

Chapter 3

Setting Up Multiple Users

Objectives:

By the end of this chapter, you will know how to:

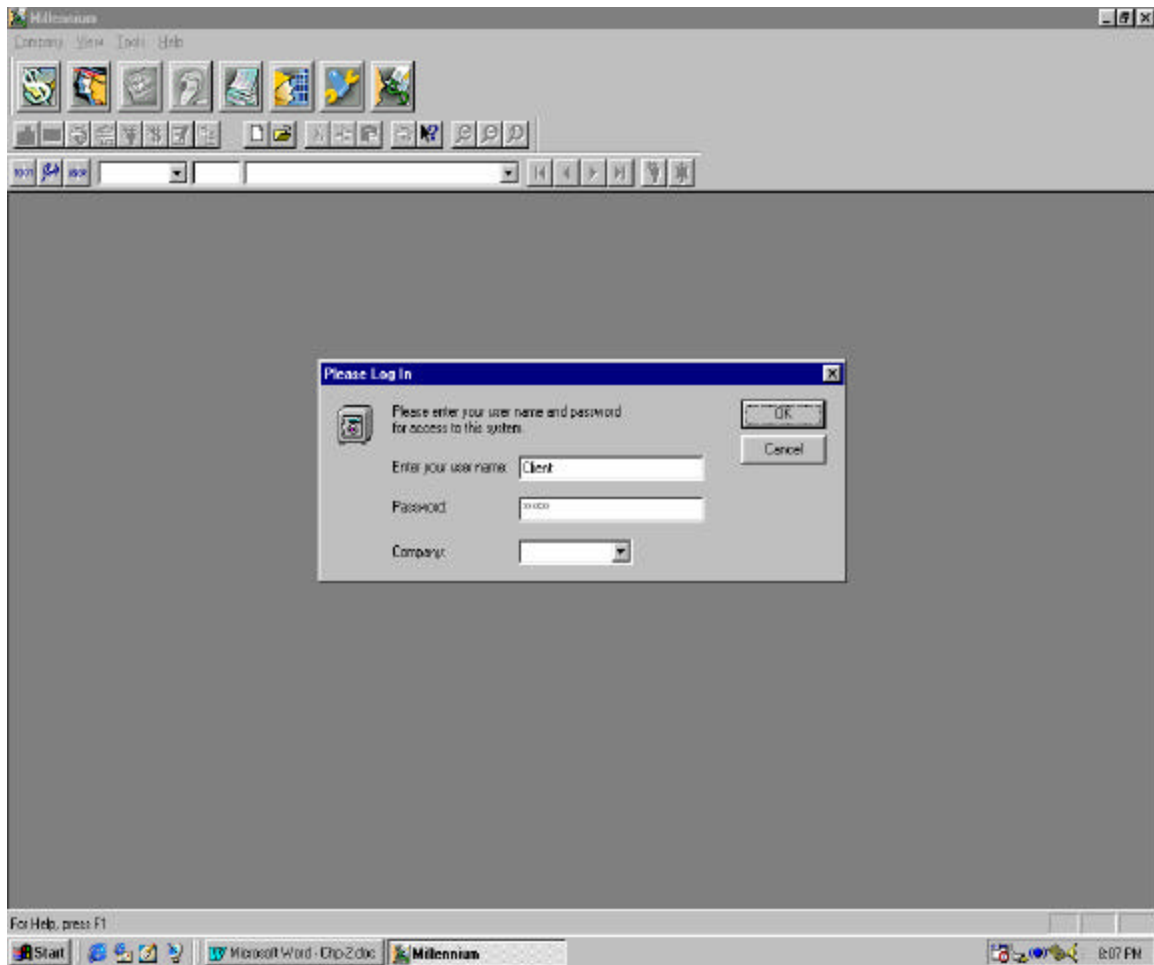
- Log on as an Administrator
- Create user IDs and passwords
- Establish user rights and privileges
- Log on as a User

Logging On as an Administrator

Once the system has been installed on your computer, you will receive an *administrative* user ID and password. This ID holds the highest level of security to which your company will have access. As Administrator, you are able to access all of the companies that are installed to your Millennium system.

