

# TaiRox Productivity Tools User Guide

## Summary

User Management provides mechanisms to manage user setup and permissions. The following functions are provided (the meaning of “setup” is illustrated below):

- Viewing a concise users and permissions display on screen
- Saving a concise user and permissions report to an Excel spreadsheet
- Copying some or all of user A’s setup to user B
- Removing some or all of user A’s setup
- Removing some or all of all users' setup

Setup	
<input checked="" type="checkbox"/> Copy Security Permissions	Which setup options to copy (or remove) is a selection from the checkboxes shown here – any combination of settings can be copied.  Printer settings include destination, page size and driver name.  ← For Sage 300 2012, 2014 and 2016
<input checked="" type="checkbox"/> Copy UI Profiles	
<input checked="" type="checkbox"/> Copy Customization Directories	
<input checked="" type="checkbox"/> Copy Printer Settings	
<input checked="" type="checkbox"/> Copy Desktop Customizations	
<input checked="" type="checkbox"/> Copy Process Flows ← ← ←	

TaiRox has a more extensive product, SOX User Management, which will perform additional user management functions across multiple Sage 300 companies.

Larger organizations will have processes to on-board a Sage 300 user, on-board a new Sage 300 company and perhaps even to on-board a new printer for use with Sage 300. User Management provides “one button” mechanisms to complete those operations in seconds, avoiding tedious and error-prone data entry or import/export mechanisms that may take hours to perform and correct. The remove functions support analogous off-boarding processes.

A concise report showing users and permissions is typically requested during a compliance audit and is generally useful when managing more than a few user roles. User Management creates such reports and will save the report as an Excel spreadsheet. The report is formatted to print on 2 or 3 pages for a typical large Sage 300 customer.

User Management can only be run by the Sage 300 ADMIN user.

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## Overview – The Permissions Report Tab

Sage 300 will produce Security Groups and User Authorization reports that are may total 50 to 100 pages in length and use IDS rather than descriptions for the permissions. These are “Crystal Reports” that connect to a database. User Management assembles information from a system database, a company database, from proprietary files and from language resource files.

Not all of this information is accessible from a Crystal report. The goal is to concisely show the permissions for a given company, for a range of users. The information is shown in a Sage 300 style grid and can be saved in an Excel spreadsheet.

In a compliance audit situation, the report may have to be forwarded or physically printed and signed. The spreadsheet is designed to print the maximum amount of information per page.

## Overview – The User Management Tab

The User Management tab provides a rich set of functions, which are described in more detail on the following pages. A complete understanding of what is going on “under the covers” should be clear to an experienced implementer who has had to perform processes manually. Some general facts are set out in this section.

When copying setup from a source user to a target user and that target user does not exist, User Management will launch the Sage 300 window that creates users before continuing its operation.

A log is displayed as the operation proceeds. This log is also placed in a log file, recording the changes.

## Important Note

The “Copy Printer Settings” function more exactly copies “Properties”, the default properties being printer settings. The properties actually in use by an installation are controlled by settings in an INI file. A description of the INI properties and their effects are beyond the scope of this document.

