

Roles & permissions

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Access is controlled per staff member. The catalogue and orders remain visible for read-only users; write actions are hidden when you do not have write access.

Level	Typical access
Reader	View Items, Orders, Vendors, Receive lists. Cannot change quantities, create orders, receive, or save stock take.
Write	Update items, run the ordering session, create orders, receive stock, save stock take.
Administrator	Everything above, plus Settings (users, MFA/SMTP, hospital coding, lookups, audit). Administrators always have write access.

Module grants are configured under **Settings → Security**.