Creating a new user or editing the parameters of an existing user.
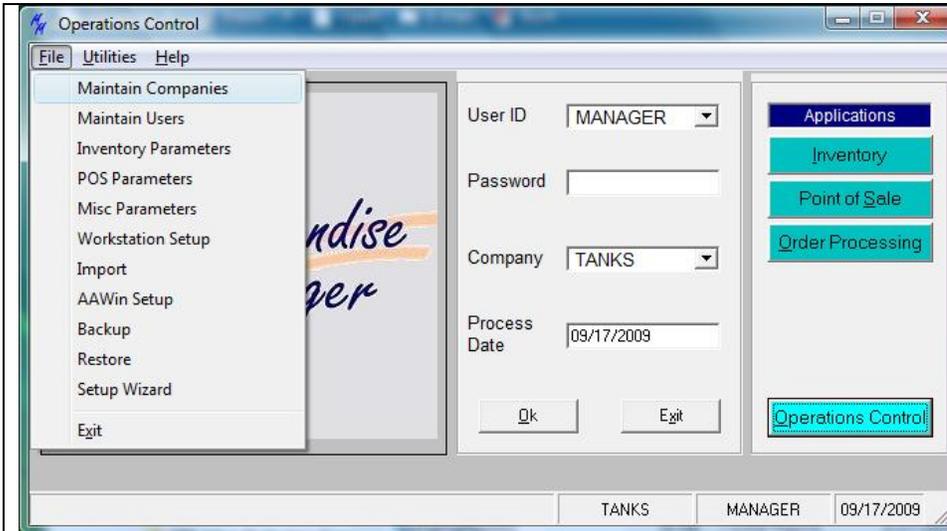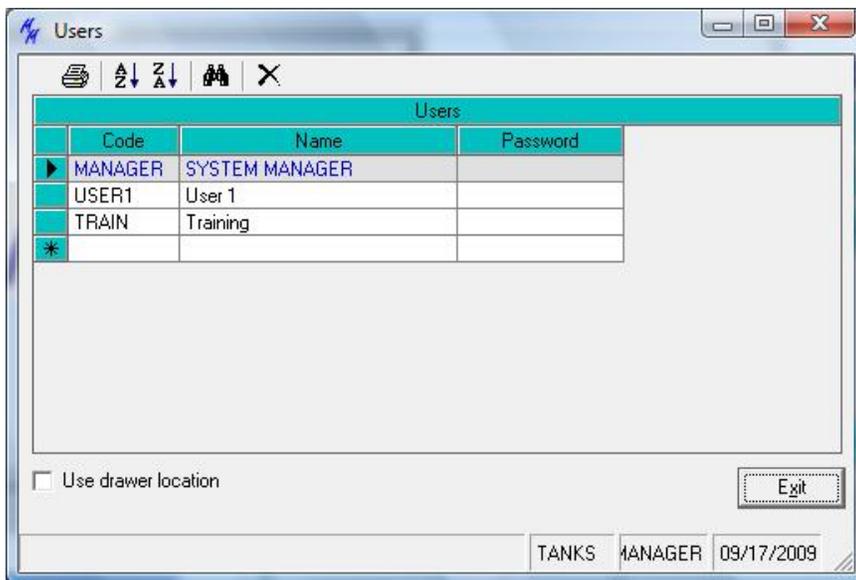
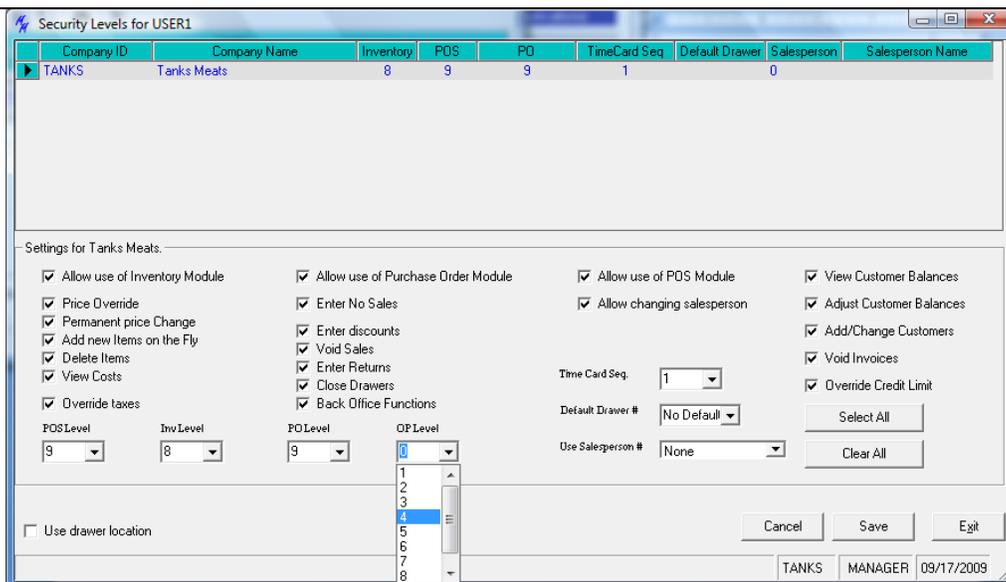| Screen | Instructions |
|---|---|
|  | Login as MANAGER and select Operations Control<br><br>Select Maintain Users |
|  | To create a new user,<br>Type a new user name on the last row (with the * to the left). Enter the name and password.<br><br>To edit the parameters of an existing user, double-click the user name.<br><br>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).<br><br>Fill in the desired options that are allowed. Most of these option are for Inventory and Point of Sale.<br><br>Order Processing settings are mainly set thru the OP Level.<br><br>OP Level is a drop down allowing a setting of 0 to 9. 9 is the highest security for the user. |

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