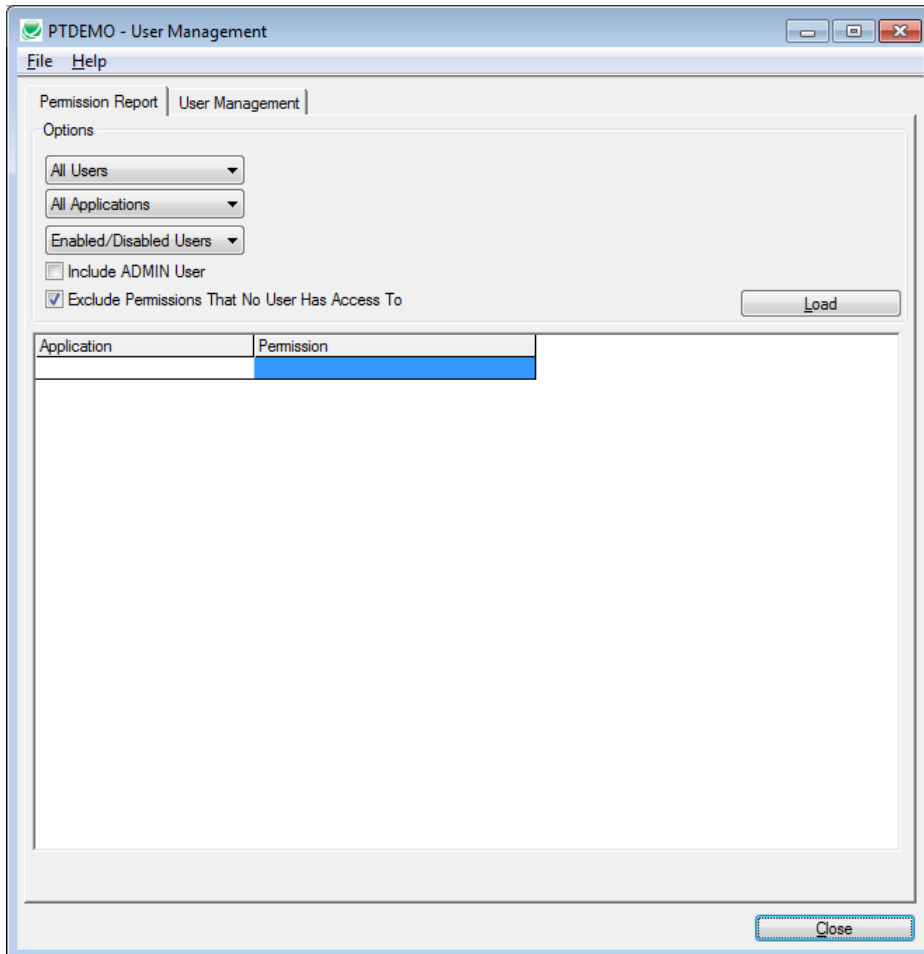
## Running User Management

Once the TaiRox Productivity Tools are installed and activated, the User Management icon will be shown from the TaiRox Productivity Tools menu on the Sage 300 desktop (and can be copied to other menu locations).

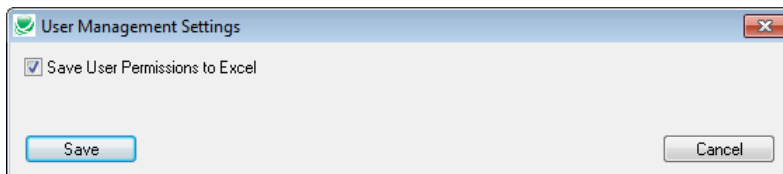
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## Running User Management – Permissions Report Tab

When User Management starts, a window will be displayed so that user and application criteria can be selected using the same style as in the core modules. The Load button is then pressed.



The File menu allows you to control grid options and to save the grid into an Excel spreadsheet.



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## Running User Management – Permissions Report Tab (continued)

When the Load button is pressed items matching the criteria and options will be displayed. Once saved in a spreadsheet the information has a similar layout and is formatted automatically with gridlines and vertically-oriented labels. Disabled Users' rights are displayed in red.

The screenshot shows the PTDEMO - User Management application window. The 'Permissions Report' tab is active, and the 'User Management' sub-tab is selected. The 'Options' section includes dropdown menus for 'All Users', 'All Applications', and 'Enabled/Disabled Users'. There are checkboxes for 'Include ADMIN User' (unchecked) and 'Exclude Permissions That No User Has Access To' (checked). A 'Load' button is present. Below the options is a table with columns for Application, Permission, ANNE, FRANK, LAZER, STEVE, and SUSAN. The application 'Accounts Payable 6.2A' is selected, and its permissions are listed. The 'SUSAN' column shows 'Yes' in red text for all permissions, indicating that SUSAN is a disabled user. At the bottom of the window are 'Save' and 'Close' buttons.

Application	Permission	ANNE	FRANK	LAZER	STEVE	SUSAN
Accounts Payable 6.2A	Setup Maintenance	Yes			Yes	Yes
	Control Payments	Yes			Yes	Yes
	Vendor Maintenance	Yes			Yes	Yes
	Invoice Batch Inquiry	Yes			Yes	Yes
	Invoice Batch Entry	Yes			Yes	Yes
	Invoice Batch Posting	Yes			Yes	Yes
	Payment Batch Inquiry	Yes			Yes	Yes
	Payment Batch Entry	Yes			Yes	Yes
	Payment Batch Posting	Yes			Yes	Yes
	Adjustment Batch Inquiry	Yes			Yes	Yes
	Adjustment Batch Entry	Yes			Yes	Yes
	Adjustment Batch Posting	Yes			Yes	Yes
	Vendor Analysis	Yes			Yes	Yes
	Clear History/Records/Stats.	Yes			Yes	Yes
	Period End Maintenance	Yes			Yes	Yes
	Year End Maintenance	Yes			Yes	Yes
	Import Processing	Yes			Yes	Yes
	Export Processing	Yes			Yes	Yes
	Transaction History Inquiry	Yes			Yes	Yes
	Common Inquiry	Yes			Yes	Yes

