

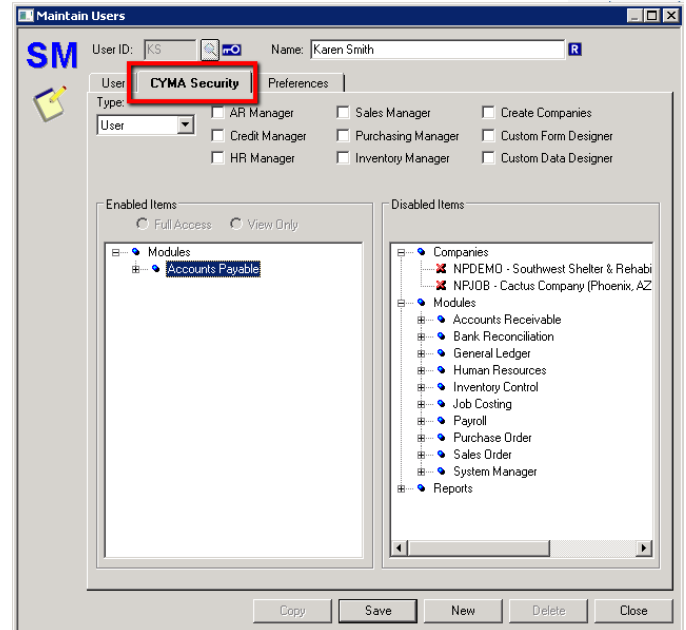
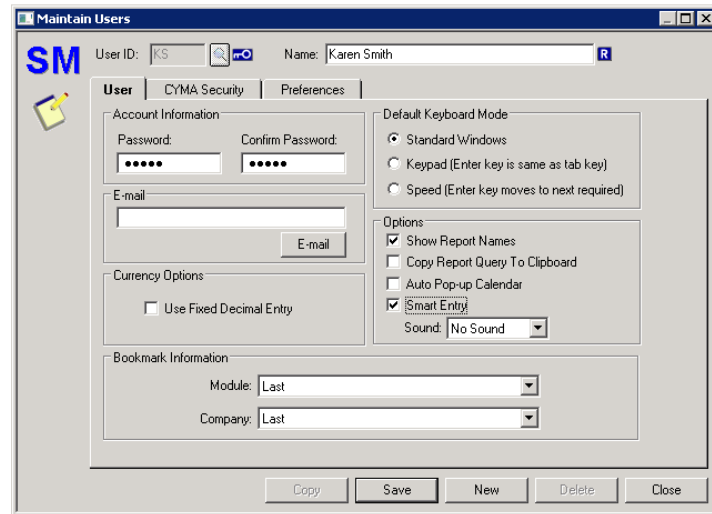
SYSTEM MANAGER

Maintain Users

<http://www.multiviewinc.com/cyma-sm-maintain-users>

PURPOSE

Use the Maintain Users feature in the System Manager Module of CYMA to give people permissions to work in CYMA under their own user name. It's wise to give every user and separate user name and password to help you track who did what in your system. You can add users, remove users and change each user's individual permission sets.



If USER is selected you'll need to grant permissions. You see three master folders: Companies, Modules and Reports. Open the Companies box and give this user access to the necessary companies in CYMA. Just drag and drop. This drag and drop logic applies all permissions in CYMA.

Next open the Modules box. You will see the various modules included in your CYMA installation. You can drag and drop permissions for any and all CYMA Modules. If your internal accounting controls requires that some users be limited to certain functions you can do that.

Look toward the bottom Master box--Reports. You can grant a user access to all reports or just reports pertinent to that position.

Some background processes need to be available to all users. So we encourage you to open the System Manager box and move over the boxes named File, Help and Window.

Save and Close.

To changing permissions for users click on Edit. You can change passwords . . . you can go to the security tab and change permissions.

MAINTAIN USERS

In the SYSTEM MANAGER Module go to MAINTAIN USERS. Click NEW. To add a new user, type in a two or three character User ID. Tab over and type in the user's name. Tab to the password fields and give the user a password.

You see some CYMA options. The only option we recommend is the "Show Report Names" box. It helps your tech team identify reports in the CYMA company folder.

Click on the security tab.

- There is a small drop down box in upper left. It offers two choices: User and Administrator. If ADMINISTRATOR is selected, all permissions are granted for **all** companies. However, if USER is selected, permissions are granted from the menu of options in the right window below.
- Further down you'll see two large windows. The left window shows what the user **can** see and do. The right window shows what the user **cannot** see or do.