED TO CHANGE FOLIO DESCRIPTION	
AR 7 ALLOWED TO CHANGE FOLIO DESCRIPTION	AR 9 ALLOWED TO MAINTAIN LOYALTY/GIFT CARDS	
AR 8 ALLOWED TO CHANGE ALTERNATE CURREN	AR CR ALLOWED TO CHANGE CREDIT LIMITS	
AR 9 ALLOWED TO MAINTAIN LOYALTY/GIFT CARD	AR CR ALLOW VIEWING CONFIDENTIAL RATES	
AR CRE ALLOWED TO CHANGE CREDIT LIMITS	AR IF ALLOWED TO MOVE FOLIOS BETWEEN PROPERTIE	
AR CRV ALLOW VIEWING CONFIDENTIAL RATES	AR RV ALLOWED TO REVERSE RECEIPT DISTRIBUTION	
AR IF ALLOWED TO MOVE FOLIOS BETWEEN PROP	AR WO ALLOW WRITE-OFF	
AR WO ALLOW WRITE-OFF	FD 1 ALLOWED TO CHANGE THE DATE ON FOLIO DETA	
CM 1 ALLOWED TO OVERRIDE SERVICE BOOKING R	FD 2 ALLOWED TO RE-OPEN CLOSED FRONT DESK FOLI	
CM 10 ALLOWED TO BLOCK SERVICE ROOMS	FD 3 ALLOWED TO CREATE A/R ACCOUNTS	
CM 11 ALLOWED TO CHANGE SERVICE DURATION	FD 4 ALLOWED TO ASSIGN/MODIFY A/R ACCOUNT ASSI	
CM 13 ALLOWED TO RUN SPA BATCH PROCESSING	FD 5 ALLOWED TO CREATE/MODIFY GROUP CHARGE PIC	
CM 2 ALLOW RATE CHANGES TO SERVICES	FD 6 ALLOWED TO CHANGE T/A COMMISSION	
CM 7 ALLOWED TO UNDO CHECK-IN	FD AO ALLOW C/I TO AR OVER CREDIT LIMIT	
CM 8 ALLOWED TO CHANGE ADD-ON RATES	FD BO ALLOWED TO BOOK OFFMARKET TYPE 2 ROOM.	
CM 9 ALLOWED TO POST ADD ONS AFTER AUDIT	FD C1 LEVEL ONE CANCELLATION OVERRIDE	
CM DA ALLOWED TO DISPLAY ALL GUESTS ON THAT	FD C2 LEVEL TWO CANCELLATION OVERRIDE	
FD 1 ALLOWED TO CHANGE THE DATE ON FOLIO D	FD C3 LEVEL THREE CANCELLATION OVERRIDE	
FD 2 ALLOWED TO RE-OPEN CLOSED FRONT DES	FD C11 CHECK INTERFACES PAUSE/CONTINUE IN CURREN	
FD 3 ALLOWED TO CREATE A/R ACCOUNTS	FD CR ALLOW BOOKING CONFIDENTIAL RATES	
FD 4 ALLOWED TO ASSIGN/MODIFY A/R ACCOUNT A	FD CR ALLOWED TO CHANGE CREDIT LIMITS	
FD 5 ALLOWED TO CREATE/MODIFY GROUP CHAR	FD DD ALLOWED TO REMOVE COMPONENTS FROM DYNA	
FD 6 ALLOWED TO CHANGE T/A COMMISSION	FD D11 USER ASSIGNED FOR CHECK IN DIRTY	
FD AOR ALLOW C/I TO AR OVER CREDIT LIMIT	FD D12 USER ASSIGNED FOR CHECK IN DIRTY	
FD C1 LEVEL ONE CANCELLATION OVERRIDE	FD D13 USER ASSIGNED FOR CHECK IN DIRTY	
FD C11 CHECK INTERFACES PAUSE/CONTINUE IN C	FD FD ALLOWED TO CHANGE HISTORICAL COVERS	
FD CRB ALLOW BOOKING CONFIDENTIAL RATES	FD GLF ALLOWED TO OVERRIDE GOLF PRICE	
FD CRE ALLOWED TO CHANGE CREDIT LIMITS	FD GM ALLOWED TO CREATE MASTER GROUPS	
FD CRM ALLOW MAINTAINING CONFIDENTIAL RATES	FD GM ALLOWED TO DOWNGRADE MASTER GROUPS	
FD DDP ALLOWED TO REMOVE COMPONENTS FROM D	FD GM ALLOWED TO MERGE MASTER GROUPS	
FD D11 USER ASSIGNED FOR CHECK IN DIRTY	FD GM ALLOWED TO BOOK SUB-GROUPS	
FD FDC ALLOWED TO CHANGE HISTORICAL COVERS	FD GM ALLOWED TO LINK SUB-GROUP TO MASTER	
FD GLF ALLOWED TO OVERRIDE GOLF PRICE	FD GM ALLOWED TO DETACH SUB-GROUP FROM MASTER G	
FD GM1 ALLOWED TO CREATE MASTER GROUPS	FD GR ALLOWED TO CHANGE GROUP REQUIRED COMPON	
FD GM2 ALLOWED TO DOWNGRADE MASTER GROUP	FD OA ALLOWED TO ENTER ORIGINAL ARRIVAL DATE	