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## Running User Management – Permissions Report Tab (continued)

When saved as an Excel Spreadsheet the report can be formatted as desired:

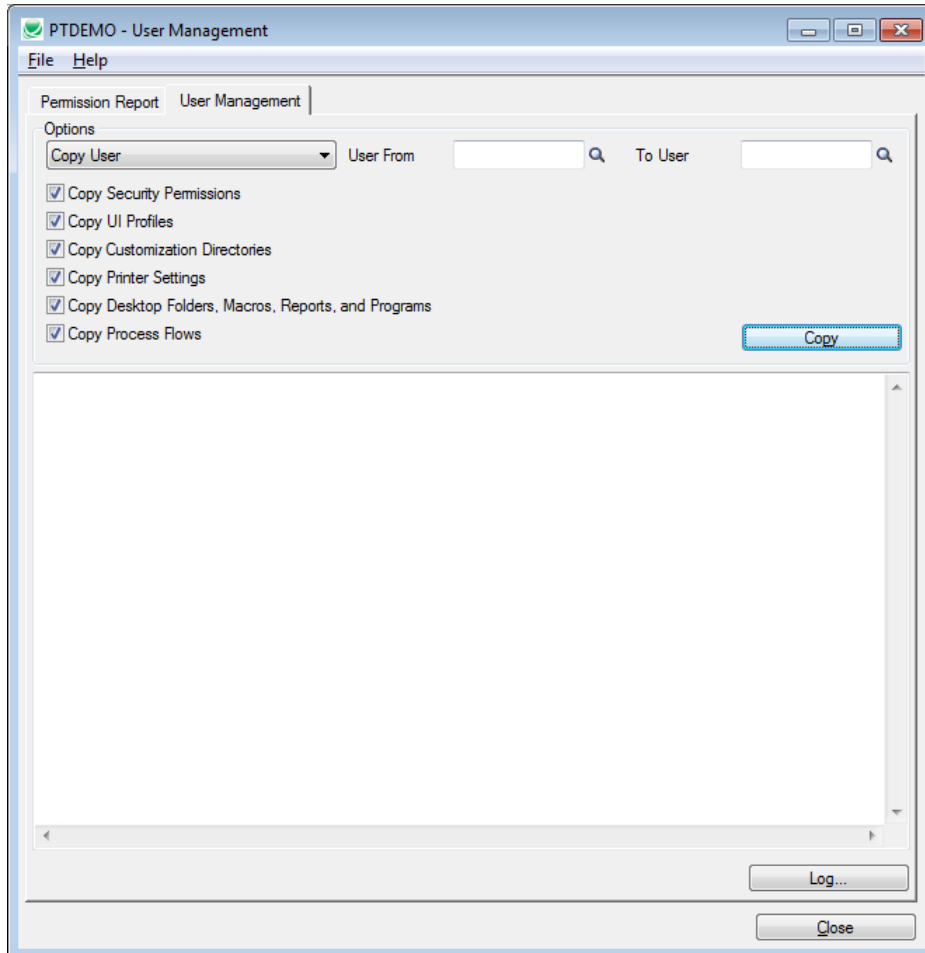
The screenshot shows an Excel spreadsheet titled 'user-management.xls [Compatibility Mode] - Microsoft Excel'. The active sheet is 'Permissions'. The report is titled 'PTDEMO - Productivity Tools Demo' and 'User Management Permission Report'. It lists various options and permissions for 'Accounts Payable 6.2A' across five users: ANNE, FRANK, LAZER, STEVE, and SUSAN. Permissions are indicated by black dots (allowed) and red dots (denied).

Application	Permission	Users				
		ANNE	FRANK	LAZER	STEVE	SUSAN
Accounts Payable 6.2A	Setup Maintenance	●			●	●
	Control Payments	●			●	●
	Vendor Maintenance	●			●	●
	Invoice Batch Inquiry	●			●	●
	Invoice Batch Entry	●			●	●
	Invoice Batch Posting	●			●	●
	Payment Batch Inquiry	●			●	●
	Payment Batch Entry	●			●	●
	Payment Batch Posting	●			●	●
	Adjustment Batch Inquiry	●			●	●
	Adjustment Batch Entry	●			●	●
	Adjustment Batch Posting	●			●	●
	Vendor Analysis	●			●	●