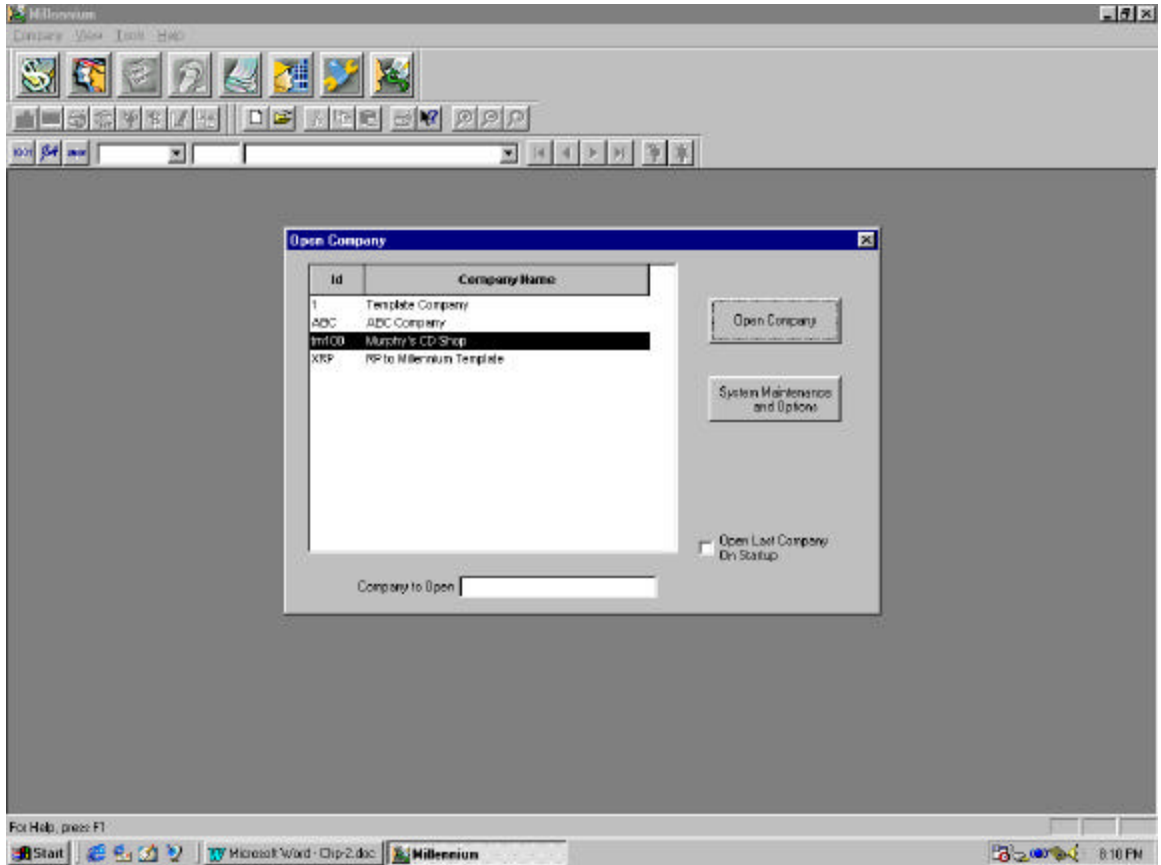
To log on as an Administrator:

1. Double-click the Millennium icon.
2. Enter the user ID and password given to you by Precise Pay.
3. Click OK.



DO NOT CHOOSE A COMPANY BY CLICKING ON THE DROP-DOWN MENU. If you do, you will receive a message that you have entered an invalid password.

4. Highlight the company you want to access.
5. Click the **Open Company** button.



Double-clicking on the heading “ID” will sort the companies in order of their company IDs. Double-clicking on the heading “Company Name” will sort them in name order. You can also type the company ID in the “Company to Open” box at the bottom of the screen, then click on the Open Company button.

