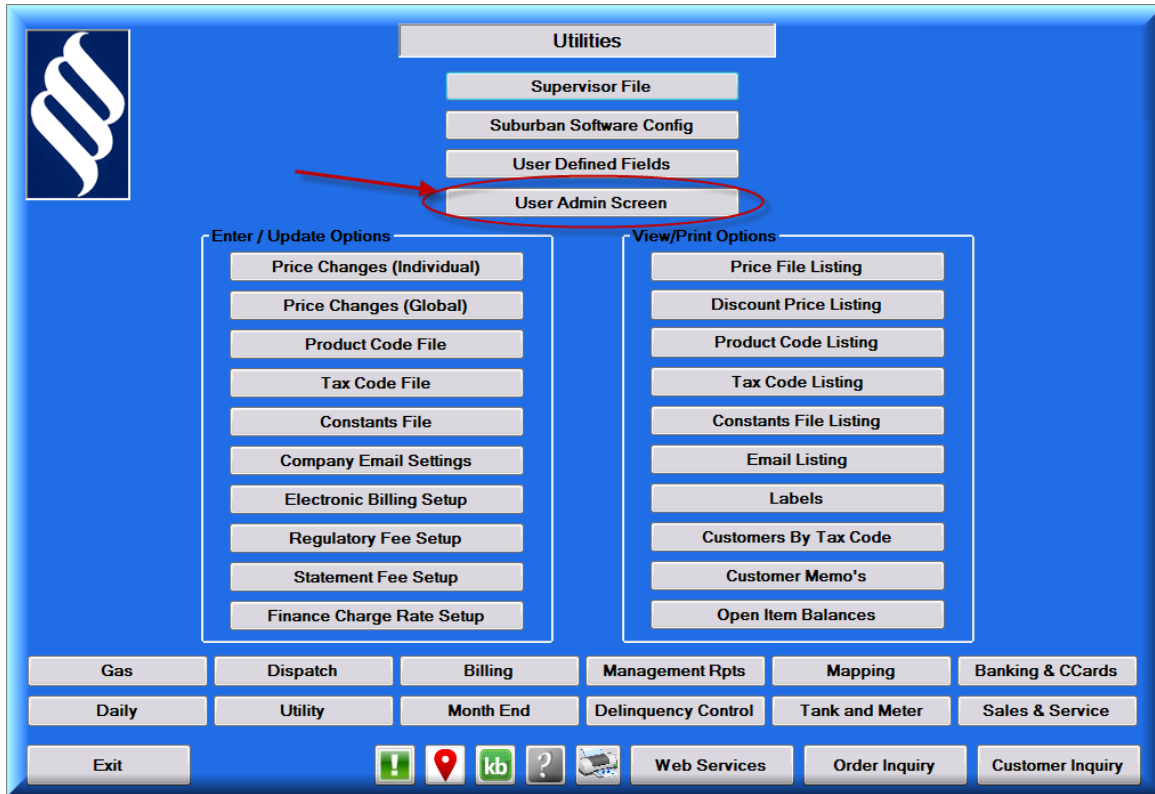


User Admin Screen:



Allows the System Admin to set up user rights within Suburban.

Note: Please be aware the security setup is immediate and Suburban Software does **NOT** keep up with any user names or passwords. We can you through setup, but is managed and maintained by your company.

Legend

0 = **No Access** (User cannot access anything in the given module.)
 1 = **View Only** (User can only View the information on the specified screen or module.)
 3 = **View / Update Only** (User can only View and Update the information on the specified screen or module.)
 5 = **View / Update / Create Only** (User can only View, Update, and Create the information on the specified screen or module.)
 7 = **View / Update / Create / Delete Only** (User can only View, Update, Create and Delete the information on the specified screen or module.)
 9 = **Module Admin** (User and view, update, create, and delete and administer the settings and configs of the information of the specified screen or module. **** To access the various utility menus, the users will need to be a Module Admin. ****)

Please do not use spaces in the username or password.

	Active	System Admin	User Name	Password	AR	AP	GL	PPS	PAY	INV	SAS	VM	CC	MAP	ETM	INQ
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ALVIN	*****	9	9	9	9	9	9	9	9	9	9	9	9
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	THEODORE	*****	1	1	0	1	0	1	1	1	1	1	1	1
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SIMON	*****	7	7	0	7	0	7	7	7	7	7	7	7
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVE	*****	0	0	0	0	0	0	0	0	0	0	0	1
**	<input type="checkbox"/>	<input type="checkbox"/>														

Please note: * At least one person needs to be an active System Admin.
 * The user name and password are required.
 * A blank access level is assumed to be zero.
 * Spaces are not allowed in the user name or password.

