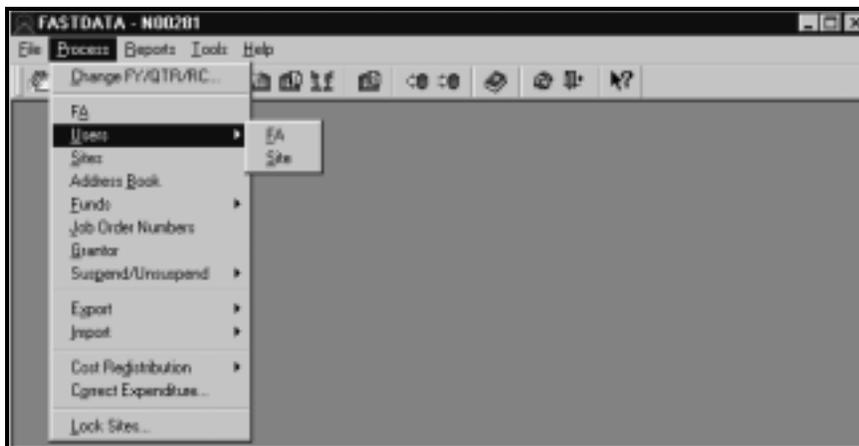


## Chapter 4 User Maintenance Windows

### Overview

Use the FA User Maintenance and Site User Maintenance windows to add, modify, and delete information on FASTDATA FA and Site application users. Both user maintenance windows contain options to configure the selected user's access to FASTDATA processes. For example, if an FA user has **Display-Only** access to the **Job Orders** security access option, that user can view but cannot modify or add job order numbers (JONs). Available access levels depend on the specific option. Access levels include **Access**, **No Access**, **Display-Only**, and **Update**. Only users with **Users Update** access can add or modify user maintenance window data.

To open a user maintenance window, select the desired item from the **Users** submenu of the **Process** menu. You can also select the desired user maintenance toolbar button.

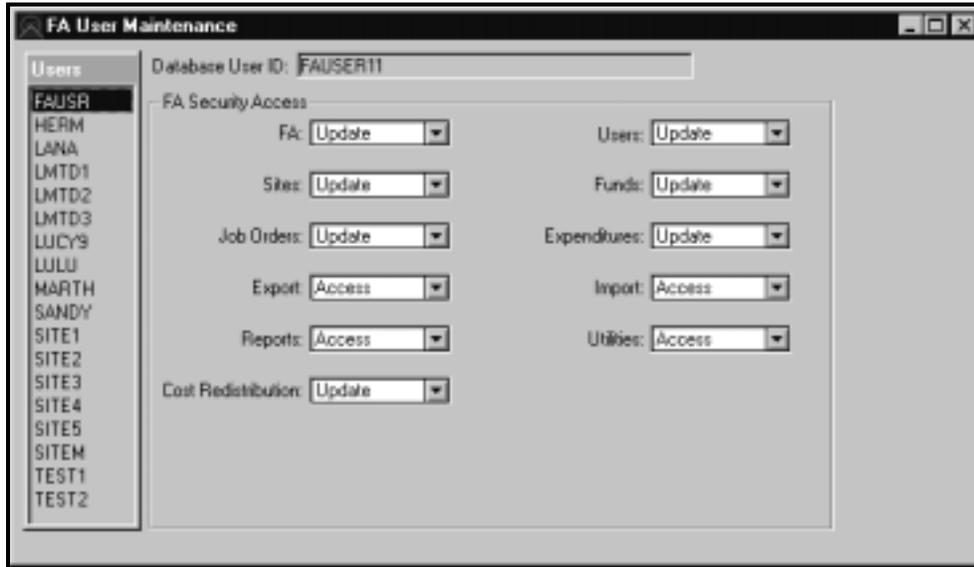


**Figure 4.1**  
Opening a User  
Maintenance Window

### Restrictions

- Only users with an FA User Maintenance window **Users** access level of **Update** can add, update, and delete user data on the Site User Maintenance and FA User Maintenance windows.
- An FA User Maintenance window **Users** access level of **Display-Only** limits users to view-only access to FASTDATA user information.
- An FA User Maintenance window **Users** access level of **No Access** prevents a user from accessing the FA User Maintenance and Site User Maintenance windows.