Creating User IDs

Now that you have received your Administrator ID, you can create other users. Before beginning this process, you must be logged in as the Administrator and have opened the company for which you are creating a user.

To create a User ID:

1. Click the **Company Setup** button.
2. Click the **Users** tab.
3. Click the **Add New User** button.
4. Input the **new user name** (usually the employee's first name).
5. Input the employee's **full name** where requested.
6. Under Module Rights, click **Same as Current User**.
7. Click **OK**.

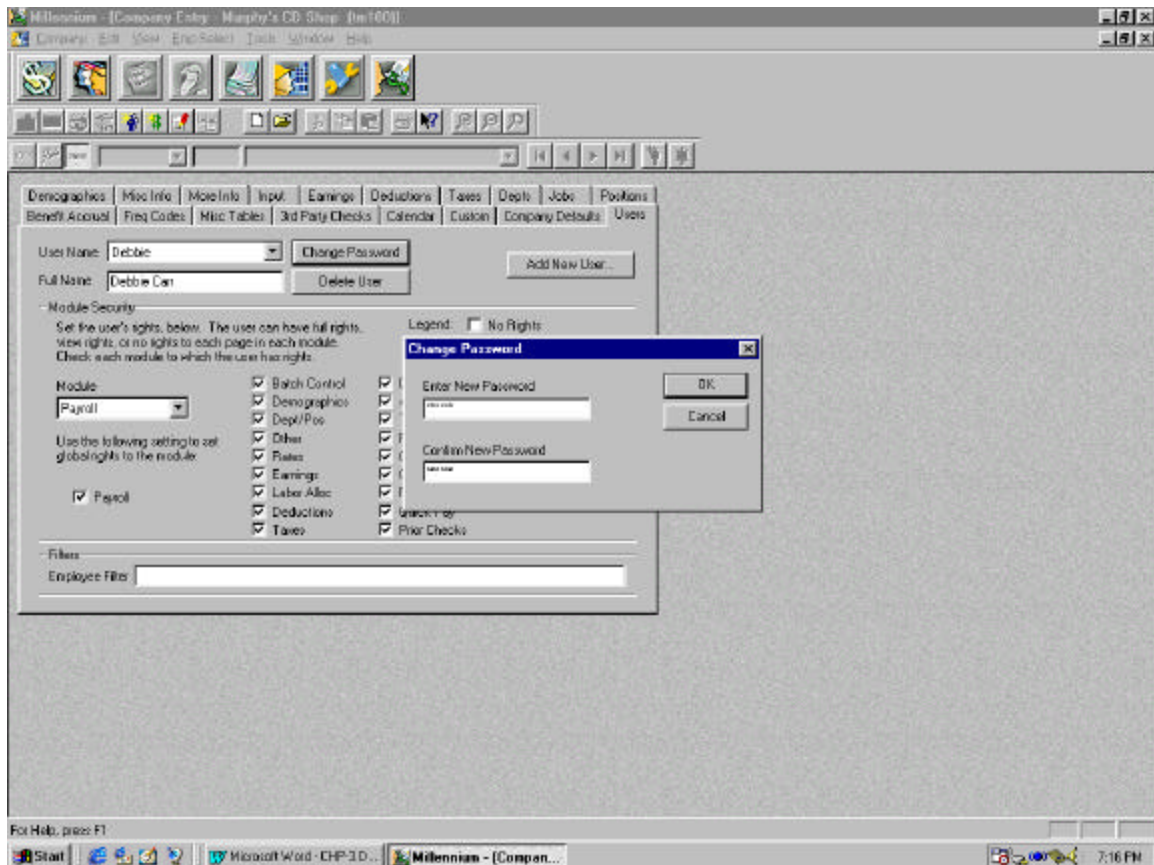
Creating and Changing Passwords

When creating passwords, choose an alpha-numeric password that will be secure yet easy for the employee to remember.

