

# Security System

This security system will allow you to approve by login (user), codes that you have protected without having to enter a password each time.

To start, ALL codes will be unprotected.

You have the ability to assign group numbers to codes. For example: assign all A/R codes and Retailer File maintenance codes to group number 1. You can also pick one AR code (or more) and assign them to group 20. The same code(s) can belong to multiple groups. Once group numbers and codes are established, you can assign your personnel's logins to group(s). One login can be approved for multiple groups.

Steps:

- 1 - GRP - assign group numbers and group description name.
- 2 - PGRP - assign trans codes to group(s).
- 3 - USR - approve logins (users) to groups.
- 4 - PASS (or create Q320) - update codes to be protected or to un-protect codes.

## Program Code File

This file contains all available codes. Each code has a section number DPS has assigned. Example: section 5 is codes that add/update the Retailer File.

To look at this file (all available DPS codes) you can create a query report for file number 124. This file has the code, code name, status (protected Y/N), and section number DPS has assigned for our internal classification. You can also use Code Pass to access this file.

You can also create a query screen to display or update individual codes. This would allow you to enter the program and change the description, set status or change the section the code is assigned to. If for some reason a code is not in the Program Code File, you can add it where you want. DPS should be notified of any codes that have to be added so the master file can be updated. Any changes or adds done with a query screen update the Program Code File and can be viewed with a query report or with Code Pass.

### **GRP - Add/Update Group Name File**

This code allows you to set up your own group numbers and assign your own name. For example, you could have a group number 325 called Return Processing or group 200 called Mary's codes.

To print this file, you will need to create a query report for file number 125.

Step	Enter	Digits	Comments
	Code GRP		
1	Group Nbr	4	F4 Lookup
2	Group Name	25	
3	Delete	1	Y/N

### **PGRP - Add/Update Group Trans Codes**

Use this code to assign transaction codes to the group numbers you created with GRP. After you enter the group number, you will be prompted for DPS Transaction Code. If you cannot remember the code number(s), you can press F4 here to get a pop up window. In the window at 'section', you can press enter to display all codes in numerical order or key in the section number DPS assigned. Example: enter section 5 to display all the Retailer File Mnt/Report codes.

To print this file, you will need to create a query report for file number 126. This will show you what codes are in each group. You should link this to the Program Code File (#124) to print the status of the codes (Y-protected, N-not protected) of the codes within the group.

Step	Enter	Digits	Comments
	Code PGRP		
1	Group Nbr	20	F4 Lookup
2	DPS Transaction Code	8	F4 Lookup, Section (see above)
3	Delete (Y/N)	1	Y/N

### **USR - Create User Group Data**

This code is used to assign logins (users) to group number. The user login name entered validates against the AIX Login File. If the user login is not found, the screen displays the message ' Invalid User Name'.

One user example: Mary Jane, whose login is mjane, has more than 1 group number so she can access codes in multiple groups because she does returns, but also helps out in A/R. Remember a transaction code can also be in multiple groups.

To print this file, you will need to make a query report using file number 127.

Step	Enter	Digits	Comments
	Code USR		
1	User Name	20	User Name
2	Group Nbr	4	F4 Lookup
3	Delete (Y/N)	1	Y/N

### **VALUSER - Validate User Name**

This code validates each login user set up in Code USR against the AIX Login In File. If the user login is not found in the AIX Login File, the screen displays the invalid user name with the message ' Invalid User, Delete ? (Y/N): N'. If the user should be removed, key 'Y' and the user will be deleted from the User Group File. If you do not want to delete, just press the return key to go to the next invalid user name.

### **USERMNT - Global User File Maintenance**

This code is used to remove a user or add (clone) a user like another user in the security user file (query file #127).

If you have multiple data areas, you have the option to update all data areas or just the data area in which the code is keyed. The default is N to not do all data areas.

#### **USERMNT - Global User File Maintenance**

Do You Want to Process All Data Areas?	Only displays for multiple data area users. Default is N to only update the data area in which the code was keyed. Key Y to update all data areas.
Remove User or Clone User? (R/C) :	Default is R to remove a user. Key C to add a user and make like another user already on file.
**If R is selected the screen displays Remove User Name :	Enter the user name to be removed.
**If C is selected the screen displays Add User Name :	Enter the user name to be added.
Clone from Name :	Enter the user name to be used as the make alike.

## PASS - Password Security Maintenance

This code enables you to password protect all codes or just the codes of your choice. For example, if you want to allow everyone to request code 275 you would not password protect it. The steps are as follows:

1. Using the code PASS, set up all codes you want protected.

Step	Enter	Digits	Comments
	Code PASS		

A list of headings will display for all code types. **Example:** Invoicing will contain all invoicing codes. Press enter on the heading of your choice to display all codes within that heading. You can then protect the codes by placing a 'Y' next to the code description. Press F9 when you are finished. **Note that there are more headings/codes than room to display - use the F5 and F6 to scroll to the other headings/codes.**

Press F9 when you are finished. You will then be prompted:

4	Do you want a status list?	1	Y/N - N will end the code
5	Print protected codes only	1	Y/N

The status list is a report showing all codes and whether or not they are protected. If you select Y to print protected codes only, the status list will only print the codes that have been protected.