

2.14 USERS

2.14.1 HOW ADD OR CREATE USERS

User ID	User Name	Password	Level	N°	Account	Email Address	
			9		00000		
Office or Branch	Tif. Ext.	Tif. Direct	Default Language	Date Changed	Admin ID	DF	<input type="checkbox"/> Enable

UserID	User Name	Password	Level	N°	Account	Active	Email Address
AJ	Asger Jørow	AJ	3	1	1003	✗	
BJ	Bo Jensen	BJ	3	4	50100	✗	
BB	Brynja Birgisdottir	BB	5	3	50100	✗	brynja@aitiki.com
CS	Charlotte Svejgaard	CS	4	5	50100	✗	
DF	Donald Forbes	DF	0	6	50100	✓	don@aitiki.com
EH	Erik Hansen	EH	3	7	50100	✗	
HO	Hazim Osmann	HO	4	8	50100	✗	hazim@aitiki.com
JW	Josh Wald	JW	2	10	50100	✗	
JG	Julius Garde	JG	4	9	1004	✗	julius@aitiki.com
KG	Kirsten Garde	KG	2	11	50100	✗	

Open Options

#	Action	Notes
1	Select	From the Main Menu Options: 'Administration', then 'Maintenance' and finally 'Users'.

The form will display a table with all the Users that have been given access to the system at one time or another. Users may not be deleted only disabled, because there are historical links to Orders, Invoices etc. Users that have been disabled appear with a (✗) and enabled Users appear with a (✓).

To Add or Create a User enter:

Mandatory Fields (Underlined)

#	Enter	Notes	Input
1	User ID	This is the Unique Identifier for each User. Usually the Initials.	Alpha Numeric

If the UserID exists then the system will display the User Information on that User. If it does not exist then the system will expect a New User to be created.

Mandatory Fields (Underlined)

#	Enter	Notes	Input
1	User Name	This is the Name of the User.	Alpha Numeric

2	Password	This is the Password linked to the User ID.	Alpha Numeric
3	Level	This is the User Access Level. Depending on the Level, the User has access or not, to certain Functions and / or Windows Forms. (See User Levels below).	Numeric
4	Account	This is the Accounting Account Number where all transactions related to this User will be placed.	Numeric
5	E-mail Address	This is the E-mail Address of the User. This is used for all e-mail communications between the User and the Customers.	Alpha Numeric
6	Default Language	This is the Default Language the User will Logon with, unless another Language has been selected. The Default Language may be changed at any time.	Select

Optional Fields

#	Enter	Notes	Input
1	N°	Reserved for future use.	Numeric
2	Office or Branch	In the case there is more than one Office or Branch Office.	Alpha Numeric
3	Tlf. Ext.	The telephone extension of this User. This is used primarily to be included in User / Customer Communications.	Numeric
4	Tlf. Direct	The telephone extension of this User. This is used primarily to be included in User / Customer Communications.	Numeric

Display Fields

#	Enter	Notes	Input
1	Date Changed	The date this User's Information was last changed.	Disabled
2	Admin ID	The User ID of the User, usually the Administrator that made the last change.	Disabled

Final Actions

#	Action	Button or Icon	Notes
1	Press		Saves the Edit Line and sends the User Information to the User List Table.
2	Press		Exits the User Form.

User Levels

FUNCTION	FORM	LEVEL								
		1	2	3	4	5	6	7	8	9
Login	Login	✓	✓	✓	✓	✓	✓	✓	✓	✓
Create or Edit Local Settings	Local Settings	✓	✗	✗	✗	✗	✗	✗	✗	✗
Create or Edit Users	User	✓	✗	✗	✗	✗	✗	✗	✗	✗
Create or Edit an Order	Order	✓	✓							✗
Delete an Order	Order	✓	✓							✗
Create or Edit an Invoice	Invoice	✓	✓							✗
Delete an Invoice	Invoice	✓	✓	✗	✗	✗	✗	✗	✗	✗
Delete Invoice Lines	Invoice	✓	✓	✗	✗	✗	✗	✗	✗	✗
Create or Edit Invoice Line Products	Invoice Products	✓	✓							✗
Create or Edit Customer	Customer	✓	✓							✗
Create or Edit Passenger	Passenger	✓	✓							✗
Create or Edit Segments	Segments	✓	✓							✗
Create or Edit Suppliers	Supplier	✓	✓							✗
Create or Edit Tour Products	Tour Products	✓	✓							✗
		✓	✓							✗
Create Payments	Payments	✓	✓							✗
Edit or Delete Payments	Payments	✓	✓	✗	✗	✗	✗	✗	✗	✗
		✓	✓							✗
		✓	✓							✗
Create or Edit a Carrier	Carrier	✓	✓							✗
Edit a Country Name	Country	✓	✓							✗
Edit Region Names	Region	✓	✓							✗
Create or Edit Cities / Airports	Cities & Airports	✓	✓							✗
Send Offer E-mails										

-----000-----