



administer
software

User Administer



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Administer

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Part

A large blue circle containing a white vertical bar, which is the first letter of the word 'Part'.

1 Welcome

User Administer is where you configure access privileges for all users of Move Administer and additional modules.



1.1 Login



Welcome to User Administer

Please enter your login details to continue. You have a maximum of 3 attempts. If you have forgotten your password then contact your supervisor.

 Username:

Password:

Fields:

Username

User's login name.

Password

User's password.

Controls:

Login

Login to User Administer.

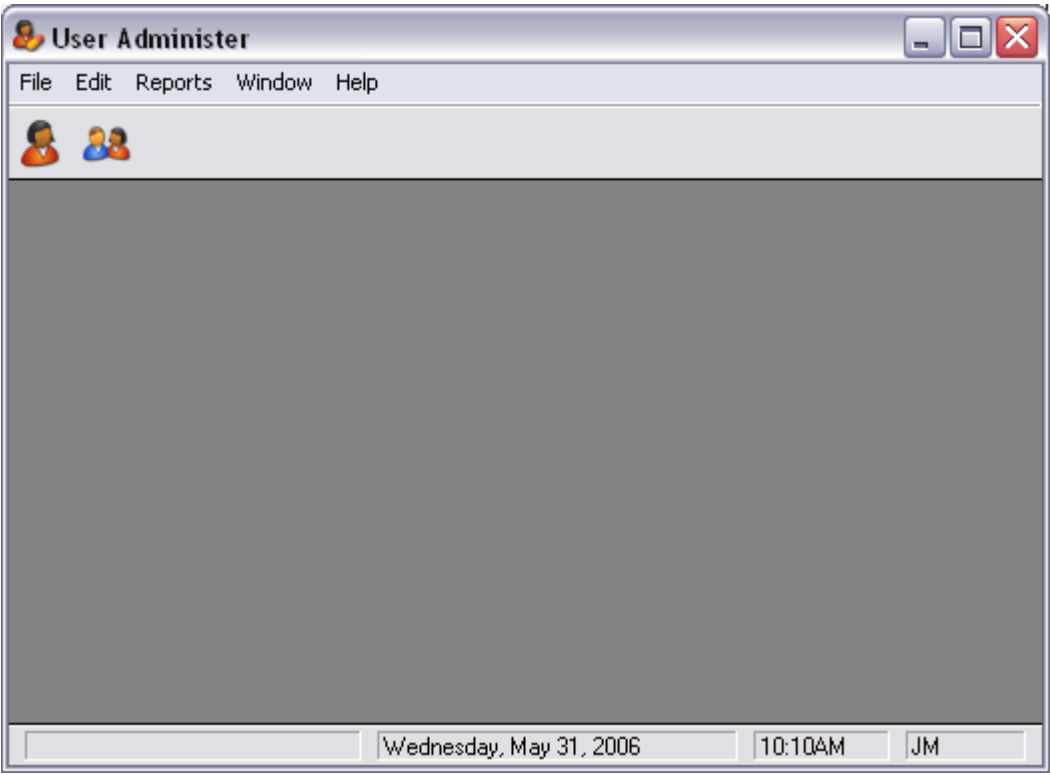
Close

Close window.



1.2 Application Frame

You navigate the application frame by selecting the appropriate menu item from across the top of the frame, with each menu dropping down it's own submenu.

Quick access is provided to the most popular menu items by means of a toolbar button.



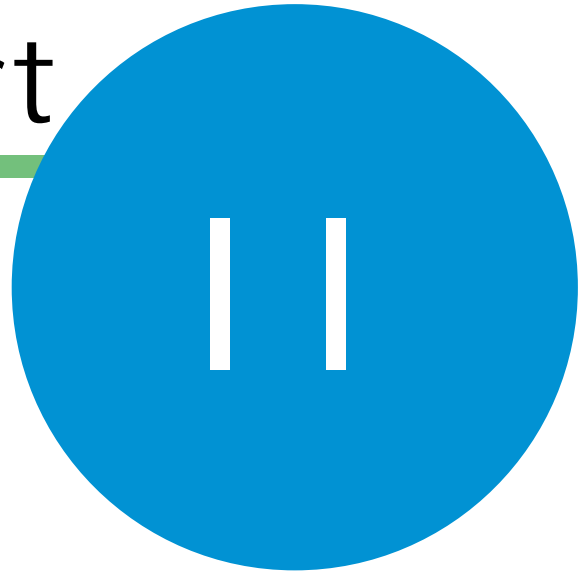
Menu Items:	
File	Contains file commands.
Edit	Contains edit commands.
Reports	Contains report commands.
Window	Contains window commands.
Help	Contains help commands.

