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## Allow Printing but not Editing on a Document

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### Overview

Following these instructions will allow users to print a document without allowing them to edit the document. In the Security Editor, select **Sales Document Entry** and modify these sub-settings:

1. Print Queue Access List - Enter the batch/queue(s) you wish to allow the current security group to open and print.
2. Queue Access List - Enter the batch/queue(s) you wish to allow the current security group to open and edit.

To set a document to be print only, you would need to allow access in the Print Queue Access List and not allow access in the Queue Access List. In the example below, the Tech security group is allowed to print documents in the Complete queue (because this queue is listed in the Print Queue Access List), but cannot edit them (because this queue is not listed in the Queue Access List):

The screenshot shows the Security Editor interface. On the left, the 'Groups' list includes ACCOUNTING, CUSTOMER SERVICE, PURCHASING, TECH (selected), and WAREHOUSE. On the right, the 'Security' settings are displayed. The 'Select All' button is checked. The 'Sales Document Entry' is selected in the list. Below the list, the 'Print Queue Access List' is set to 'COMPLETE' and the 'Queue Access List' is set to 'READY TO SHIP'.

Acc...	Name
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Sales Document Entry*

[X] ☒ [Name] Like '%sales document entry%'

Misc	
Allocate Button Enabled	True
Allowed To Ship	True
Can Copy Invoice	True
Can Copy Order	True
Can Copy Quote	True
Can Copy Return	True
Pre Load Script	
Pre Save Script	
Pre Transfer Script	
Print Queue Access List	COMPLETE
Queue Access List	READY TO SHIP
Quote Transfer Queues	*
Sales Document Entry	False