## • FA User Maintenance Window Objects



**Figure 4.2**  
**FA User**  
**Maintenance**  
**Window**

### **Users**

Lists the users associated with the currently selected FA activity.

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**NOTE** The **Users** list box displays user IDs associated with the FA for the current FASTDATA session. To modify or delete a user associated with a different FA, you must open the Activity Selection window and select the desired FA activity. When you change activities, the FA User Maintenance window will close. When you reopen it, users associated with the newly selected FA will display on the **Users** list box.

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### **Database User ID**

Contains the selected user's identifier for connecting to the FA database.

### **FA Security Access**

For these drop-down lists, valid values are **Update**, **Display-Only**, **No Access**, and **Access**, depending on the specific field.

### **FA**

Controls the selected user's access rights to the FA Maintenance window.

### **Users**

Controls the selected user's access rights to the user maintenance windows.

### **Sites**

Controls the selected user's access rights to maintain site information, assign and unassign site OPTARs, and maintain serial ranges.

### **Funds**

Controls the selected user's access rights to the OPTAR Maintenance, Responsibility Center Maintenance, Address Book, and Authorizations Maintenance windows.

**Job Orders**

Controls the selected user's access rights to the Job Order Number Maintenance window.

**Expenditures**

Controls the selected user's access rights to the expenditure and accounting suspension and suspension rules windows.

**Export**

Controls the selected user's access rights to export data.

**Import**

Controls the selected user's access rights to import data.

**Reports**

Controls the selected user's access rights to FA reports.

**Utilities**

Controls the selected user's access rights to FA utilities.

**Cost Redistribution**

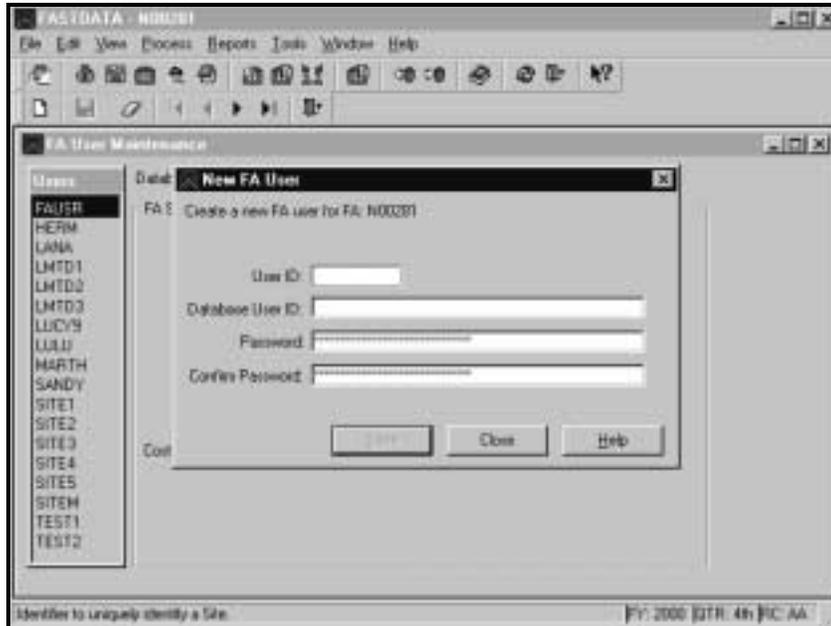
Controls the selected user's access rights to cost redistribution processes.

***FA User Maintenance Window Options***

- **Add a new FA user**
- **Modify an FA user's access**
- **Delete an FA user**

## ■ Steps for Adding a New FA User

With the FA User Maintenance window open, select the **File** menu **New** item or select the toolbar **New** button. The New User window will open.