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## Running User Management – User Management Tab

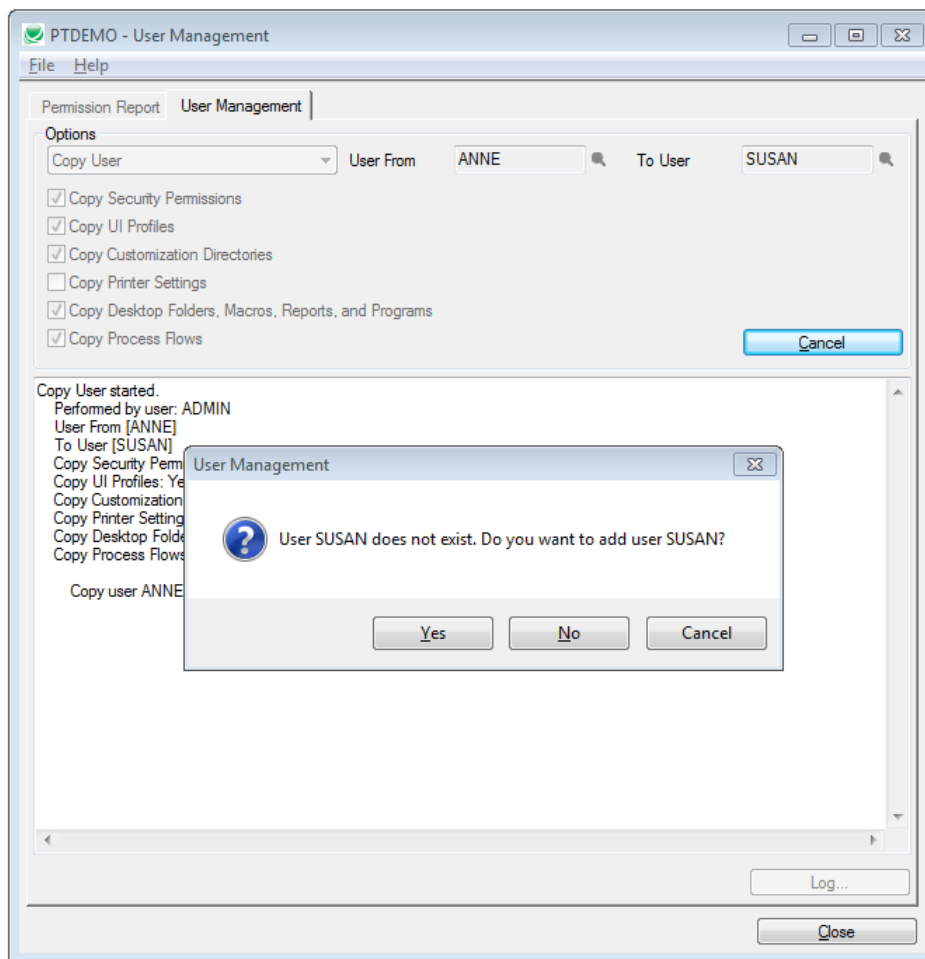
The User Management tab initially looks like this – with the operation (“Option”) set to copy one user’s setup to another user. This screen changes dynamically depending on the Option chosen and a button is pressed to proceed (for this function the button is labeled “Copy”). A complete set of screen variations is set out in Appendix A.



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## Running User Management – User Management Tab (continued)

If the “From User” does not exist, a dialog will appear asking if that user is to be created:



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## Running User Management – User Management Tab (continued)

The Sage 300 dialog will be invoked, so that the user can be created:

The screenshot shows a Windows-style dialog box titled "PTDEMO - Users". It contains the following fields and options:

- User ID:** A text box containing "SUSAN".
- User Name:** A text box containing "Susan First".
- Account Type:** A dropdown menu set to "User".
- Language:** A dropdown menu set to "English".
- Authentication Method:** A dropdown menu set to "Sage 300 ERP".
- Job Role:** A dropdown menu set to "Select your job role".
- Windows Domain:** A text box with a "Browse" button next to it.
- Windows User Name:** A text box.
- Password:** A text box with masked characters "\*\*\*\*".
- Verify:** A text box with masked characters "\*\*\*\*".
- Options:** A list of checkboxes:
  - User must change password at next logon
  - Password never expires
  - User cannot change password
  - Account is disabled
  - Account is locked out
  - Account is restricted
- Valid Times:** A section with two time pickers set to "00:00:00" and "and" between them, followed by "on". Below are checkboxes for days of the week:
  - Sunday
  - Monday
  - Tuesday
  - Wednesday
  - Thursday
  - Friday
  - Saturday
- Contact Information:** A section with three text boxes:
  - Phone:** ( ) -
  - E-mail 1:**
  - E-mail 2:**
- User receives e-mail from Sage with information relevant to job role