Toolbar Buttons:	
	Browse users.
	Browse groups.

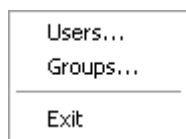
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2 File Menu



Menu Items:

Users...	Open user file.
Groups...	Open group file.
Exit	Exit User Administer.

2.1 Users

This is where you browse, insert, open and delete users.

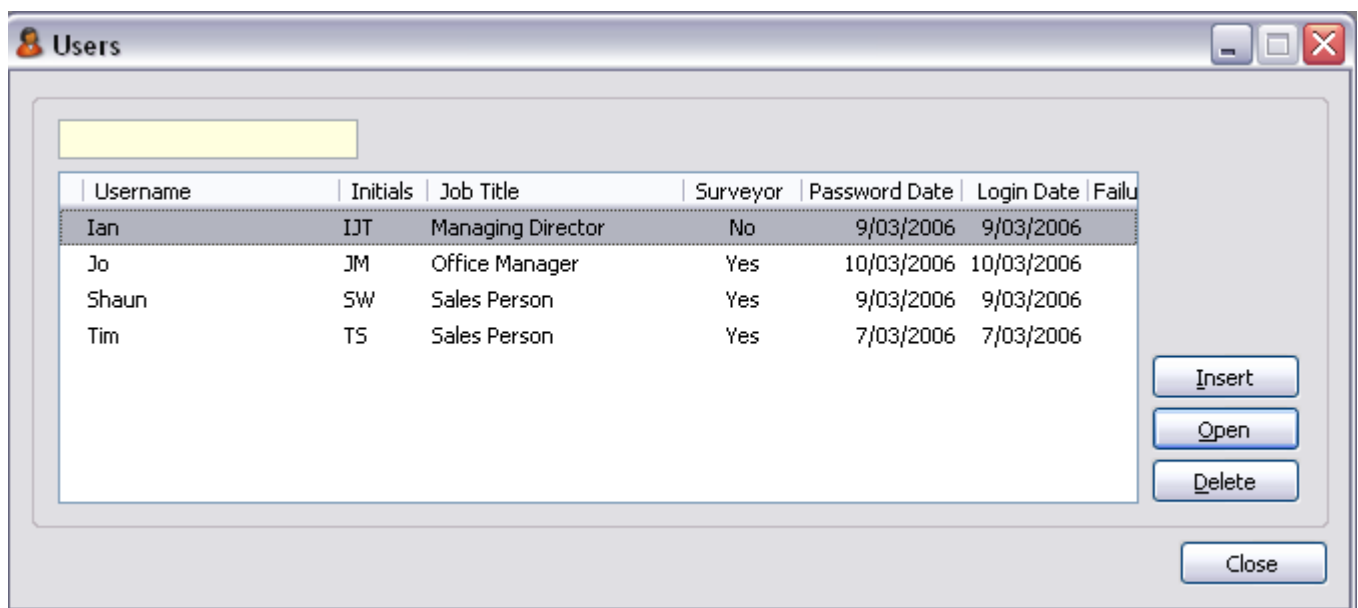
Topics include:

[Browse Users](#)

[Update User](#)

[Select Group](#)

2.1.1 Browse Users



Controls:

[Locator](#) Locate user.

Insert Insert user.

Open Open the highlighted user.

Delete Delete the highlighted user.

Close Close window.

[Xplore](#) features are available from this browse.

TIP

A '+' symbol identifies that a user has been deleted from User Administer, but rather than being physically deleted it is merely hidden away, which maintains referential integrity of data and allows you to undelete at a later date. To physically delete the user choose to delete the user again.

2.1.2 Update User

The screenshot shows a window titled "Jo - User" with a close button in the top right. It has two tabs: "General" and "Access". The "General" tab is selected. Inside, there are two main sections: "User" and "Groups".

User Section:

- Full name...**: Text box containing "Jo Myles".
- Initials:**: Text box containing "JM".
- Job title:**: Text box containing "Office Manager" with a dropdown arrow.
- Mobile:**: Empty text box.
- Email:**: Text box containing "jo@administerremovals.co.uk".
- Surveyor**: A checked checkbox.

Groups Section:

- A list box containing "Groups", "Sales" (highlighted), and "Operations".
- Insert** and **Delete** buttons are located at the bottom right of the list box.

Bottom Section:

- Username:** Text box containing "Jo".
- Password:** Text box containing "JO".
- Created on:** Date picker showing "10/03/2006" and "Friday".
- Last login:** Date picker showing "10/03/2006" and "Friday".
- Failures since:** Spin box showing "3".
- Locked out**: An unchecked checkbox.
- Save** and **Close** buttons are at the bottom right of the window.

