

Creating a User

Aptean Ltd
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Contents

1 Creating a User.....	1
1.1 User Creation.....	1
1.2 User Detail.....	1
1.3 Company Details.....	2
2 Document History.....	4

1 Creating a User

1.1 User Creation

For a user to access the system they must first have an account created that will define the actions a user can perform with the system.

1- Open the form USERS (FXMUSER) (It is possible to find the form in the main menu using the standard search facility in the left hand tool bar, click on the magnify glass)

2- The form will open in entry mode, ready for the creation of a new user.

The screenshot shows the FXMUSER form with the following details:

- Top Bar:** Action, Edit, Query, Block, Record, Field, Window, Help.
- Toolbar:** Includes icons for New, Open, Save, Print, and others.
- Form Fields:**
 - Username: [Yellow]
 - Full Name: [Yellow]
 - E-Mail Address: [Yellow]
 - User Class: [Yellow]
 - Language: [Yellow]
 - Delete Flag: [Yellow]
 - Menu Method: [Yellow]
 - Security Level: [Yellow]
 - Password: [Yellow]
 - Confirm Password: [Yellow]
- Bottom Section:**
 - Phone no: [Yellow]
 - Print Queue: [Yellow]
 - Fax No: [Yellow]
 - Disable Access to Costing Information: [Yellow]
 - Enable POD Scanning Functionality: [Yellow]
 - Reporting restricted to user's current depot: [Yellow]
- Grid:** A table for Company Code, Branch Code, and Default.
- Buttons:** Clone Company + Detail Info. from another user, Details.

1.2 User Detail

Details to enter are the fields marked in yellow which are mandatory for the system. All mandatory fields except the username are provided with a list of values to select from. To call the List of Values (LOV), either select the ?List? icon from the toolbar or ?CTRL & L? on the keyboard Enter the Username (12 characters) for the person requiring the account then tab into the user class field. Either enter or select from the LOV the User Class for the user. The User Class will determine which screens the user will have access to. Tab into the Language field. Enter ?ENG? as the default language, tab into the Menu Method field From the drop down list select the value ?Explorer? then tab into the Security Level field. The security levels are set against both users and screens within the WMS, with 1 being the lowest and 9 the highest. As standard set all users with a security level of 9, as the User Class will determine which screens they are given the option of running. Tab into the Password field. Set the password for the user, must be a minimum of 6 characters and the first character must be a letter. Tab into the Confirm Password field. Re-enter the same password into the confirm password field, then save the record by either selecting the Save Record icon from the toolbar or CTRL & S from the keyboard.



Action Edit Query Block Record Field Window Help

Users 18-OCT-2010 FXMUSER v4.12

Username: <input type="text" value="USER"/>	Delete Flag: <input type="checkbox"/>																											
Full Name: <input type="text" value="Full Name of the new user"/>	Menu Method: <input type="text" value="Explorer"/>																											
E-Mail Address: <input type="text"/>	Security Level: <input type="text" value="9"/>																											
User Class: <input type="text" value="WHS_SUSER"/> Super User Class	Password: <input type="text" value="*****"/>																											
Language: <input type="text" value="ENG"/> English	Confirm Password: <input type="text" value="*****"/>																											
Phone no: <input type="text"/> Print Queue: <input type="text"/> Cheque Limit: <input type="text"/>																												
<input type="checkbox"/> Disable Access to Costing Information <input type="checkbox"/> Enable POD Scanning Functionality <input type="checkbox"/> Reporting restricted to user's current depot																												
<table border="1"> <thead> <tr> <th>Company Code</th> <th>Branch Code</th> <th>Default</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>		Company Code	Branch Code	Default																								
Company Code	Branch Code	Default																										
<input type="button" value="Clone Company + Detail Info. from another user"/> <input type="button" value="Details"/>																												

Upon successfully saving the record an information message will inform the user the account has been successfully created.

Action Edit Query Block Record Field Window Help

Users 18-OCT-2010 FXMUSER v4.12

Username: <input type="text" value="USER22"/>	Delete Flag: <input type="checkbox"/>																											
Full Name: <input type="text"/>	Menu Method: <input type="text" value="Explorer"/>																											
E-Mail Address: <input type="text"/>	Security Level: <input type="text" value="9"/>																											
User Class: <input type="text" value="VMS_SETUP"/> Setup Screens (Oracle forms)	Password: <input type="text" value="*****"/>																											
Language: <input type="text" value="ENG"/> English	Confirm Password: <input type="text" value="*****"/>																											
Phone no: <input type="text"/> Print Queue: <input type="text"/> Cheque Limit: <input type="text"/>																												
<input type="checkbox"/> Disable Access to Costing Information <input type="checkbox"/> Enable POD Scanning Functionality <input type="checkbox"/> Reporting restricted to user's current depot																												
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<input type="button" value="Clone Company + Detail Info. from another user"/> <input type="button" value="Details"/>																												

Information

FWL-08276: Username "USER22" has been successfully created

1.3 Company Details



Additional details now need to be entered against the new user account, these can be either entered manually or the values copied from another user with the same configuration.

Action Edit Query Block Record Field Window Help

Users 18-OCT-2010 FXMUSER v4.12

Username: USER22	<input type="checkbox"/> Delete Flag:	
Full Name: <input type="text"/>	Menu Method: Explorer <input type="button" value="▼"/>	
E-Mail Address: <input type="text"/>	Security Level: 9	
User Class: WMS_SETUP <input type="button" value="Setup Screens (Oracle forms)"/>	Password: *****	
Language: ENG <input type="button" value="English"/>	Confirm Password: *****	
Phone no: <input type="text"/>		
Fax No: <input type="text"/>		
Print Queue: <input type="text"/>	<input type="checkbox"/> Disable Access to Costing Information	
Cheque Limit: 0.00	<input type="checkbox"/> Enable POD Scanning Functionality	
Reporting restricted to user's current depot <input type="checkbox"/>		
Company Code	Branch Code	Default
<input type="text"/>	<input type="text"/>	<input type="button" value="▼"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="▼"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="▼"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="▼"/>

Tab or use the mouse to place the cursor in to the Company Code field.



2 Document History

Version	Date	Status	Reason	Initials
Version 1	05/11/2010	In Progress	User Guide	LBW

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