To create or change a User's password:

1. Click the **Change Password** button.
2. Enter the **new password**.
3. **Re-enter** the new password for confirmation. If you do not enter the same password twice, you will receive an error message instructing you to do so.
4. Click **OK**.
5. You **MUST** click on an **active/white box** to set the password.

The system does NOT automatically set up a password. Therefore, if you do not create a password immediately upon creating a user name, the employee will be denied access.



Establishing User Rights and Privileges

By clicking “Same as Current User”, you gave the new user all the rights and privileges of the Administrator. Now you need to change the settings to provide the new user with only the necessary access.

To set up User rights:

1. Click the **Module drop-down menu** to list the screens of a particular module (i.e., the Rates screen of the Payroll module).
2. **Assign the screens** to which you want the new user to have access by clicking the box next to each screen’s name. The legend explains the marks used for different levels of rights:



No Rights: If the box is blank, the employee may not view or change the information or module, and will not see that tab at all when using the system.

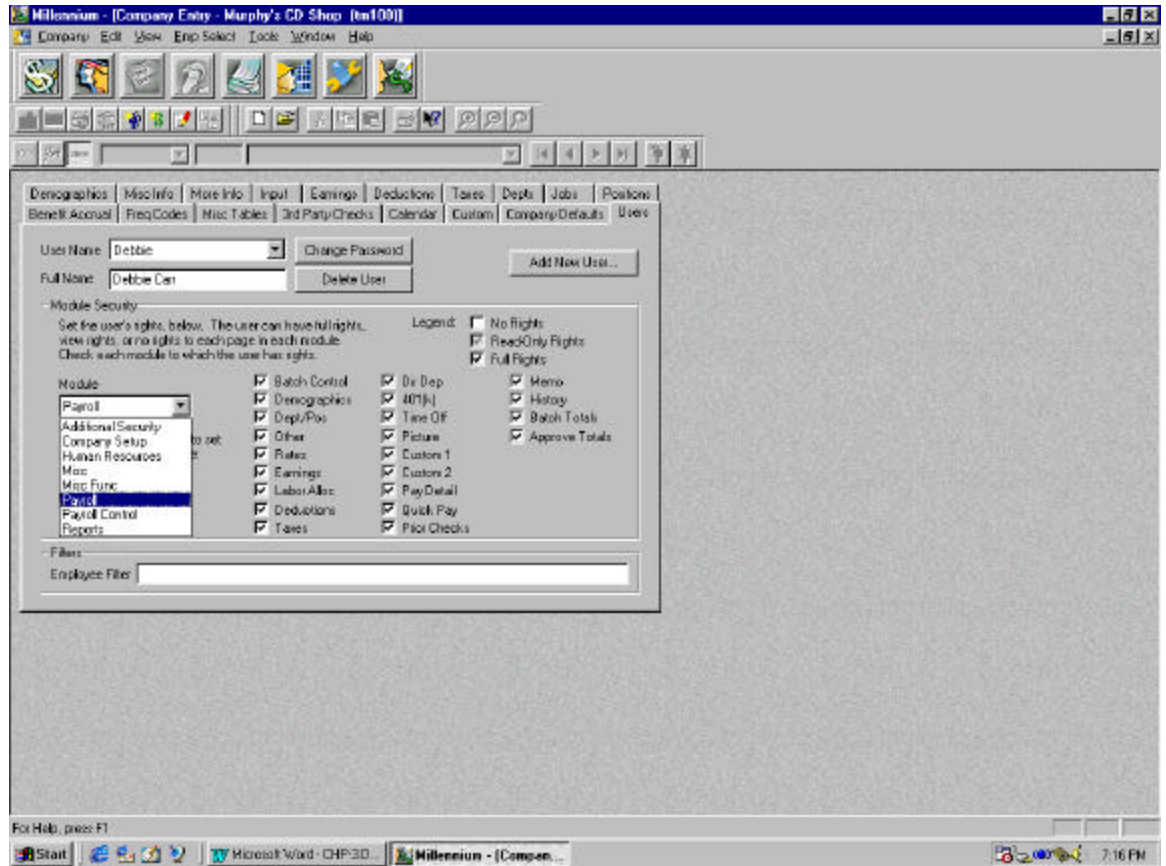


Read-Only Rights: If the box has a light check, the employee may view the information or module but may not make changes.