User Fields:

[Full name...](#)

Initials

Job title

Mobile

Email

Surveyor

Username

Password

Created on

Last login

Failures since

Locked out

Name of user.

Initials of user.

Job title.

Mobile telephone number.

Email address.

User performs surveying duties.

Username.

Password.

Date password was created.

Date of last successful login.

Failure count since last successful login.

User is locked out (usually set when incorrect password has been entered 3 times).

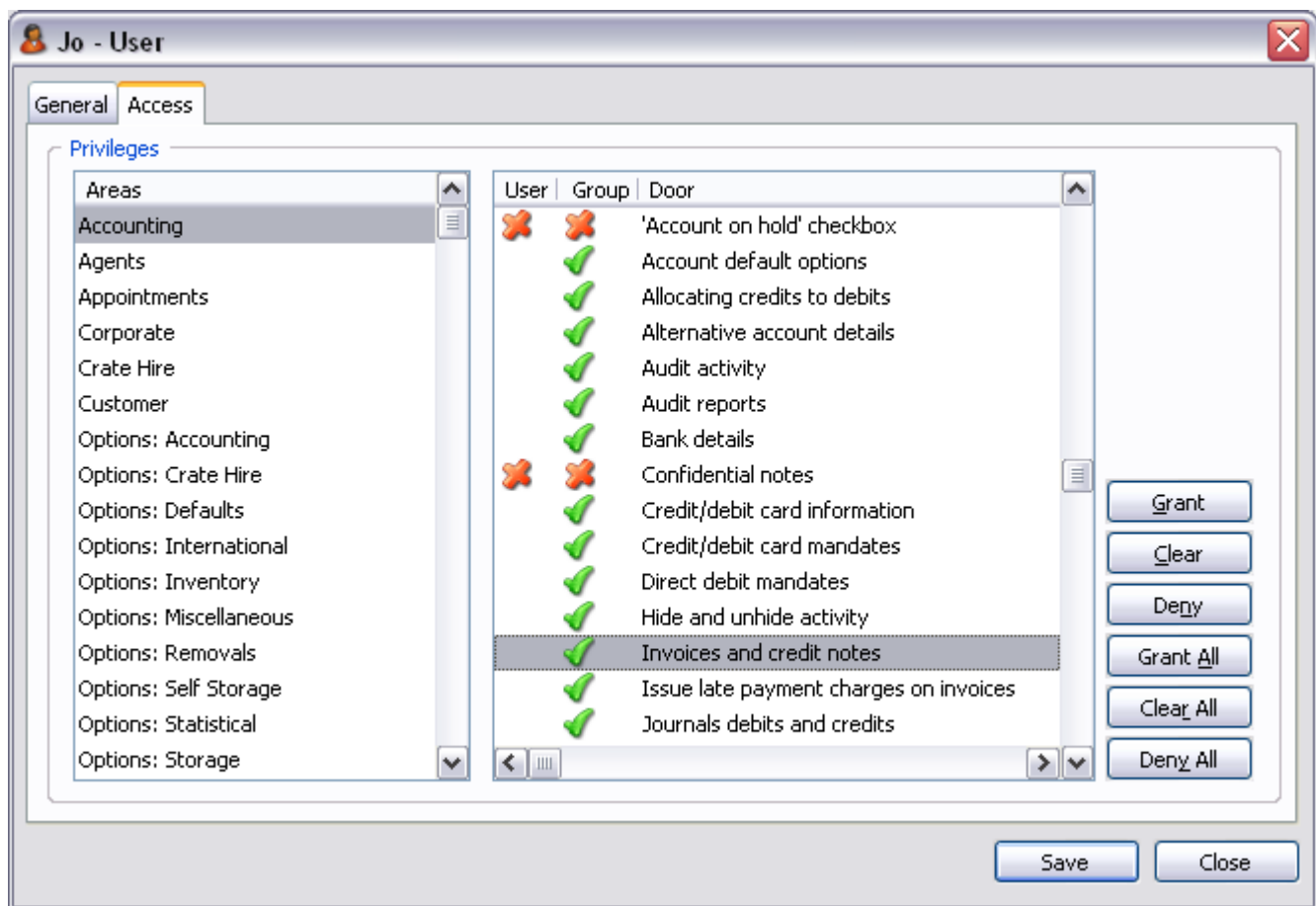
Group Controls:

Insert

Delete

Insert a group to the user.

Delete the highlighted group from the user.



Access Controls:

Grant

Clear

Deny

Grant All

Clear All

Deny All

Grant access to the highlighted door.

