



Set Business Partners To Read Only

Summary

You may have a user in your company that should be able to view the Business Partner Master Data, yet not able to edit it. This can be accomplished through a series of authorization changes.

Step by Step Guide

First, please review how to use authorizations

here:<http://support.orchestrated.com/hc/en-us/articles/206411978-Setting-Authorizations>
support.orchestrated.com/hc/en-us/articles/206411978-Setting-Authorizations

Next, find the user you wish to have the Business Partner in Read Only mode and set that user's authorizations to the following:

1. Business Partners - Read Only (it will change it to Various Authorizations)
2. Adding Business Partner - No Authorization
3. Business Partner Master Data - Read-Only
4. Business Partner Type - Full Authorization
5. Activity - Read-Only
6. Internal Reconciliations - Read-Only
7. Business Partner Reports - No Authorization



Have the user log off and back on, and now they should be able to bring up Business Partners with everything greyed out (Read-Only Mode)

Find	Subject	Authorization	Effective Authorization
	▶ General	Full Authorization	▼ Full Authorization
	▶ Customization Tools	Full Authorization	▼ Full Authorization
	▶ Administration	Full Authorization	▼ Full Authorization
	▶ Financials	Full Authorization	▼ Full Authorization
	▶ Opportunities	Full Authorization	▼ Full Authorization
	▶ Sales - A/R	Full Authorization	▼ Full Authorization
	▶ Purchasing - A/P	Various Authorizations	▼ Various Authorizations
	▼ Business Partners	Various Authorizations	▼ Various Authorizations
	▶ Adding Business Partner	No Authorization	▼ No Authorization
	▶ Business Partner Master Data	Read-Only	▼ Read-Only
	▶ Campaign Generation Wizard	No Authorization	▼ No Authorization
	▶ Campaign	Read-Only	▼ Read-Only
	▶ Business Partner Type	Full Authorization	▼ Full Authorization
	▶ Activity	Read-Only	▼ Read-Only
	▶ Internal Reconciliations	Read-Only	▼ Read-Only
	▶ Business Partner Reports	No Authorization	▼ No Authorization
	▶ Banking	Full Authorization	▼ Full Authorization
	▶ Inventory	Full Authorization	▼ Full Authorization
	▶ Resources	Full Authorization	▼ Full Authorization
	▶ Production	Full Authorization	▼ Full Authorization
	▶ MRP	Full Authorization	▼ Full Authorization
	▶ Service	Full Authorization	▼ Full Authorization
	▶ Human Resources	Full Authorization	▼ Full Authorization
	▶ Reports	Full Authorization	▼ Full Authorization
	▶ Cockpit & Widget	Full Authorization	▼ Full Authorization
	▶ User Authorization	Full Authorization	▼ Full Authorization

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