

**Warning:** The user maintenance feature will **not** work in the demo version!!

### **1. Introduction**

This document describes how the user maintenance works in sprinter 2000. User maintenance is primarily used to add, delete or edit users in the Sprinter 2000 environment. This feature is found under System menu.

### **2. Login screen**

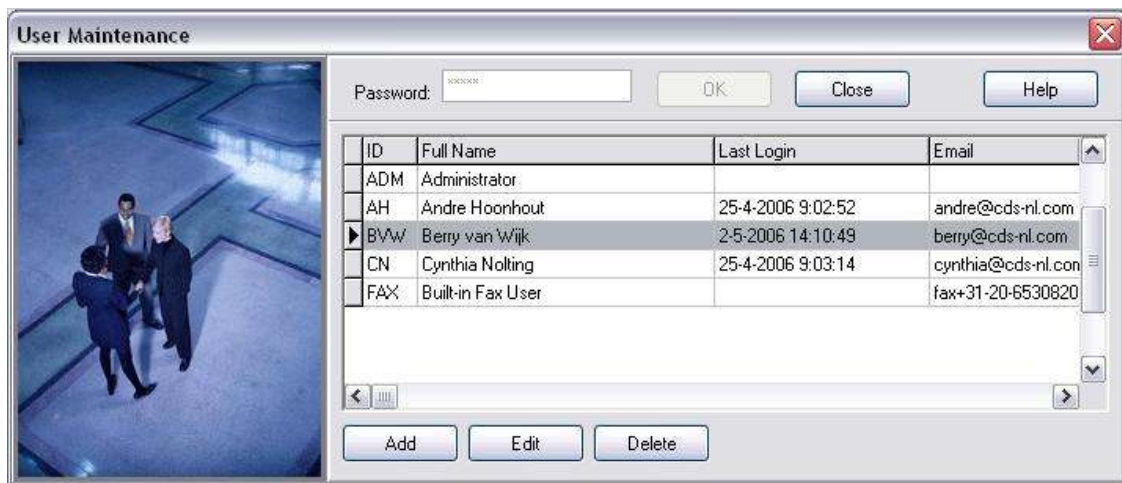
To access the User Maintenance module you first have to enter your own password. This is the password which you use to logon to Sprinter 2000.



When you are the supervisor you will be able to create, edit or delete users. When you are not a supervisor you can only change your name, password, email address and department.

### 3. Overview users (Administrator mode)

If you have entered your password, you'll see a brief overview of the user's accounts made by a supervisor or administrator.



ID is a 3 letter (mostly initials of the user) Identification for easy use and recognition.

Full name shows the names of the users or names like Administrator.

Last login shows when a certain user has last been logged in to Sprinter 2000

Email shows the e-mail addresses from the users

#### 4. Edit User ( Administrator mode )

Double-click on a username. A new window will pop up with all the editable settings.

The screenshot shows a 'User' dialog box with the following fields and options:

- User ID: TES
- Password: [Empty]
- Confirm password: [Empty]
- Name: Jan Janssen
- Legal name: J. Janssen
- Phone: 0165-567890
- Fax: [Empty]
- Email: j.janssen@test-cds.nl
- Department: FIN
- Shipment Type: Europe
- Security Privileges:
  - Supervisor
  - Operational
  - Subadministration
  - Purchase Control & Credit Control
  - Files
  - System Maintenance
  - Fax
  - Management Information with GPM
  - Management Information without GPM
  - Add customer, agents, carries
  - Rates (Edit)
  - Rates (View Only)
  - Warehouse
  - Credit Control
  - View Outstanding Invoices on Addresses
  - File Info (F9) View Only
  - File Info (F9) Edit
- Calendar Background Color: [Button]
- Calendar Text Color: [Button]
- Preview: This is a Calendar Example.
- Buttons: Save, Cancel, Help

This screen gives you all the settings you can configure for this user.

User ID: Once the User ID is set you will not be able to change this again.

Password & Confirm password: If a user has lost his / her password you can enter a new password in this field. You have to type the password twice for verification! If left blank it will not change the password!

Name: Full name of the user

Legal name: This field can be used to fill out the name of the authorized person who signs all the documents in case this user is not allowed to do this.