Clear access from the highlighted door.

Deny access to the highlighted door.

Grant access to all the doors for the highlighted area.

Clear access from all the doors for the highlighted area.

Deny access to all the doors for the highlighted area.

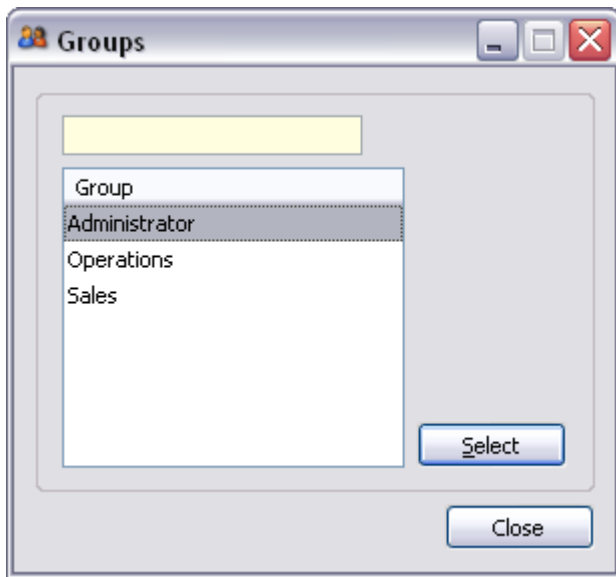
Save

Close

Close window and save any changes you have made.

Close window.

2.1.3 Select Group



Controls:

Locator	Locate group.
Select	Select the highlighted group.
Close	Close window.

2.2 Groups

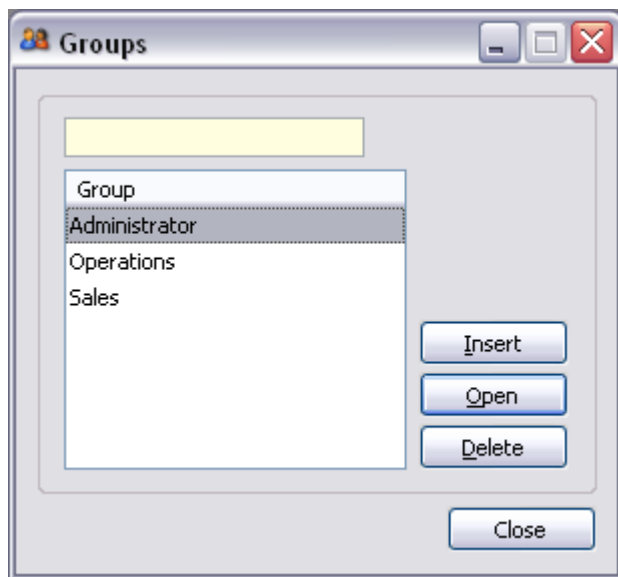
This is where you browse, insert, open and delete groups.

A group is a collection of users. For example, you can create a sales group and setup the privileges for that group. When a user is assigned to that group the user takes on the group's priviledges, although you can override these.

Topics include:

[Browse Groups](#)
[Update Group](#)
[Select User](#)

2.2.1 Browse Groups



Controls:

[Locator](#)

Locate group.

Insert

Insert group.

Open

Open the highlighted group.