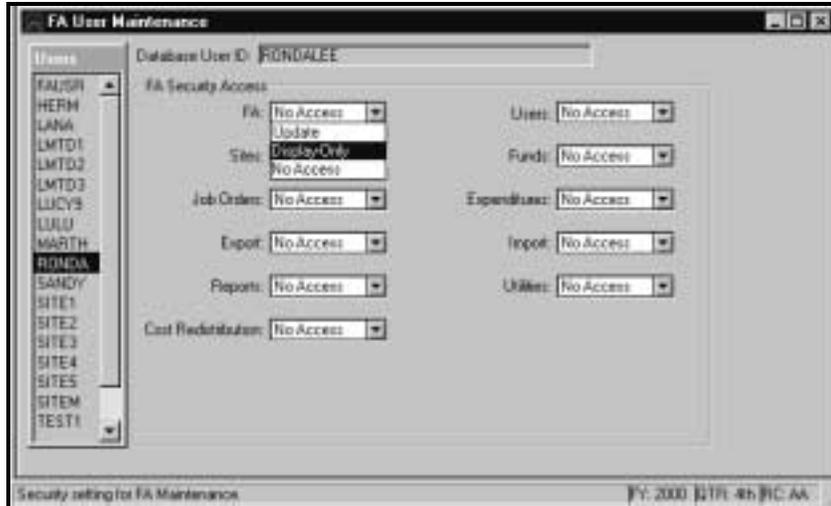


**Figure 4.3**  
**New FA**  
**User**  
**Window**

1. Enter the new user's ID in the **User ID** field. User IDs contain up to five characters and cannot contain spaces.
2. Enter the new user's required database ID in the **Database User ID** field. This alphanumeric ID cannot begin with a number, must have at least eight but no more than 30 characters, and cannot contain spaces or other special characters.
3. Enter the new user's required password in the **Password** field. The password must contain at least eight characters, cannot begin with a number, and cannot contain any spaces or special characters.
4. Reenter the password in the **Confirm Password** field.
5. Select the **Save** button to save the new user data.
6. Select the **Close** button to close the New FA User window.

After you close the New FA User window, the user you just added will be selected by default in the **Users** list box. The default values for the new user's security access will be **No Access**.

7. To change the **FA Security Access** values, select the drop-down arrow for each setting you wish to change and select the desired access level.



**Figure 4.4**  
Selecting FA  
Security  
Access

8. When you have changed all desired access levels for the new user, select the **Save** button.

## ■ Steps for Modifying an FA User's Access

The Users list box on the FA User Maintenance window includes both site and FA users associated with the FA for the current FASTDATA session. If you select a user who has access to the Site application only, the window display will change to indicate the user has site-access only.



**Figure 4.5**  
User With  
Site-Only  
Access

**Tip** To modify or delete an FA user associated with a different FA, you must open the Activity Selection window and select the desired FA activity. When you change activities, the FA User Maintenance window will close. When you reopen it, users associated with the newly selected FA will display on the **Users** list box.

1. On the FA User Maintenance window **Users** list box, select the user whose security access you wish to modify.



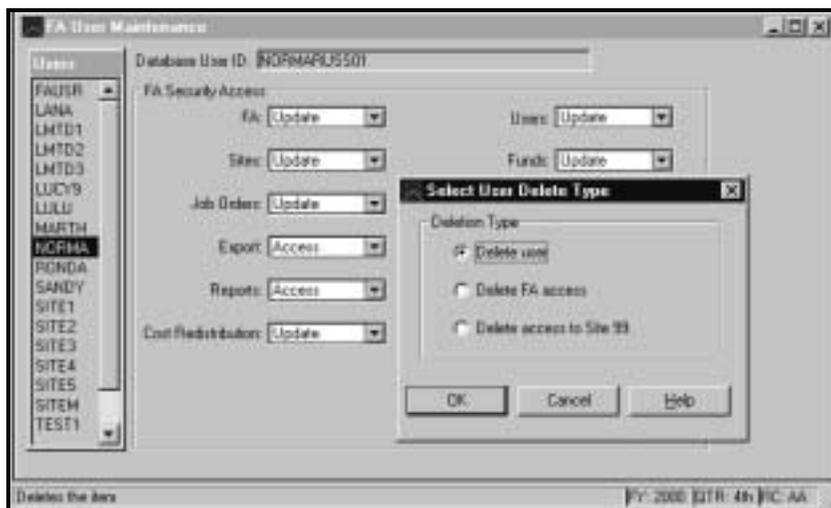
**Figure 4.6**  
Modifying  
a User's  
Access