Phone: Your own direct phone number. Leave blank if you do not have your own phone number and use the company phone number.

Fax: Your own direct fax number. Leave blank if you do not have your own fax number and use the company fax number.

Email: Your email address. (if left blank it will use the default e-mail address described in System > Company Information).

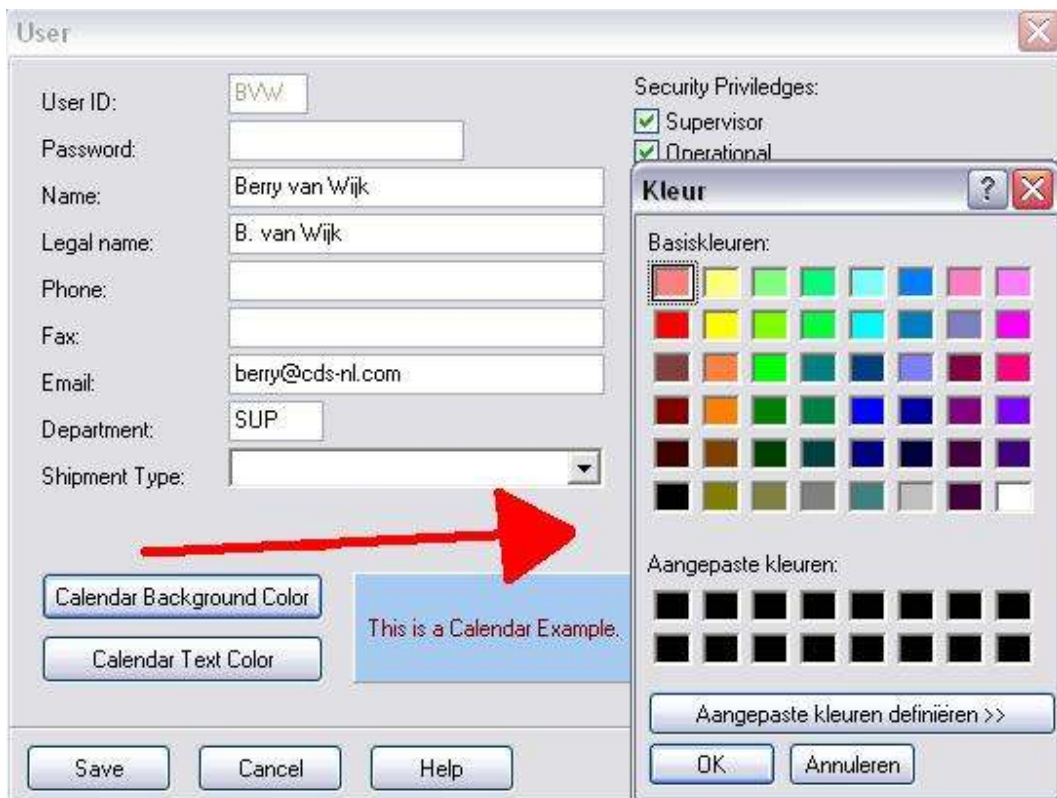
Department: The code to identify your department. Department code is stored with every shipment you create, so you will be able to enter shipments by several departments or offices. If you have only one office or department the code is not necessary, but it is wise to fill in something, like AMS, RTM or HFD, HO.

Shipment Type: Select your default shipment type. The shipments you create will have this shipment type by default, but can always be changed.

Fax Result by Email: Tick this option if you want to be informed by email to confirm your fax was successfully transmitted or not.  
(This option is only applicable when you have a license for the Fax Sprinter module)

Security Privileges: Here you can enable some options of the system for this user. This is only available for Supervisors.

Calendar Background Color: Select the background color of your choice to use for all your appointments you create in the Calendar.



Calendar Text Color: Select the text color here that you want to use for all your appointments you create in the Calendar.

#### **4. Edit user ( normal mode )**

If you're logged in to Sprinter 2000 as a normal user, and you want to edit your settings like your name, or telephone number because you switched workplaces you can do this the following way:

Go to: System > User Maintenance > Then you'll see the following popup window:



Enter the same password that you use for logging in to sprinter 2000.

