Signon-IDs

Signon-IDs Overview

The Signon ID Records (contained in the BOOMS SYSCAT file, "BSYSCAT.DBF") are used by BOOMS to:

- Validate User access to the system

- Validate User access to the various functions (e.g. Accounting, Reporting)

Each User is required to SIGNON (See "BOOMS Signon"). It is highly recommended that each user be assigned his/her own Signon ID. This helps to insure system access accountability and can help to limit access to confidential data.

Contents of a Signon-ID Records

Following are the contents of a Signon ID Record:

- **Signon ID** is the 1 to 8-character SIGNON ID.

- **User Name** is the 20-character name of this User.

- **User Department** is the 20-character Department to which this user belongs.

- **Report Writer Menu Name** allows a specific Report Writer Menu to be associated with a signon-ID. By default, menu "BMENU" (.LMU) is used (if it exists). Individual Report Writer menus can be assigned, for example, to Accounting, Order Entry, Brokerage, Management, etc.

- **Temporary Password** is the 1 to 8-character Temporary Password for the above SIGNON ID. The first time the user signs on to the system, he/she will be required to make a Password change. Note: BOOMS Passwords are encrypted. They are not displayed anywhere in the system.

- **Minimum Password Length** is a number from 1 to 8 indicating the minimum allowable length of the password for this user. When the user changes his/her password, the number of characters in the new password must be greater than or equal to this number.

- **Password Change Interval (MAXIMUM)** is a number from 1 to 255 indicating the maximum number of days that the password can be used without requiring change.

> ☞ **The number "30" has special meaning. It indicates that the password must be changed on the first day of each month ("monthly synchronized password").**
>
> **The number "256" (and above) has special meaning. It indicates that the password will never expire.**

- **Password Change Interval (MINIMUM)** is a number from 1 to 999 indicating the minimum number of days that the password can be used before it is allowed to be changed. Setting a "high" value for this field (e.g. 999) will, in effect, cause the password to be controlled "manually". That is, it can only be changed from this screen, not from the Signon Screen. If this value is set "high" (999), than the MAXIMUM Interval should also be set "high" (256).

- **Default Color Scheme** is a default BOOMS Color Scheme as follows (A default color scheme will take effect AFTER you signon):

0	the classic BOOMS colors (basically green-on-black)
1	Yellow-on-Blue (pleasant on the eyes)
2	Red-on-White (can be displayed in a window only; NOT full-screen)
2X	Red-on-Gray (can be displayed full screen)
OFF	White-on-Black (color off)
ON	Display color attributes on a Monochrome screen (possibly for remote access)

    The first four values above can also be obtained at any time by pressing **Alt-7**.

- **Default Printer Number** is 1, 2, 3 or 4 (LPT1, LPT2, LPT3, LPT4).

- **Custom Printer Characteristics (PRINTCs)** are used to override (or add to) the 10 entries from the Global Record. Custom Printer Characteristics will take effect AFTER you signon. You will see them when you cycle PRINTCs (**Ctrl-F11**).

- **Authorization Level 1** is a 1-digit number from 1 to 9 indicating the authorization level for this user. See "Required Authorization Levels by Function" for more information. Set to "9" if using the "Access Authorization Table" (See below).

- **Authorization Level 2** is a 1-digit number from 1 to 9 indicating the authorization level for this user. See "Required Authorization Levels by Function" for more information. Set to "9" if using the access authorization Table

(See below).

- *Authorized SalesID List* is a list of up to 10 2-digit SalesIDs. If specified, this SignonID will only be allowed to Add and Display Orders for the indicated SalesIDs.

☞ **This List also affects Orders Reporting. However, you can include a SalesID of "00" in the List to allow unrestricted Orders Reporting. Access to Order Entry will still be restricted based on the other SalesIDs in the List.**

- *Use Access Authorization Table?* is either "Y" or "N" and indicates whether or not the "Enhanced Security/Integrity Feature" of BOOMS is to be enabled for this user. By default ("N"), BOOMS will not use this feature. Instead, access control to the various screens in the system will be controlled by "Authorization Levels".

