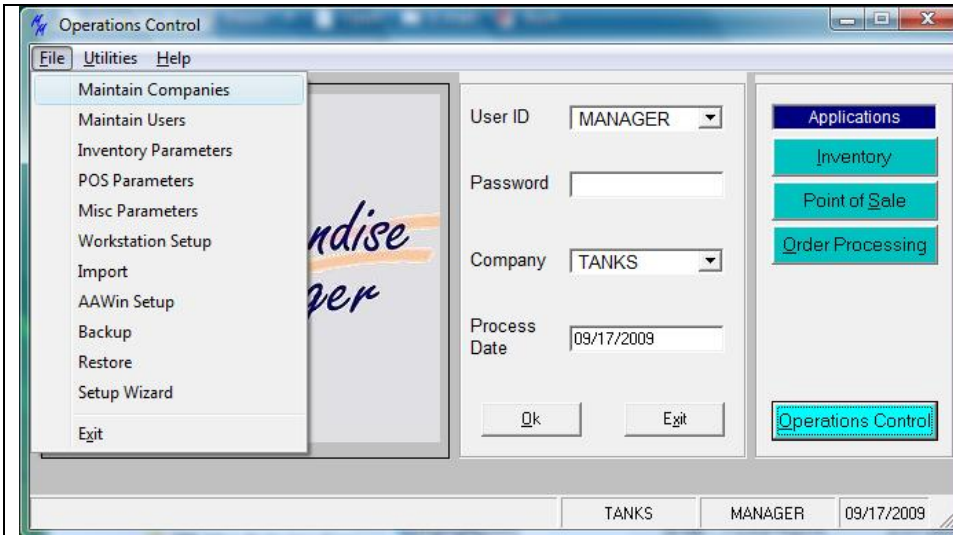
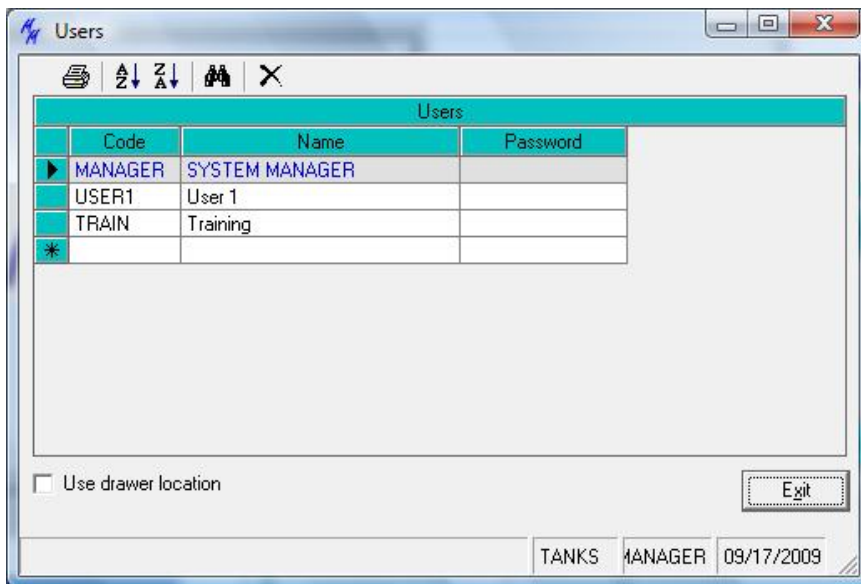


Creating a new user or editing the parameters of an existing user.