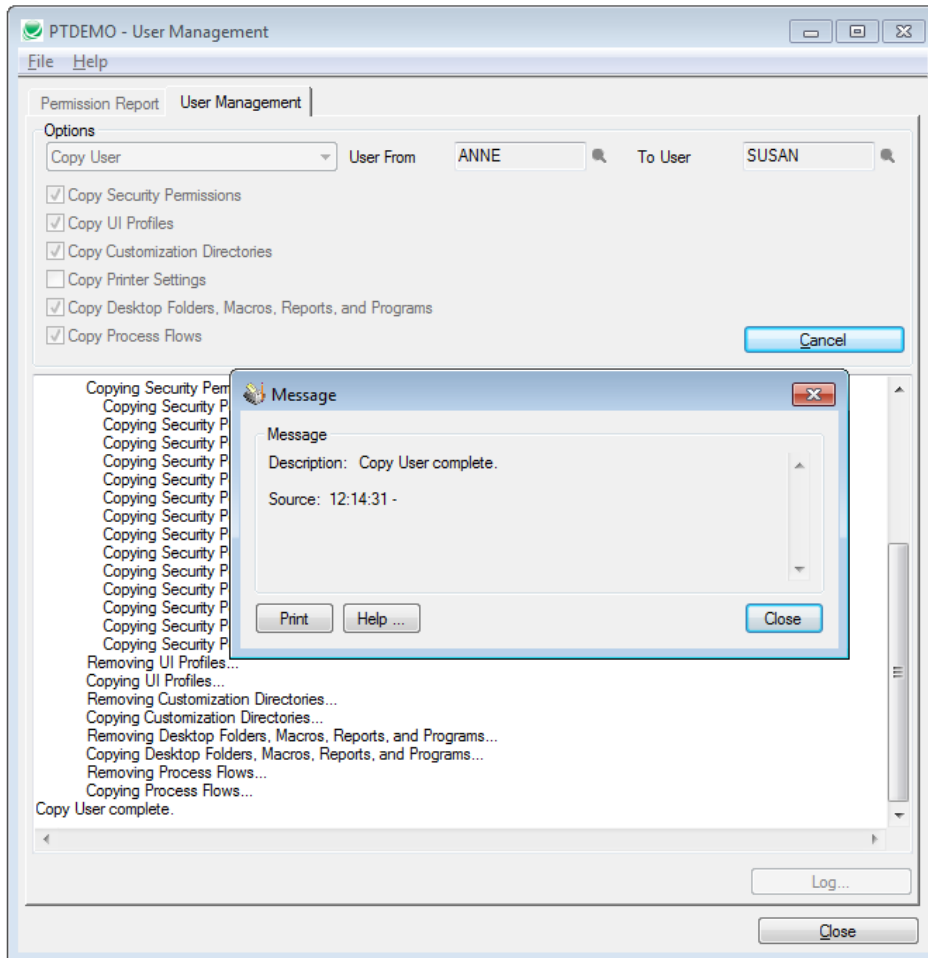
At the bottom of the dialog are three buttons: "Add", "Delete", and "Close".



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## Running User Management – User Management Tab (continued)

As the operation proceeds a log will be displayed. This log is also stored in a file, which can be launched by clicking on the Log button:



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## Appendix A – User Management Tab Variations

Removing some or all of user A's setup from a company

The screenshot shows a dialog box titled "Options" with a dropdown menu set to "Remove User". To the right of the dropdown is a "User" field containing the text "ANNE" and a search icon. Below the dropdown are six checkboxes, all of which are checked: "Remove Security Permissions", "Remove UI Profiles", "Remove Customization Directories", "Remove Printer Settings", "Remove Desktop Folders, Macros, Reports, and Programs", and "Remove Process Flows". A "Remove" button is located at the bottom right of the dialog box.

Removing some or all of all users' setup from a given company

The screenshot shows a dialog box titled "Options" with a dropdown menu set to "Remove All Users". Below the dropdown are six checkboxes, all of which are checked: "Remove Security Permissions", "Remove UI Profiles", "Remove Customization Directories", "Remove Printer Settings", "Remove Desktop Folders, Macros, Reports, and Programs", and "Remove Process Flows". A "Remove" button is located at the bottom right of the dialog box.