Delete

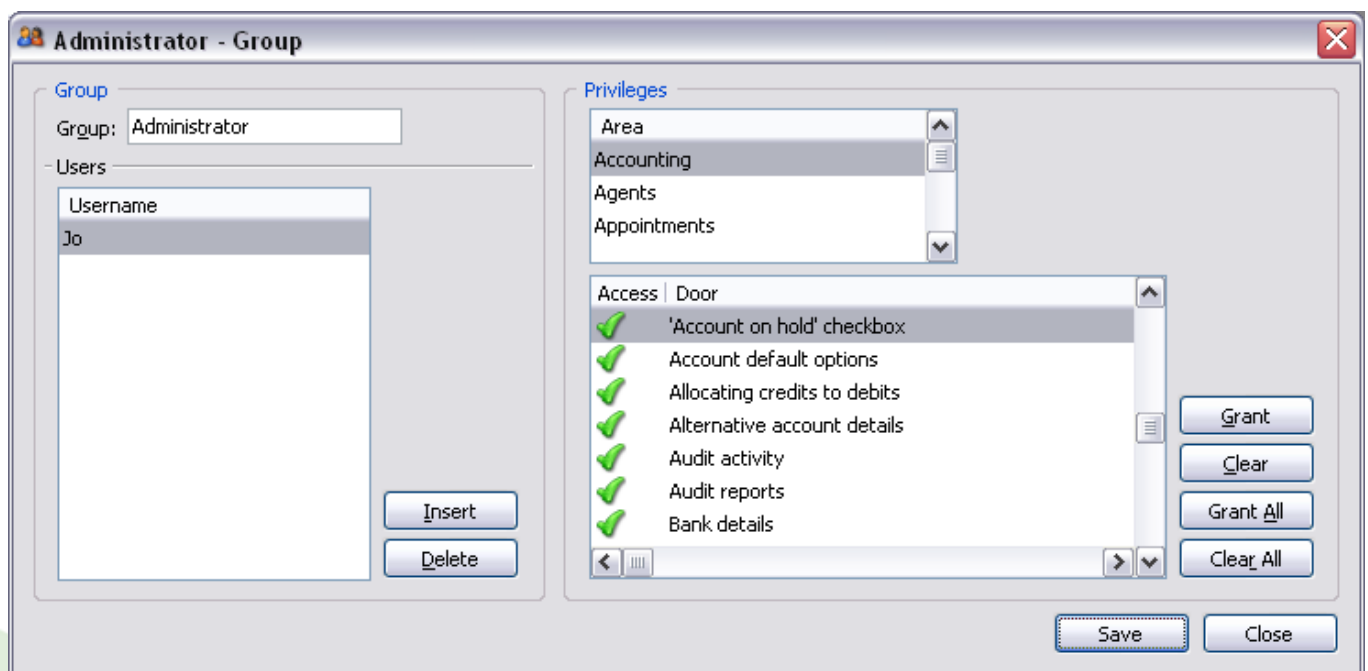
Delete the highlighted group.

Close

Close window.

[Xplore](#) features are available from this browse.

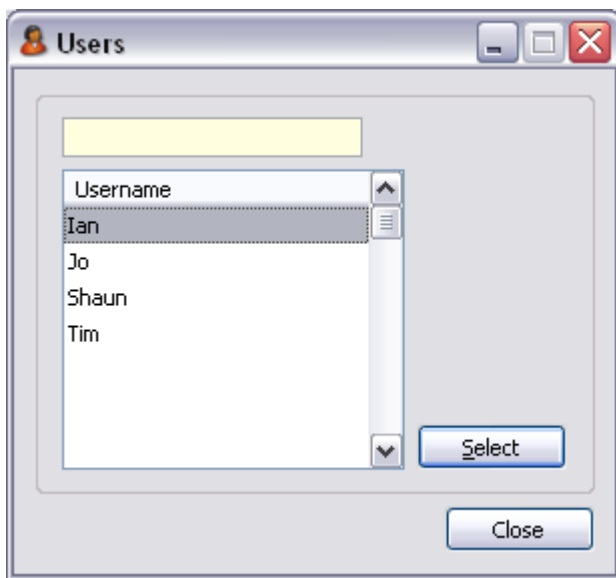
2.2.2 Update Group



Group Fields:

Group	Group name.
Member Controls:	
Insert	Insert a user to the group.
Delete	Delete the highlighted user from the group.
Access Controls:	
Grant	Grant access to the highlighted door.
Clear	Clear access from the highlighted door.
Grant All	Grant access to all the doors for the highlighted area.
Clear All	Clear access from all the doors for the highlighted area.
Save	Close window and save any changes you have made.
Close	Close window.

2.2.3 Select User

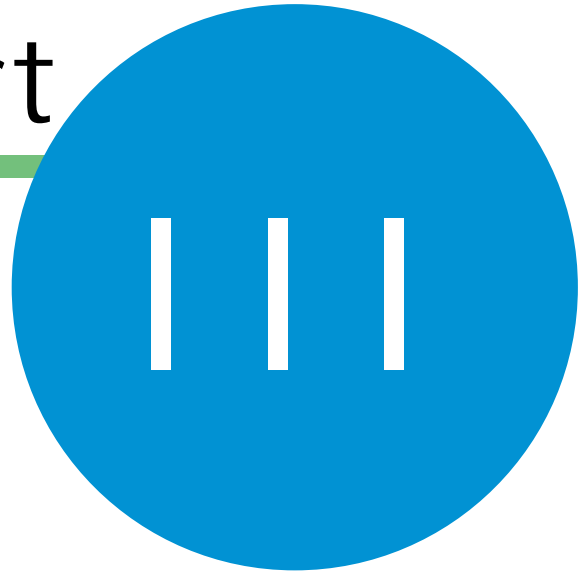


Controls:	
Locator	Locate user.
Select	Select the highlighted user.
Close	Close window.

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3 Edit Menu

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V

Menu Items:

Cut

Copy

Paste

Removes the current selection and copies it to the clipboard (Ctrl+X).

