



User Set-Up

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User Menu Level Password

Users Individual Fields

The option for password required (one password per user) can be set up for any menu item, and is entered in this field. This can be used to (say) require a password entry each time the payroll menu is opened. The password will be needed whenever the option actioned. The password is NOT remembered.



User Inactivity Shutdown Timeout

Users Individual Fields

This field is used to enter the shutdown time selected for inactivity timeout. The default is 60 minutes, but other times can be entered in this field. When the shutdown timeout is activated, the user will be logged off, and will need to sign on again to carry on using Printcost.



User Inactivity Signout Timeout

Users Individual Fields

This field is used to enter the time selected for inactivity timeout. The default is 0, but other times can be entered in this field. When the timeout is activated, the user will be prompted to re-enter their password to carry on using Printcost.



Personal Options Inactivity Timeout

Personal Options Master File

Personal Options Buttons and Fields

This field is used to enter the shutdown time selected for inactivity timeout. The default is 60 minutes, but other times can be entered in this field. When the shutdown timeout is activated, the user will be logged off, and will need to sign on again to carry on using Printcost.

This timeout overrides the timeout entered in the User file for this user.



Personal Options Auto Shut Down

Personal Options Buttons and Fields

This field is used to enter the shutdown time selected for inactivity timeout. The default is 60 minutes, but other times can be entered in this field. When the shutdown timeout is activated, the user will be logged off, and will need to sign on again to carry on using Printcost. The time entered in the field on this screen overrides the time entered on the security screen.



Personal Options Buttons and Fields

Personal Options Master File

The buttons and fields on the personal options detail screen are listed below. Mouse over them on the Printcost screen to view the tool tip, or use the buttons above to scroll through them one at a time.

- Personal Options Auto ShutDown
- Personal Options Backup Reminder Days
- Personal Options Cascade Screen on Opening
- Personal Options Custom Screens
- Personal Options Default Entered By
- Personal Options Default Month Year Date Entry
- Personal Options Default Show All on selection screen for these files
- Personal Options Email Msge
- Personal Options Inactivity Timeout
- Personal Options Message Warning Flags
- Personal Options pdf Printer
- Personal Options Save Menu Settings
- Personal Options Set Main password
- Personal Options Set Menu Password
- Personal Options Show complete selection when displaying
- Personal Options User Code
- Personal Options User Name



Personal Options File

Master File List

Personal Options Buttons and Fields

The personal options file allows each user to set up various parts of Printcost to suit themselves. The personal option screen can only be viewed for the user logged on.

The option for password required (one password per user) can be set up for any menu item. This can be used to (say) require a password entry each time the payroll menu is opened. This applies whenever the option is actioned. The password is NOT remembered.

You can also save your menu settings (so the menu opens the same way next time). This allows you to open some or all files always using Show all, for example, when this is not the system default..

Personal options also holds Activity Timeout, logout timeout, and Default Entered By for use in Work and Inventory. These timeouts override the timeouts set up in the User file.

The last user logon is now recorded and is used as the default logon next time.

There is a reminder field on Personal Options where you can enter the number of days that will pass before you are reminded that a backup has not been done. This can be used to alert someone who does not normally do the backup that it has not been done. To set up it up see [How to set up a Printcost backup](#).

Email options for this user are set up in the Personal Options file, as well as a personalised statement message which is used when this user prints statements.



Users (Security) Master File

Master File List

Users Editing Buttons

Users Individual Fields

The users (security) master file contains details of all users authorised to operate Printcost, and the information each user is allowed to access. The system supervisor can give each user editing, viewing only, or no access to each of the options on the security screen, and access can be restricted for printing management reports, where companies have bought the full security module.

Users can be set to have access (or be denied access) to each menu item or to have access by a password. This is provided regardless of whether the security option has been purchased. Profiles can be set up for each user by the system supervisor to allow or deny access to certain fields in the system.

Note that the number of active users who can use Printcost at any one time, is limited to the number of user licences bought. You can have more users set up (with various levels of security) than the number of user licences, but they cannot all be logged on at the same time.

Supervisors are able to log off users to allow access by other users if required, or lock out users if no access is required for a longer period of time. This can be used, for example, when an employee is away on leave, as their details remain in the system but there is no danger that any other user could use the absent employee's password to access the system.

To log on as a user, open Printcost on your desktop. If a copy is already open, you will be prompted that a copy is already running and ask whether you want to open another copy.

(If you suspect you already have a copy open, mousing over Printcost on the task bar will show you the user name for that copy of

Printcost.)

If you are not the user, click Yes. Enter your user name. If you are already registered as logged on, which may be because a previous session has been terminated (you have "crashed out"), you will be prompted as to whether you want to terminate your other session. You should say Yes to this prompt, then enter your password. If you select No, you will return to the desktop and

Printcost will not be opened.

Each user has a security file which contains their list of access rights. The password for each user can be changed by the user or by the supervisor, and screen positions can be saved to each user's preference. The system supervisor can set up for each user an inactive time (after which they will be prompted for their password) and an inactive shut down timer (after which they will be logged out of the system). The default time is one hour. (To change this, see User Inactivity Signoff Timeout and

User Inactivity Shutdown Timeout)



The main benefit of the full security module is that staff can be given access to the system at the level appropriate for them. Staff, perhaps in the production area, can have viewing rights only to quotes and jobs without being able to change the information in them, while the printing of management reports can be restricted as needed. The printing of each report in the system can be individually enabled or disabled for each user.

The system supervisor should take care not to lock out all users, as then no one can access the system. If required, all users can be deactivated - this clears out any users who may have been "kicked off" the system, or whose copy of Printcost has not closed down properly. It is a good idea to do this before installing any upgrade of Printcost.

The Personal Options file allows each user to set up personal preferences to optimise their use of Printcost.