Login as MANAGER and select Operations Control

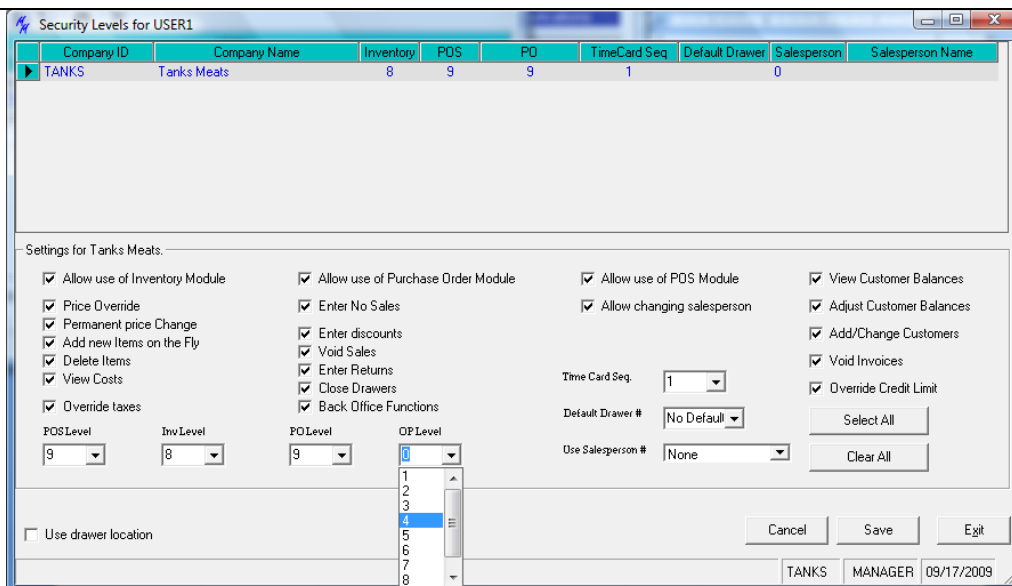
Select Maintain Users



To create a new user, Type a new user name on the last row (with the * to the left). Enter the name and password.

To edit the parameters of an existing user, double-click the user name.

For a new user, save the information by moving off the line and then double-clicking the line.



All the companies will list at the top of the screen. Click on the company to be edited. (If there is only one company, still click on the line).

Fill in the desired options that are allowed. Most of these option are for Inventory and Point of Sale.

Order Processing settings are mainly set thru the OP Level.

OP Level is a drop down allowing a setting of 0 to 9. 9 is the highest security for the user.

<pre> "File", "&File",1,1 "Reports", "&Reports",1,1 "Misc", "&Misc",1,1 "Additional", "&Additional",1,1 "Utilities", "&Utilities",1,1 "Help", "&Help",1,1 "F1", "Edit &Orders",1,1,0 "F2", "&Verify Shipment",1,1,0 "F3", "&Customers",1,1,5 "F4", "&Ship Via Codes",1,1,5 "F5", "&Tax Codes",1,1,5 "F6", "Product Categories",1,1,5 "F7", "Salesperson",1,1,5 "F8", "Terms Code",1,1,5 "F9", "Clear Order History",1,1,1 "F10", "Payments",1,1,1 "F11", "Parameters",1,1,1 "R1", "&Order Reports",1,1,0 "R2", "&Order Acknowledgments",1,1,0 "R3", "&Invoiced Order Reports",1,1,0 "R4", "Order Receipts",1,1,5 "R5", "Order Receipts Pending Invoice",1,1,5 "R6", "",0,0,0 "R7", "",0,0,0 "R8", "Customer Aging",1,1,5 "R9", "Customer Statements",1,1,5 "R10", "Report Designer",1,1,5 "M1", "OP Management",1,1,5 "M2", "Edit First Row Search Buttons",1,1,5 "M3", "Edit Second Row Search Buttons",1,1,5 "M4", "",0,0,0 "M5", "",0,0,0 "M6", "",0,0,0 "M7", "",0,0,0 "M8", "",0,0,0 "M9", "",0,0,0 "A1", "Reprint Invoice",1,1,1 "A2", "Edit Invoices",1,1,1 "A3", "",0,0,0 "A4", "",0,0,0 "A5", "",0,0,0 "A6", "",0,0,0 "A7", "",0,0,0 "A8", "",0,0,0 "A9", "",0,0,0 "U1", "Repair Database",1,1,9 "U2", "Edit Database",1,1,9 "U3", "Edit Jump Menu",1,1,9 "U4", "",0,0,0 "U5", "",0,0,0 "U6", "",0,0,0 "U7", "Rebuild Customer Balances",1,1,9 "U8", "",0,0,0 "U9", "",0,0,0 "H1", "About",1,1,0 "H2", "",0,0,0 "H3", "",0,0,0 "H4", "",0,0,0 "H5", "",0,0,0 "H6", "",0,0,0 "H7", "",0,0,0 "H8", "",0,0,0 "H9", "",0,0,0 </pre>	<p>To change which menu items a user can access:</p> <p>There is a text file sitting in the Merchandise Manager folder. The file for Order Processing is OP.TXT.</p> <p>Open this file in NotePad.</p> <p>This file contains each menu option for Order Processing. Be carefull not to alter lines in this file or the menu may become corrupt.</p> <p>The number at the end of each line determines what level of security from the OP Level setting can access this item.</p> <p>For Example, the line "F1", "Edit & Orders",1,1,0 means anyone with an OP Level of 0 to 9 can access this.</p> <p>The line "R5", "Order Receipts Pending Invoice",1,1,5 means anyone with an OP Level of 5 to 9 can access this.</p> <p>If you want to change a menu selection and give it a different level, change the number on the end of the line and save the file.</p>
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