- *Last Signon Date* is the date that this user last Signed on to the System. (DISPLAY-ONLY field).

- *Last Password Change Date* is the date that this user last changed his/her Password. (DISPLAY-ONLY field).

- *Unauthorized Function* is the name of the last unauthorized function that this user attempted. (DISPLAY-ONLY field).

The following fields are accessed from the "SIGNON-ID ACCESS AUTHORIZATIONS" screen. All are "Y" (Yes) or "N" (No) values. "Y" indicates that the user is authorized for the Function, "N" indicates that he/she is not authorized for the function:

☞ **All users can display Promotional and List records.**

— Main Menu —	— Accounting Menu —	— Additional Menu —
Order Display	Post Orders to A/R-A/P	Canned "SI" Maintenance
Order Update/Add/Print	Post Cash to A/R-A/P	Exchange Balance Display/Print
Order POST Shipping	A/R-A/P Display	Exchange Balance Maintenance
Order Reporting	A/R-A/P Reporting	Discounting Display
Order Notes Update	A/R-A/P Update	Discounting Maintenance
Invoice Display	Journals Display	Branch Office Processing
Invoice Post/Print	Journals Update/Add	Files Utility
Promotion Update	Journals Check Writer	
Promotion Add/Delete	Journals Report	— Parameters Menu —
Promotion Reports	G/L Display	Catalog Entry
List Update	G/L Report	Global Definition
List Add/ Delete	G/L Period-End Checklist	Printer Definition
List Report	Global Parameters	Signon Definition
DataCard Display	Journal Definitions	
DataCard Update	Chart of Accounts	— Report Writer —
DataCard Add/Delete	Commission Adjustment	General Files
DataCard Reports		Orders File
		A/R-A/P and Journals Files
		General Ledger File

Signon-ID Record Maintenance

Signon ID Record Maintenance is selected by Function, "SIGNON ID", Sub-Function "MAINTENANCE" ("I1") from the System Parameters Menu. Selection of this Option results in:

- The replacing of the System Parameters Menu with the Signon ID Record Maintenance Screen (Figure 26.1)

- The disappearance of the cursor

You must press a Function Key to select an Option. If you press any key other than a Function Key, the PC speaker will BEEP. The valid Functions Keys are:

- **F3** - ADD a new Signon ID Record

- **Shift-F3** - ADD-NOCLEAR a new Signon ID Record

- **F4** - DELETE a Signon ID Record

- **F5** - UPDATE a Signon ID Record

- **Shift-F5** - Display/Update the Signon ID Access Authorization Table

- **F7** - DISPLAY a Signon ID Record

- **Shift-F7** - DISPLAY Next Signon ID Record (same as PgDn)

- **Ctrl-F7** - DISPLAY Prior Signon ID Record (same as PgUp)

Add a Signon-ID Record (F3, Shift-F3)

To Add a Signon ID Record, Select option Add (F3). This results in:

- The clearing of all input fields (Shift-F3 does not clear input fields)

- STATUS message:

Add Request ....

- The positioning of the cursor at the first input field (Signon-ID)

A record will be Added to the File if:

- The "Temp Password", "User Name", and "User Department" fields are not Blank, and

- The key ("Signon-ID") being Added is not identical to a record already on the SYSTEM CATALOG

Successful addition of a Signon Record results in STATUS message:

Added ....