Full Rights: If the box has a black check, the employee may view and change the information or module.

3. Go through the list of screens for the first module and set the rights for the new user.
4. Save your changes by clicking an active/white box.
5. Repeat the process for each module.

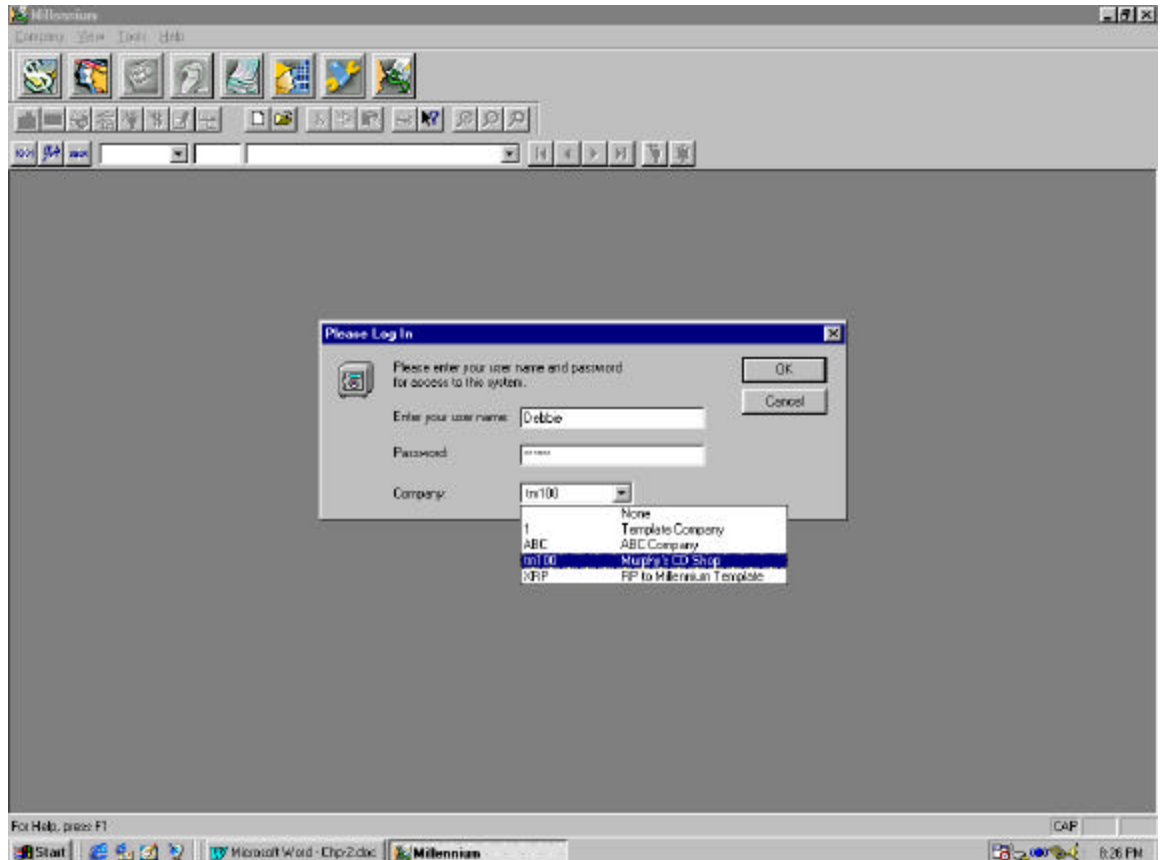


Logging On as a User

After you have set up users as explained earlier in this chapter, logging onto the system is a bit different.

To log on as a User:

1. Double-click the Millennium icon.
2. Enter your user ID and password.
3. Click the drop-down menu to select the company you want to open.
4. Click OK.



If you select a company to which you don't have access, you will receive a message that you have entered an invalid password.

