

# **New User**

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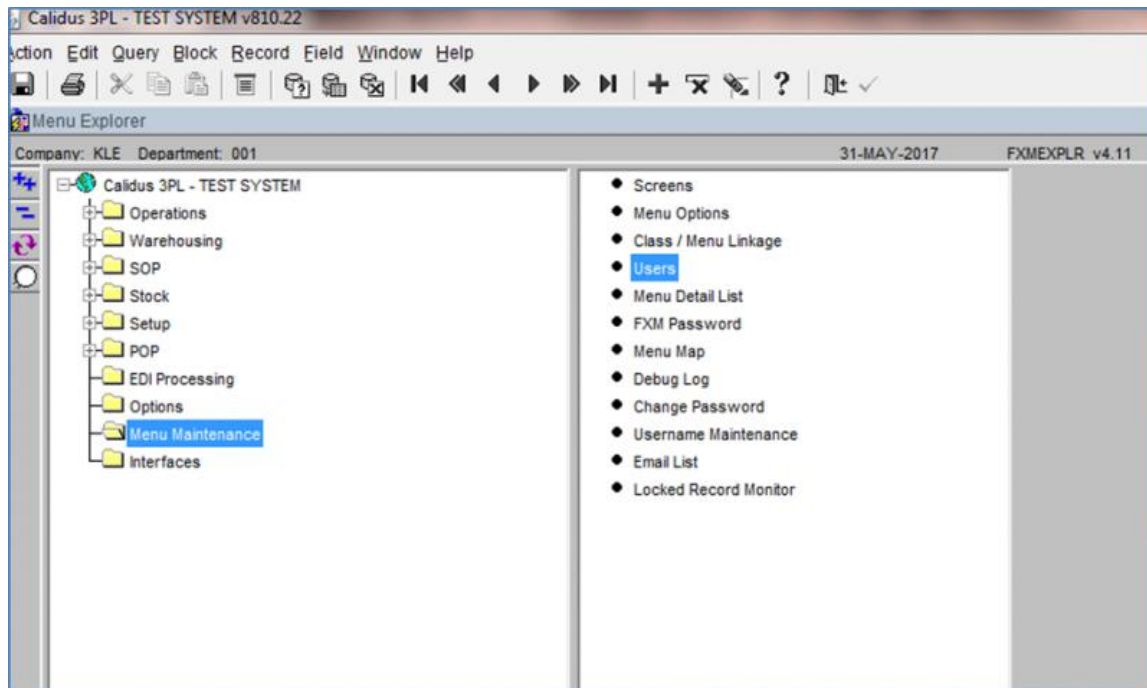
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# 1 New User

## 1.1 Creating a New User

### Menu Maintenance -> Users



Users

31-MAY-2017 FXMUSER v4.20

Username: **NEWUSER** Delete Flag: ☐

Full Name: Andrew Smith Menu Method: **Explorer**

E-Mail Address: asmith@xxx.com Security Level: **9**

User Class: **ORA\_FORMS** Oracle Forms Menus Password:

Language: **ENG** English Confirm Password:

Phone no:

Print Queue:  Fax No:

Cheque Limit:

Company Code	Branch Code	Default
<b></b>	<b></b>	<b></b>
<b></b>	<b></b>	<b></b>
<b></b>	<b></b>	<b></b>
<b></b>	<b></b>	<b></b>

Copy User Details Details

Enter new user name, ensure no spaces or non-alpha/numeric characters are used.



The screenshot shows the 'Users' form in the FXMUSER v4.20 application. The form contains the following fields and values:

- Username: **NEWUSER**
- Full Name: Andrew Smith
- E-Mail Address: asmith@xxx.com
- User Class: **ORA\_FORMS** (Oracle Forms Menus)
- Language: **ENG** (English)
- Delete Flag: ☐
- Menu Method: **Explorer**
- Security Level: **9**
- Password: (empty)
- Confirm Password: (empty)
- Phone no: (empty)
- Print Queue: (empty)
- Fax No: (empty)
- Cheque Limit: (empty)

An 'Information' dialog box is displayed in the center, showing the message: 'FWL-08264: Null password entered - password has been set to NEWUSER'. The dialog has an 'OK' button.