Notes:

- At least one person needs to be an active System Admin.
- The user name and password are required.
- A blank access level is assumed to be zero.
- Spaces are not allowed in the user name or password.
- A “System Admin” has access to all modules by default regardless of the levels set for each module.

Example Setups

Legend	
0 = No Access	(User cannot access anything in the given module.)
1 = View Only	(User can only View the information on the specified screen or module.)
3 = View / Update Only	(User can only View and Update the information on the specified screen or module.)
5 = View / Update / Create Only	(User can only View, Update, and Create the information on the specified screen or module.)
7 = View / Update / Create / Delete Only	(User can only View, Update, Create and Delete the information on the specified screen or module.)
9 = Module Admin	(User and view, update, create, and delete and administer the settings and configs of the information of the specified screen or module. **** To access the various utility menus, the users will need to be a Module Admin. ****)

Inquiry Only-No Updates Allowed

The typical driver inquiry only setup would be similar to the user below. This would prevent the user from seeing any other menus, only allowing them to view customer inquiry but not perform updates.

Active	System Admin	User Name	Password	AR	AP	GL	PPS	PAY	INV	SAS	VM	CC	MAP	ETM	INQ
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVE	*****	0	0	0	0	0	0	0	0	0	0	0	1

Inquiry Only - Updates Allowed:

Active	System Admin	User Name	Password	AR	AP	GL	PPS	PAY	INV	SAS	VM	CC	MAP	ETM	INQ
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BILLIE	*****	0	0	0	0	0	0	0	0	0	0	0	7

Inactive Users:

User will not be allowed to log into systems if he/she has been deactivated. This is done by unchecking the "ACTIVE" box.

Active	System Admin	User Name	Password	AR	AP	GL	PPS	PAY	INV	SAS	VM	CC	MAP	ETM	INQ
<input type="checkbox"/>	<input type="checkbox"/>	ANDREA	*****	7	0	0	7	0	7	7	7	0	7	7	7

Typical User:

This is the most common setup. The user will be able to access all menus except for PAYROLL and Utility and will be able to perform updates as necessary.

Active	System Admin	User Name	Password	AR	AP	GL	PPS	PAY	INV	SAS	VM	CC	MAP	ETM	INQ
<input checked="" type="checkbox"/>	<input type="checkbox"/>	JOHNNY	*****	7	7	0	7	0	7	7	7	7	7	7	7

Setting Up Admin Screen

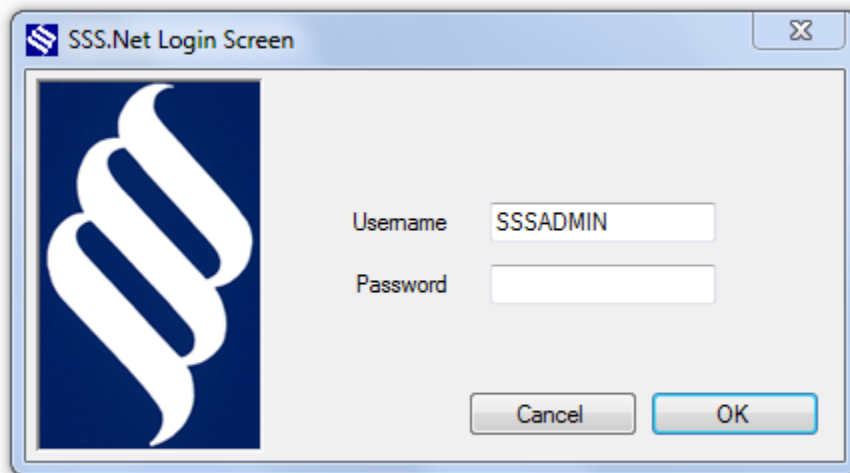
Our software DOES have the capability of being password protected for each sign in, but must be setup by someone in your entity who will be assigned the responsibility of assigning and safekeeping the password for Suburban. We do not have access to passwords once they are setup.

You have the ability to assign which users can make changes and limit each users' ability to perform certain functions in the software.

Note one the first password is setup the security immediately goes into place.

You will need to assign one or more administrators to the password settings.

Once it is set up, then the only way one can sign on as you would be with your password.



Note: Username is SSSADMIN with no password.

You can only use it once. Make sure you set up the admin user names and passwords first.