Copies the current selection to the clipboard (Ctrl+C).

Inserts the items you have copied or cut from the clipboard into the selected area (Ctrl+V).

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IV



4 Reports Menu

Users by Group...
Users by Access...
Groups by Access...
Print Setup...

Menu Items:

Users by Group...	Users by group report.
Users by Access...	Users by access report.
Groups by Access...	Groups by access report.
Print Setup...	Setup printer.

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V



5 Window Menu

Tile

Cascade

Arrange Icons

Menu Items:

Tile

Cascade

Arrange Icons

Make all open windows visible.

Stack all open windows.

Align all window icons.

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VI



6 Help Menu

Contents and Index	F1
Skype Support	
Import Doors	
File Information...	
System Information	
About User Administer	

Menu Items:

Contents and Index

View the contents and index of the help file (F1).

Skype Support

Call support using [Skype](#).

Import Doors

Import doors.

File Information...

File information.

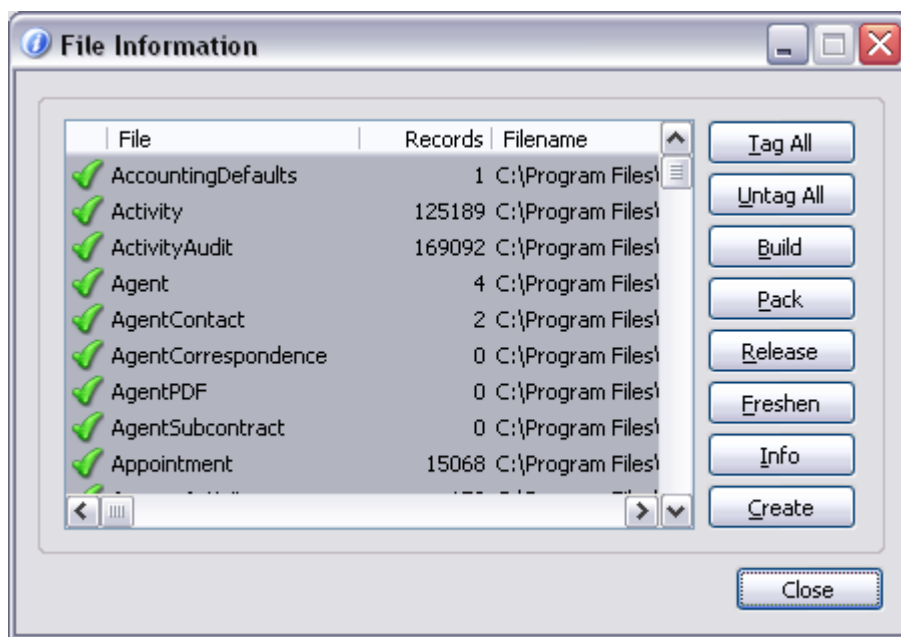
System Information

System information.

About User Administer

About User Administer.

6.1 File Information



File Information Controls:

Tag All

Tag all files.

Untag All

Untag all files.

Build

Build keys for all tagged files.

Pack

Pack all tagged files.

Release

Release any held records in tagged files.

Freshen

Freshen all tagged files.

Info

Retrieve information about each tagged file.

