Allow Printing but not Editing on a Document

Cavallo Support - 2024-11-22 - Setup

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):

