

Techo Tip #14



ADDING A NEW USER INTO TRANSPAC

So... You would like to add a new user but you don't know where to start. Well, this little old Techo Tip will show you how!

- First, log into TRANSPAC
- At the main menu, go into 'Housekeeping' and choose the function 'Add or Modify Individual Privileges', or, at any menu, type:
empmnt <enter>

```

[empmnt]          TRANSPAC VERSION 6.4          14 Nov 2002 - 09:13
[1] INQUIRE          Add or Modify Individual Privileges

LOGIN ID: user  NAME: SI Courier System User
GROUP ID: user  NAME: user
PASSWORD:          SYSTEM ENTRY PT: main  - N

ACCESS LEVELS DIFFERENT FROM GROUP:
LN  MENU/PRG  H  P  A  T  I  N  O  D  E  L
-----
1  backm    H  Y  N  N  N  N  N
2  end sh   P  Y  Y  Y  Y  Y  Y
3  sh       P  Y  Y  Y  Y  Y  Y
4  jobproc  P  Y  N  N  N  N  N
5  xdeapah  P  Y  Y  N  N  N  N

```

- To add a user, type:
A <enter>
- You will start off by entering a 'Login ID'. You can have up to four (4) characters, which will identify the user.
- The next field is for entering the full name of that user.
- Now enter the 'Group ID' which the user will belong to. The main groups in the system are 'user' for the administration staff and 'ctel' for the booking and despatch staff. Groups may vary depending on how your system is setup.
- Next, enter a password for the user. Once the cursor is at the '**password:**' prompt, type in a password and press <enter>. The password will not appear on the screen. If you think you have made a mistake on the password, then press <Ctrl> and <U> simultaneously, to re-enter the password. You can use up to eight (8) characters.

Any questions? Get in touch with the TRANSPAC support desk any time at
Software Integrators by phoning +61 2 9267 5556, emailing us at support@softint.com.au or faxing a support request form to +61 2 9267 5559.

TRANSPAC

- Next will appear '**system entry pt:**' This will always have a default set, so press <enter> to pass this.
- You will now get a '**(N)ext page, (P)rev page, (A)dd line, or number:**' prompt at the bottom of your screen. This is to add extra user privileges.
- To enter privileges enter **(A)** to **(A)dd line**
- Enter the **Menu/Prog** name. For example if a user is to have Database backup privileges enter **writdb** as the program name.
- At the **ADD MOD DEL INQ** enter a Y or an N for which prompt the user is to have.
- Once finished use <CONTROL + U> to exit.