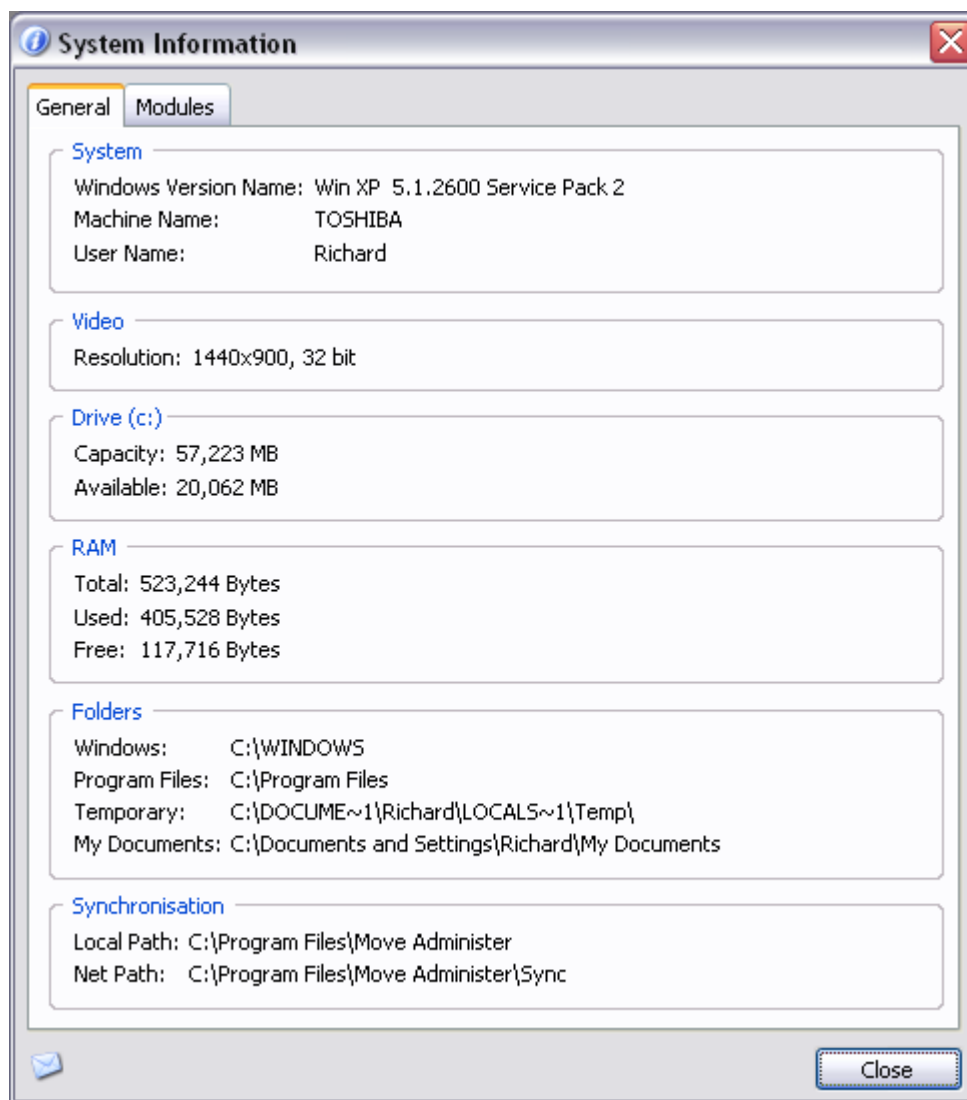
Create

Create any non-existent tagged files.