2. Select the desired security access values from the **FA Security Access** drop-down lists.
3. When you've changed all desired access values, select the toolbar **Save** button to save the changed data.

**NOTE** You must restart the application before the new access levels will take effect.

## ■ Steps for Deleting an FA User

1. On the FA User Maintenance window **Users** list box, select the user you wish to delete.
2. Select **Delete** from the **File** menu or select the toolbar **Delete** button. The Select User Delete Type window will open.



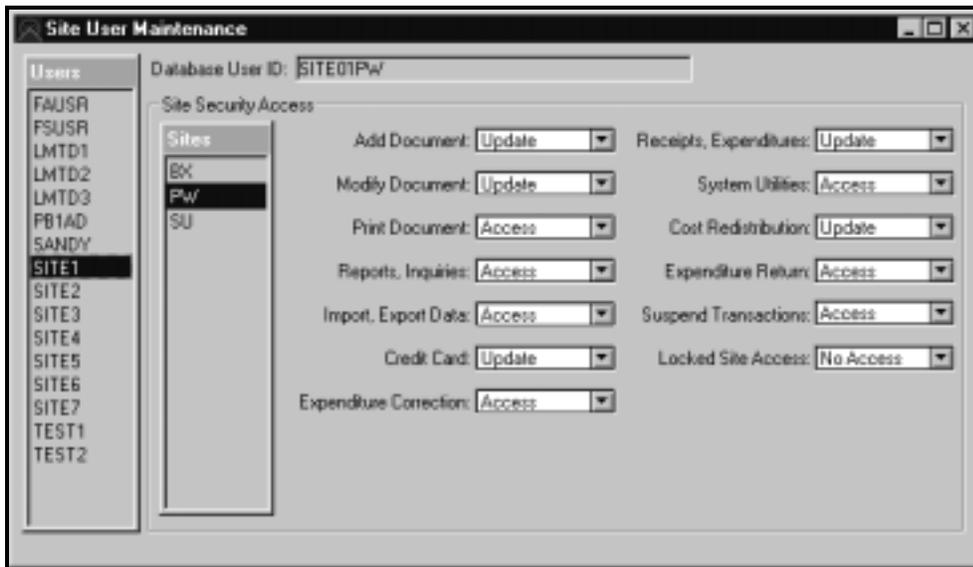
**Figure 4.7**  
Select User  
Delete Type  
Window

3. Select the desired **Deletion Type** radio button: **Delete user**, **Delete FA access**, or **Delete access to Site <ID>**.

Select the **Delete user** radio button to remove the user's access to the current FA. This option will remove the user from the database only if that user has no access rights for any other FAs and if you are using FASTDATA in a stand-alone configuration. Select the **Delete FA Access** radio button to remove the user's access to the current FA. Select the **Delete access to site <ID>** radio button to remove the user's access to the selected site.

4. Select the **OK** button. FASTDATA will prompt you to confirm the deletion. Select the message box **OK** button to confirm the deletion. The Select User Delete Type window will close.

## • Site User Maintenance Window Objects



**Figure 4.8**  
Site User  
Maintenance  
Window

### Users

Lists the users associated with the currently selected FA activity.

**NOTE** The **Users** list box displays both site and FA users associated with the FA for the current FASTDATA session. To modify or delete a user associated with a different FA, you must open the Activity Selection window and select the desired FA activity. When you change activities, the Site User Maintenance window will close. When you reopen it, users associated with the newly selected FA and its sites will display on the **Users** list box.

