

RE: Security/ letters/ member maintenance

To work with security, key in:

WRKUSRPRF *ALL

This will bring up the users that can log on the system.

To get rid of one, first you must rename any 'objects' that they might own. To do so, key a 12 in front of their profile.

Take a 9 in front of the items that come up, and change the owner to QDFTOWN

After their objects are reassigned, you can delete them off with a 4.

To set up a new user, key in a 1 on the top line, and their sign on ID.

Options on the screen to complete:

Password - their password typed below the name when signing on.
Type - Usually *user or *sysopr
 *user would not be able to do system operator function such as working with spool entries that are not their own, run dayend, or answer system messages. Anyone who needs to do these functions would need to be a *sysopr.
Restrict command line use - N allows them to type command at the bottom of the menu, Y only allows items to be ordered from the menu.
Default library - NACMLIB
First Menu - whatever they want, such as CFMAIN
Library - the library the first menu is in, normally NACMLIB.
 It would be ACCTLIB if an accounting menu was the first menu.

For member maintenance:

To give a user authority to the member maintenance, key:

MB600

the password is heartland

Key in how the user signs on (such as DDI)

then, an authority screen will display. you will notice 'areas' and 'levels'. A zero does not allow the user to view or change anything,

a 1 allows view only, and a 2 allows view and change.

For the screens:

The CMD 2 screen is controlled by membership level 1.
The CMD 3 screen is controlled by accounting level 1, and the bottom of the screen (call code and below) is controlled by credit reporting level 1.

The CMD 4 screen collection information is controlled by collection level 1.

The credit reporting is controlled by credit reporting level 1.

The officer are controlled by administration level 2.

The general information is controlled by administration level 3.

The CMD 5 and 6 screens are controlled by membership level 2.

The CMD 7 screen is controlled by collection level 1.

~~The~~ The CMD 8 screen is controlled by accounting level 1 and 2.

For example, if you want someone to be able to view everything, and change nothing, you could just enter everything as 1.

If they need to have access to change everything, enter everything as 2.

To allow access to some of the functions, you need to then assign the codes selectively.

I hope this helps, please call if you have any questions.

To set up E-mail

key: WRKDIRE

On the top line, key 1 Username Systemname

Username = the user to set up for e-mail

Systemname = the system name, found in the upper right on the signon

On the next screen, key the user name as the description and the user profile.

Enter and F3 to exit

Then, to set up permission to use the e-mail key:

GRTUSRPMN

To user profile, key in the new user

For user profile, key: EMAIL