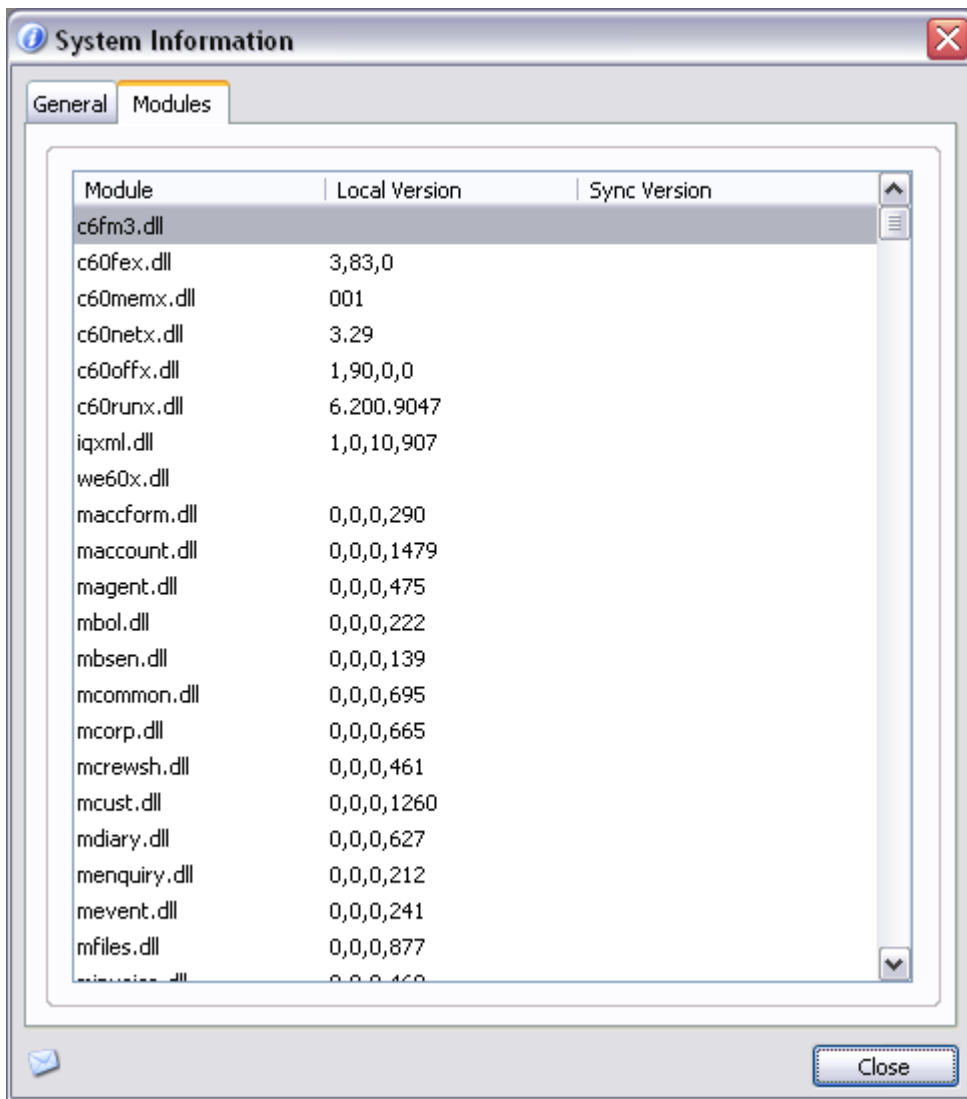
Close

Close window.

6.2 System Information



System Information.



Module Information.

Controls:



Email system information to support.

Close

Close window.

6.3 About User Administer



Controls:

Close

Close window.

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VIII



7 Appendix

Topics include:

Browsing

[Locator](#)

[Xplore](#)

Updating

[Check Full Name](#)

Miscellaneous

[Skype](#)

7.1 Browsing


Browsing features.

Topics include:

[Locator](#)

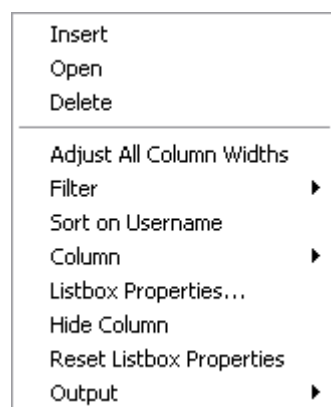
[Xplore](#)

7.1.1 Locator

You can locate a record quickly by either selecting the locator field  and typing the required value to locate for the chosen listbox column. When you tab out of the field the browse will locate that record. Or, select the listbox control and simply start typing. Upon each key press the browse will locate a record of the value typed so far. The locator field displays what has been typed.

7.1.2 Xplore

Xplore features can be obtained by right clicking on the listbox control.



Add Filter of (Username=Johnny)
Add Filter of (Username~=Johnny)
Add Filter of (Username<Johnny)
Add Filter of (Username>Johnny)
Add = to Filter Expression
User Filter...
Reset Filter

Move Left
Move Right
Width
Header Text
<input checked="" type="checkbox"/> Left Justify Data
Center Justify Data
Right Justify Data
<input checked="" type="checkbox"/> Left Justify Header
Center Justify Header
Right Justify Header
<input checked="" type="checkbox"/> Resize
Border
Colours...
Listbox ▶

Line Height...
Font...

Graph on User performs surveying duties
Print All
Print Page
Export to ASCII (export.CSV)
Export to HTML (export.HTM)


7.2 Updating

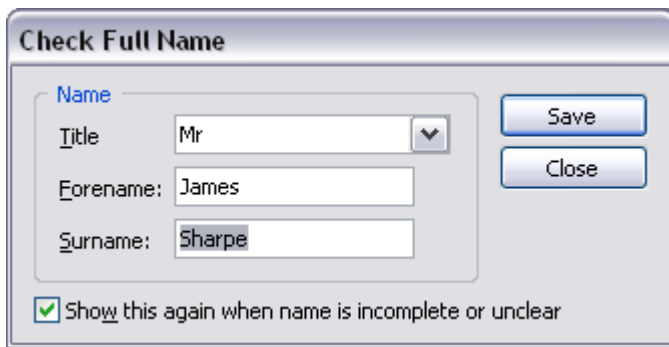
Updating features.

Topics include:

[Check Full Name](#)

7.2.1 Check Full Name

Check Full Name pops up when you either press the  button or enter an ambiguous name that cannot be split into Title, Forename and Surname fields AND the checkbox 'Show this again when name is incomplete or unclear' is checked.



Check Full Name

Name

Title: Mr

Forename: James

Surname: Sharpe

☒ Show this again when name is incomplete or unclear

Save

Close

7.3 Miscellaneous

Miscellaneous features.

Topics include:

[Skype](#)

7.3.1 Skype



Skype is a free program that uses the latest P2P (cutting edge p2p technology) technology to bring affordable and high-quality voice communications to people all over the world. Skype is available to download at www.skype.com.

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