### Database User ID

Contains the selected user's identifier for connecting to the database.

### Site Security Access

For these drop-down lists, valid values are **Update**, **Display-Only**, **No Access**, and **Access**, depending on the specific field.

**Sites**

Lists the sites to which the selected user has access.

**Add Document**

Controls the user's access rights to add documents for the selected site.

**Receipts, Expenditures**

Controls the user's access rights to receipts and expenditures for the selected site.

**Modify Document**

Controls the user's access rights to modify documents for the selected site.

**System Utilities**

Controls the user's access rights to system utilities options for the selected site.

**Print Document**

Controls the user's access rights to print documents for the selected site.

**Cost Redistribution**

Controls the selected user's access rights to the cost redistribution processes.

**Reports, Inquiries**

Controls the user's access rights to reports and inquiries for the selected site.

**Expenditure Return**

Controls the selected user's access rights to return expenditures to the FA.

**Import, Export Data**

Controls the user's access rights to import and export data for the selected site and cross-reference credit card documents.

**Suspend Transactions**

Controls the selected user's access to the suspend transactions process.

**Credit Card**

Controls the selected user's access rights to credit card maintenance processes.

**Locked Site Access**

Controls the selected user's access to their site when it is locked. To lock a site, at least one user at the site must have a **Locked Site Access** value of **Update** or **Display-Only** and an **Import, Export Data** value of **Access**.

**Expenditure Correction**

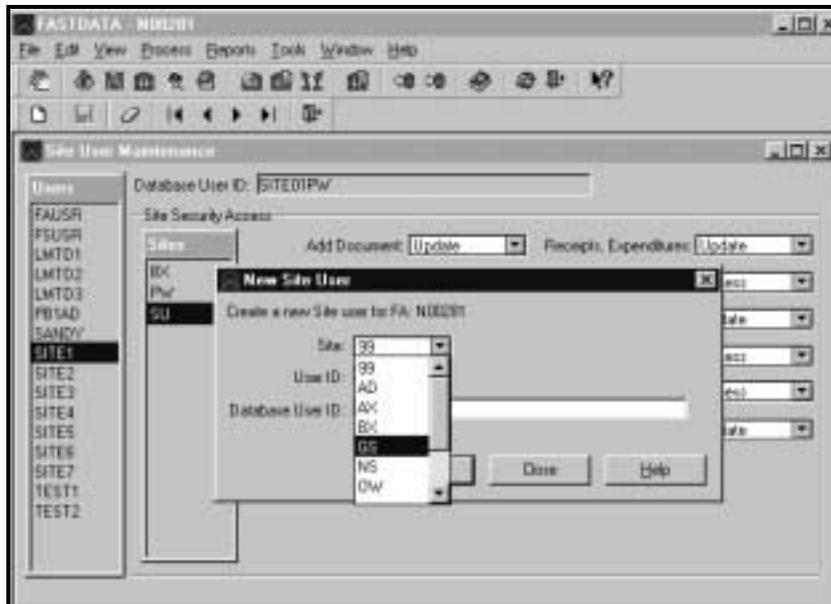
Controls the selected user's access rights to the expenditure correction process.

## *R* Site User Maintenance Window Options

- Add a new site user
- Modify a site user's access
- Delete a site user

### ■ Steps for Adding a New Site User

1. With the Site User Maintenance window open, select the **File** menu **New** item or select the toolbar **New** button. The New Site User window will open.