The following screen appears and gives you the options to change any of the fields with personal information. You can also change your password. Simply enter a new password.

**Warning:** you won't get a confirmation when you enter a new password. You have to be certain that you did not mistype the new password!  
- In case this happens, the only way to retrieve a new password is via the administrator! -

*Explanation of all fields that can be changed:*

User ID: Once the User ID is set you will not be able to change this again.

Password & Confirm password: If a user has lost his / her password you must contact the administrator! This field can only be used to change your password. You have to type the password twice for verification! If left blank it will not change the password!

Name: In this field should be the full name of the user

Legal name: This field can be used to fill out the name of the authorized person who signs all the documents in case this user is not allowed to do this.

Phone: Your own direct phone number. Leave blank if you do not have your own phone number and use the company phone number.

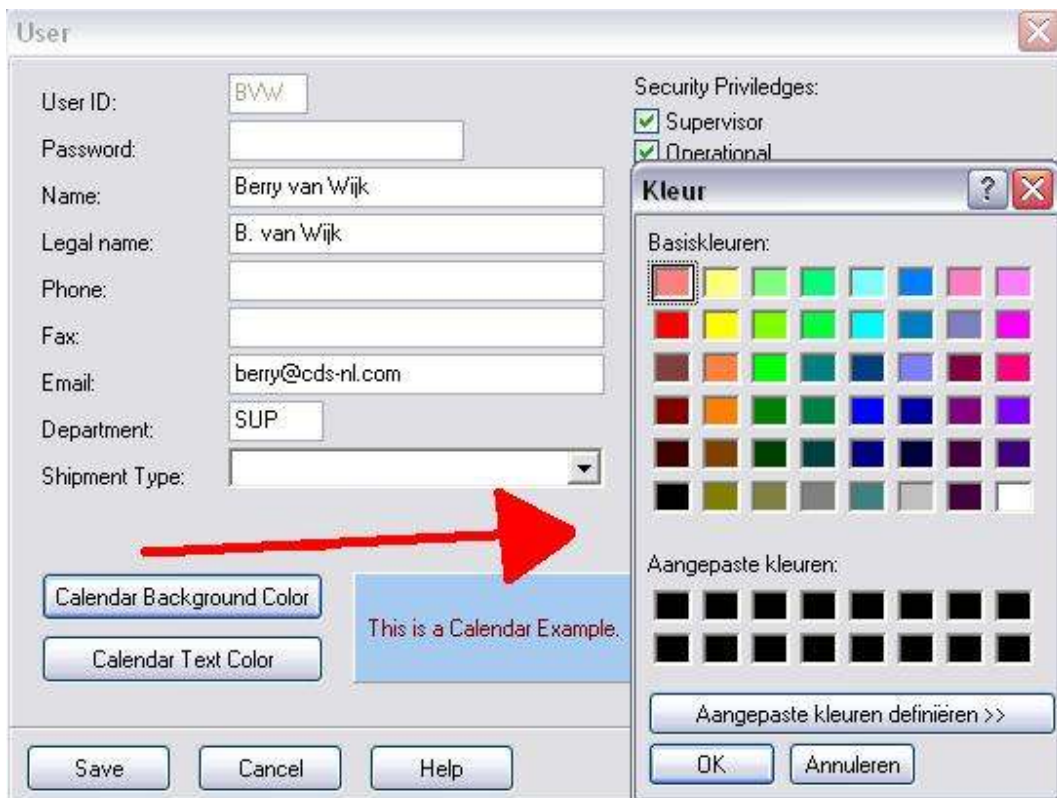
Fax: Your own direct fax number. Leave blank if you do not have your own fax number and use the company fax number.

Email: Your email address

Department: The code to identify your department. Department code is stored with every shipment you create, so you will be able to enter shipments by several departments or offices. If you have only one office or department the code is not necessary, but it is wise to fill in something, like AMS, RTM or HFD, HO.

Shipment Type: Select your default shipment type. The shipments you create will have this shipment type by default, but can always be changed.

Calendar Background Color: Select the background color of your choice to use for all your appointments you create in the Calendar.



Calendar Text Color: Select the text color here that you want to use for all your appointments you create in the Calendar.