At the bottom of the form, there are two buttons: 'Copy User Details' and 'Details'.

Enter the same User Class, Language, Menu Method and security level as above.

You can either enter a password or save the record without entering a value and the system will set the password to the same value as the username.

The screenshot shows the 'Users' form in the FXMUSER v4.20 application. The form contains the following fields and values:

- Username: **NEWUSER**
- Full Name: Andrew Smith
- E-Mail Address: asmith@xxx.com
- User Class: **ORA\_FORMS** (Oracle Forms Menus)
- Language: **ENG** (English)
- Delete Flag: ☐
- Menu Method: **Explorer**
- Security Level: **9**
- Password: (empty)
- Confirm Password: (empty)
- Phone no: (empty)
- Print Queue: (empty)
- Cheque Limit: (empty)

An 'Information' dialog box is displayed in the center, showing the message: 'FWL-08276: Username "NEWUSER" has been successfully created'. The dialog has an 'OK' button.

At the bottom of the form, there are two buttons: 'Copy User Details' and 'Details'.

New user name successfully created.



Users 31-MAY-2017 FXMUSER v4.20

Username: **NEWUSER** Delete Flag: ☐

Full Name: Andrew Smith Menu Method: **Explorer**

E-Mail Address: asmith@xxx.com Security Level: **9**

User Class: **ORA\_FORMS** Oracle Forms Menus Password:

Language: **ENG** English Confirm Password:

Phone no:

Print Queue:  Fax No:

Cheque Limit:  0.00

Company Code	Branch Code	Default

Copy User Details Details

Click into the Company Code field, then select the Copy User Details button.

Users 31-MAY-2017 FXMUSER v4.20

Username: **NEWUSER** Delete Flag: ☐

Full Name: Andrew Smith Menu Method: **Explorer**

E-Mail Address: asmith@xxx.com Security Level: **9**

User Class: **ORA\_FORMS** Oracle Forms Menus Password:

Language: **ENG** English Confirm Password:

Phone no:

Print Queue:  Fax No:

Cheque Limit:  0

Company Code	Branch Code	Default

Copy User Details Details

**Copy User**

Logon Id:  ?OBS?

Copy User

The user you copy from must be the same security level, user class and menu method as the user you are creating.

In the pop up box enter the id ?OBS? and select Copy User.



31-MAY-2017 FXMUSER v4.20

Username: **NEWUSER** Delete Flag: ☐  
 Full Name: Andrew Smith Menu Method: **Explorer**  
 E-Mail Address: asmith@xxx.com Security Level: **9**  
 User Class: **ORA\_FORMS** Oracle Forms Menus Password: **\*\*\*\*\***  
 Language: **ENG** English Confirm Password: **\*\*\*\*\***

Phone no:   
 Print Queue:  Fax No:   
 Cheque Limit:  0.00

Company Code

Company Code	Branch Code	Default
<b>KLE</b>	<b>001</b>	<b>Yes</b>

Copy User Details Details

Information  
FWL-09559: Copy Complete  
OK

Select ok, the system will then copy in all of the remaining values required to set the new user up on the system. **NB** this will not create a new user on the RF.

31-MAY-2017 FXMUSER v4.20

Username: **NEWUSER** Delete Flag: ☐  
 Full Name: Andrew Smith Menu Method: **Explorer**  
 E-Mail Address: asmith@xxx.com Security Level: **9**  
 User Class: **ORA\_FORMS** Oracle Forms Menus Password: **\*\*\*\*\***  
 Language: **ENG** English Confirm Password: **\*\*\*\*\***

Phone no:   
 Print Queue:  Fax No:   
 Cheque Limit:  0.00

Company Code

Company Code	Branch Code	Default
<b>KLE</b>	<b>001</b>	<b>Yes</b>

Copy User Details Details

How the completed record should look.