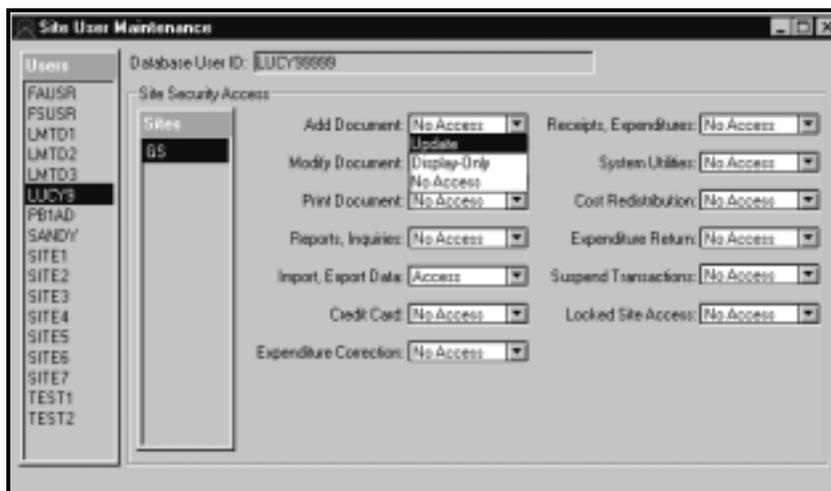


**Figure 4.9**  
New Site  
User  
Window

2. Select the site for which you wish to add the user from the **Site** drop-down list.
3. Enter the new user's ID of up to five characters in the **User ID** field. User IDs cannot contain spaces.
4. Enter the new user's required database ID in the **Database User ID** field. This alphanumeric ID cannot begin with a number, must have at least eight but no more than 30 characters, and cannot contain spaces or other special characters.
5. When you have the new site user information entered, select the **Save** button to save the data.
6. Select the **Close** button to close the New Site User window.

After you close the New User window, the user you just added will be selected by default in the **Users** list box. The default values for the new user's security access will be **No Access** except for the **Import, Export Data** option.

- To change the **Site Security Access** values, select the drop-down arrow for each setting you wish to change and select the desired access level.



**Figure 4.10**  
Selecting Site Security Access

- When you have changed all desired access levels for the new user, select the **Save** button.

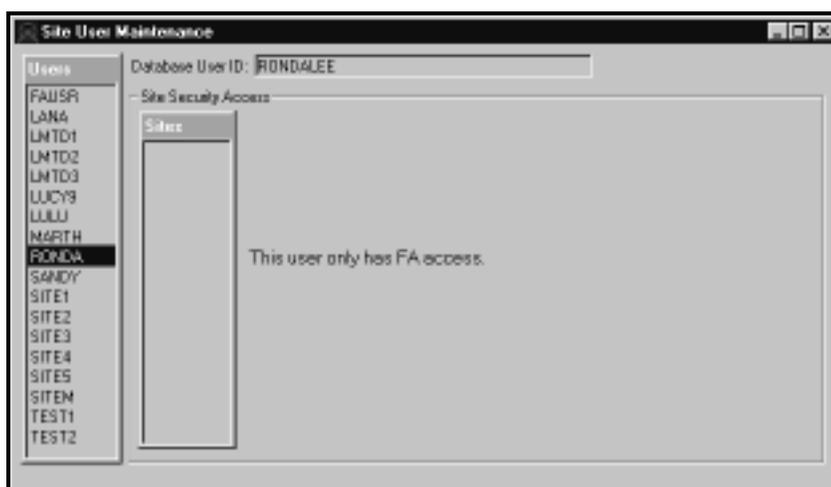
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**NOTE** You must export the new user data to the site and the site must import the data before the new data will take effect at the site.

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## ■ Steps for Modifying a Site User's Access