FD GM3 ALLOWED TO MERGE MASTER GROUPS	FD QR ALLOWED TO RENEW/REACTIVATE GROUP QUOTE	
FD GM4 ALLOWED TO BOOK SUB-GROUPS	FD QT ALLOWED TO CHANGE GROUP QUOTE RATES	
FD GM5 ALLOWED TO LINK SUB-GROUP TO MASTER	FD RC ALLOWED TO CHANGE ROOM RATES	
FD GM6 ALLOWED TO DETACH SUB-GROUP FROM MA	FD RCI ALLOWED TO REVERSE CHECKED-IN GUEST STAT	
FD GRC ALLOWED TO CHANGE GROUP REQUIRED CO	FD VIP GRANT/REMOVE VIP STATUS	
FD RC ALLOWED TO CHANGE ROOM RATES	FD VR VIEW ALL PACKAGE DETAILS ON DRILLDOWN	
FD VIP GRANT/REMOVE VIP STATUS	FD Y1 LEVEL ONE YIELD AUTHORIZATION	
FD VPR ALLOWED TO PRINT GUEST VOUCHERS	FD Y2 LEVEL TWO YIELD AUTHORIZATION	
FD VR VIEW ALL PACKAGE DETAILS ON DRILLDOW	FD Y3 LEVEL THREE YIELD AUTHORIZATION	
FD Y1 LEVEL ONE YIELD AUTHORIZATION	GB AD ALLOWED TO USE MORE POINTS THAN FOLIO BALA	
FD Y2 LEVEL TWO YIELD AUTHORIZATION	GB AP ALLOWED TO ASSIGN LOYALTY POINTS MANUALLY	
FD Y3 LEVEL THREE YIELD AUTHORIZATION	GB CL ALLOWED TO DELETE CLIENT RECORD	
GB ACT ACTIVATE/DEACTIVATE CLIENTS	GB EFT ALLOWED TO ACCESS EFT FUNCTIONALITY	

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GB	APT	ALLOWED TO ASSIGN LOYALTY POINTS MANU
GB	CHL	ALLOWED TO CHANGE LOYALTY LEVEL MANU
GB	CLD	ALLOWED TO DELETE CLIENT RECORD
GB	CNA	ACTIVATE/DEACTIVATE CONTACTS
GB	EFT	ALLOWED TO ACCESS EFT FUNCTIONALITY
GB	MCC	MAINTAIN CREDIT CARD DETAILS
GB	PAR	ALLOWED TO MODIFY THE PARENT COMPAN
GB	PUR	ALLOWED TO PURGE MESSAGES/TRACES
GB	PWD	ALLOWED TO RESET OTHER CLERKS PASSW
PS	1	ALLOWED TO OVERRIDE PRICE
SC	1	FULL ACCESS TO ALL BOOKINGS
SC	2	READ-ONLY ACCESS TO ALL BOOKINGS
SC	3	AUDIT AND POST EVENTS
SC	5	ALLOWED TO CHANGE PRICE OF ITEMS ON M
SC	6	ALLOWED TO CHANGE FUNCTION ROOM RAT
SC	BDI	ALLOWED TO BACKDATE INQUIRY ON INITIAL
TC	1	ALLOWED TO CHANGE THE DATE ON FOLIO D
TC	3	ALLOWED TO REOPEN CLOSED TC FOLIOS
TC	RPT	ALLOWED TO RE-PRINT TC OWNER CHECKS
TC	RVR	ALLOWED TO REVERSE RECEIPT DISTRIBU
WO	1	ALLOW ROOMS TO BE PLACED OFF-MARKET

GB EM	ALLOWED TO EXPIRE MEMBER CREDITS
GB MC	MAINTAIN CREDIT CARD DETAILS
GB PA	ALLOWED TO MODIFY THE PARENT COMPANY FIEL
GB PU	ALLOWED TO PURGE MESSAGES/TRACES
GB PW	ALLOWED TO RESET OTHER CLERKS PASSWORDS
GB TPT	ALLOWED TO TRANSFER LOYALTY POINTS
PS 1	ALLOWED TO OVERRIDE PRICE
SC 1	FULL ACCESS TO ALL BOOKINGS
SC 3	AUDIT AND POST EVENTS
SC 4	POST BOOKINGS TO A/R OR FRONT DESK
SC 5	ALLOWED TO CHANGE PRICE OF ITEMS ON MENUS
SC 6	ALLOWED TO CHANGE FUNCTION ROOM RATES
SC 7	ALLOWED TO CHANGE CLERK IN THE DASHBOARD
SC 8	ALLOWED TO OVERRIDE WAITLISTING RESTRICTI
SC BDI	ALLOWED TO BACKDATE INQUIRY ON INITIAL ENTR
TC 1	ALLOWED TO CHANGE THE DATE ON FOLIO DETAI
TC 3	ALLOWED TO REOPEN CLOSED TC FOLIOS
TC RP	ALLOWED TO RE-PRINT TC OWNER CHECKS
TC RV	ALLOWED TO REVERSE RECEIPT DISTRIBUTION
W 1	ALLOW ROOMS TO BE PLACED OFF-MARKET