

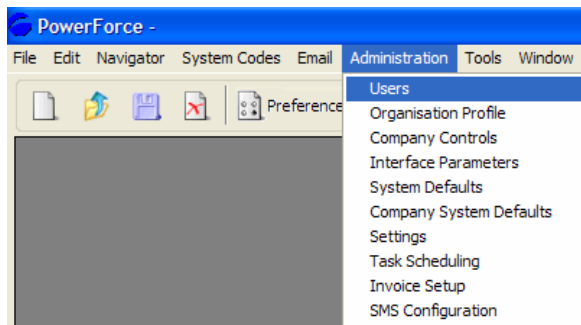
Overview

This document details the process of “User Administration”, which is the means by which you manage the modules and menu options for an individual PowerForce user.

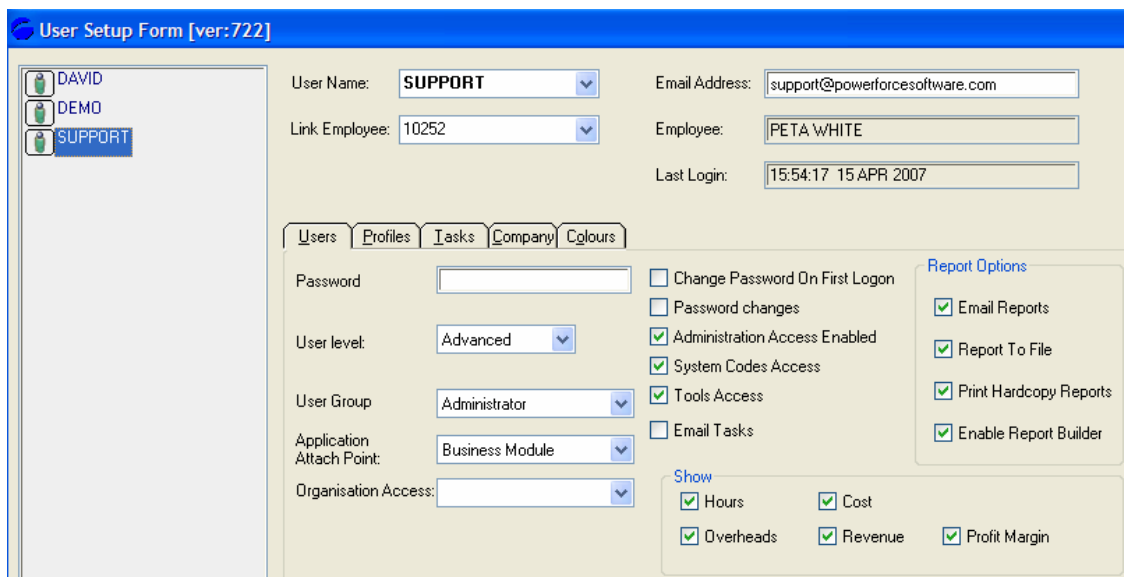
Here you manage things such as:

- Passwords
- Menu Options
- Permissions – Printing, Emailing and system menus.

Getting there: [SM: Administration / Users]



The “User” window defines the “Login Ids” used to access the system. Current users are displayed on the left.



Link Employee

Enter an “Employee Code” to link a user to an employee.

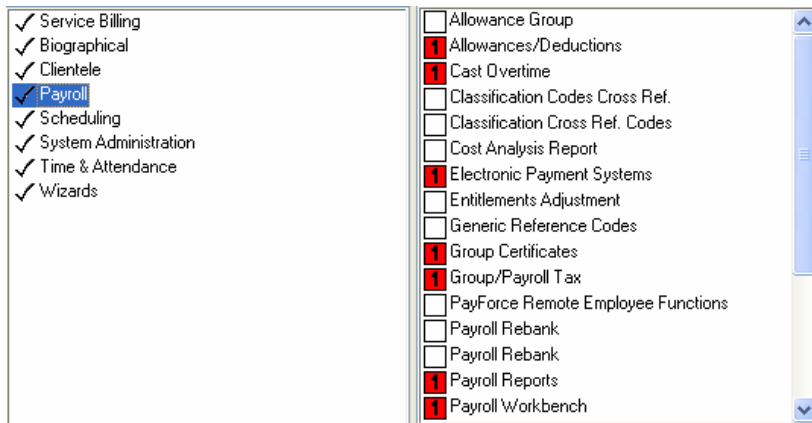
User Tab

This tab controls the type of access the user has to the system.

Fields of Note	
Password	Enter the password the user will initially use to logon to PowerForce.
Change Password On First Login	Check this option to prompt for a new password next time this user logs in to PowerForce.
Password Changes	Check this box to force the password to be changed every 30 days.
User Level	Informational describing the users experience with the system. Planned for greater flexibility in the future.
User Group	User – This limits the user to seeing only the clients of the currently active company. Supervisor & Administrator – see client from all companies.
Application Attach Point	Normally “Business Module”, however if the Operations module is installed the user can be set bring up the “Operations Workbench” in place of the “Navigator” screen.
Administration / System Codes / Tools / Email	Check to enable user access to these menus. It is important that at least one user has “Administration” so that these setting may be changed if needed.

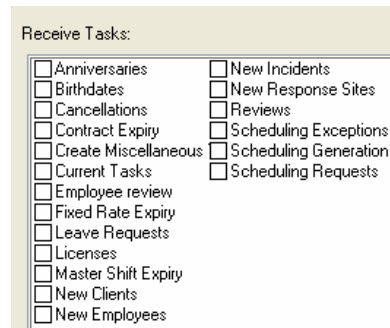
Profiles Tab

This tab controls access to the “Navigator” items. Double click the module on the left to display the sub items. Activate each check box to gain access to the desired item or check “Select All Options” to select all options in a module.



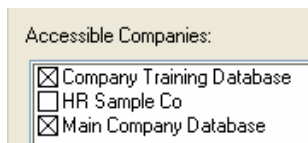
Tasks Tab

Select the check box for each notification this user should receive.



Company Tab

Use this window “Companies” to this user.



to select the that are available