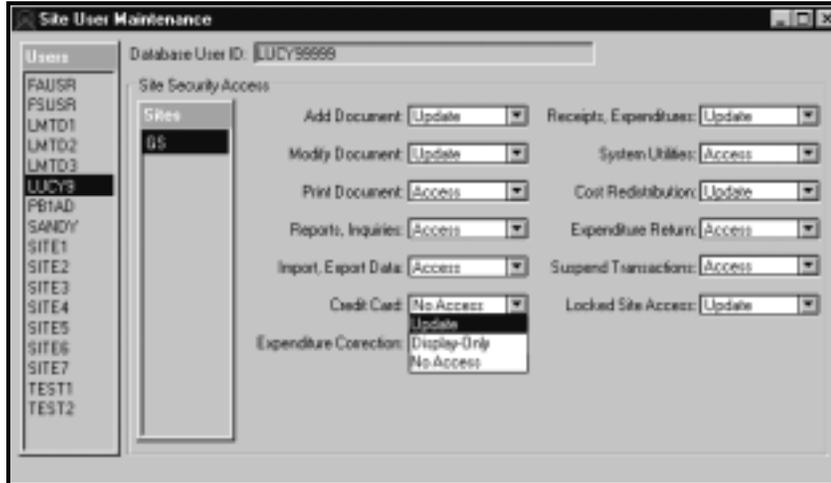
The **Users** list box on the Site User Maintenance window includes both site and FA users associated with the FA and its sites for the current FASTDATA session. If you select a user who has access to the FA application only, the window display will change to indicate the user has FA-access only.



**Figure 4.11**  
User With FA-Only Access

**Tip** To modify or delete a site user associated with a different FA, you must open the Activity Selection window and select the desired FA activity. When you change activities, the Site User Maintenance window will close. When you reopen it, users associated with the newly selected FA and its sites will display on the Users list box.

1. On the Site User Maintenance window **Users** list box, select the user whose security access you wish to modify.



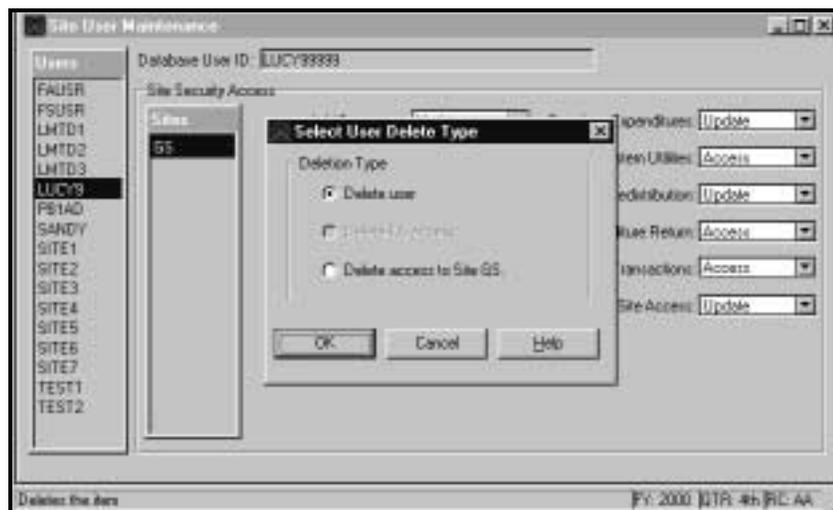
**Figure 4.12**  
Modifying  
a Site User's  
Access

2. Select the desired security access values from the **Site Security Access** drop-down lists.
3. When you've changed all desired access values, select the **Save** toolbar button.

**NOTE** You must export site user data and the site must import the data before the changed access levels will take effect.

## ■ Steps for Deleting a Site User

1. On the Site User Maintenance window **Users** list box, select the user you wish to delete.
2. Select **Delete** from the **File** menu or select the toolbar **Delete** button. The Select User Delete Type window will open.



**Figure 4.13**  
Select User  
Delete Type  
Window

3. Select the desired **Deletion Type** radio button: **Delete user**, **Delete FA access**, or **Delete access to Site <ID>**.

Select the **Delete user** radio button to remove the user's access to the current FA. This option will remove the user from the database only if that user has no access rights for any other FAs and if you are using FASTDATA in a stand-alone configuration. Select the **Delete FA Access** radio button to remove the user's access to the current FA. Select the **Delete access to site <ID>** radio button to remove the user's access to the selected site.

4. Select the **OK** button. FASTDATA will prompt you to confirm the deletion. Select the message box **OK** button to confirm the deletion. The Select User Delete Type window will close.