Figure 26.1 is an example of a Signon Record Maintenance Screen after Adding the "BOOM01" ID.
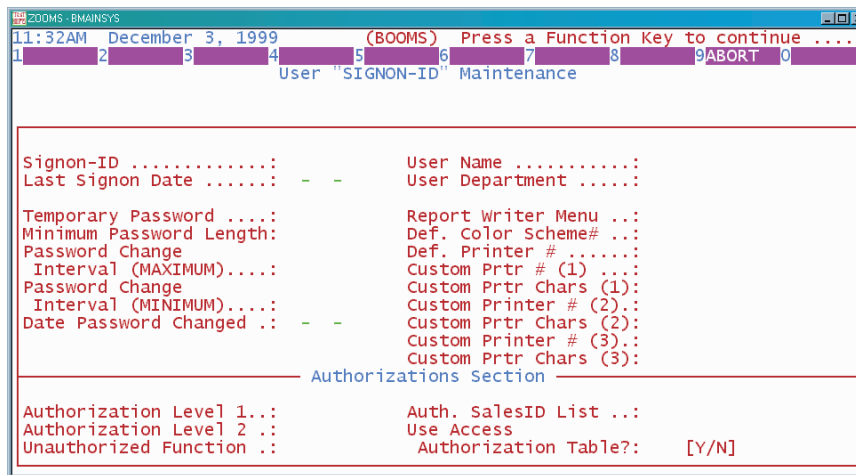

Figure 26.1. Signon-ID Record Maintenance Screen

Display Signon-ID Record (F7, Shift-F7, Ctrl-F7)

Selecting option Display (F7) results in:

- STATUS message:

Display Request ....

- The positioning of the cursor at the first, and only, input field ("Signon ID")

The record will be displayed after you fill in field "Signon ID". If a record can be successfully retrieved, you will receive STATUS message:

DISPLAYED ....

The record is then eligible for Update (F5) or Delete (F4). Once a record has been displayed, following records can be displayed, in sequence, by pressing **Shift-F7** (or **PgDn**). Also, prior records can be displayed, in sequence, by pressing **Ctrl-F7** (or **PgUp**).

Update a Signon-ID Record (F5)

Selecting option Update (F5) when a Signon ID Record is being displayed, results in:

- STATUS message

Update Request ....

- The positioning of the cursor at the first input field ELIGIBLE for UPDATE ("User Name")

Fields are entered just as if they were being Added to the file. You can correct any error by reselecting Option F5. A successful UPDATE results in STATUS message:

UPDATED ....

Delete Signon-id Record (F4)

Selecting option Delete (F4) when a Signon ID record is being displayed, results in the record being removed from the SYSTEM CATALOG, a BEEP of the PC Speaker, and the STATUS message:

Deleted ....

Set No-Password ID (F6)

Selecting option NoPswd (F6) when a Signon ID record is being displayed, results in the record being flagged as not requiring a password at Signon.(status line = NO_PASSWORD) and the STATUS message:

OK (TOGGLE ACCEPTED)

Set Non-Expiring Password (F8)

Selecting option NoExpir (F8) when a Signon ID record is being displayed, results in the record being flagged as having a password that will never expire (status line = NO_EXPIRATION) and the STATUS message:

OK (TOGGLE ACCEPTED)

Display/Update Access Authorization Table (Shift-F5)

Selecting option Update2 (Shift-F5) when a Signon ID Record is being displayed, results in:

- Replacing of the "Signon-ID Maintenance" screen with the "Signon-ID Access Authorizations" screen (See Figure 26.2)
- STATUS message:

Press a Function Key to Continue ....

You must press a Function Key to select an Option. If you press any key other than a Function Key, the PC speaker will BEEP.

The valid Functions Keys are:

- **F4** - CLEAR access authorizations (i.e. set them to "blank" or "N")
- **F5** - UPDATE a Signon ID Access Authorizations Record
- **F6** - SetY all access authorizations (i.e. set them to "Y")

```
ZOOMS - BMAINSYS                                                    _ □ ×
9:43AM   July 16, 1999                 UPDATE Request .....................
1         2         3         4         5         6         7         8         9 ABORT   0

                        SIGNON-ID ACCESS AUTHORIZATIONS

----- MAIN MENU -----         -- ACCOUNTING MENU --        -- ADDITIONAL MENU --
Order Display ........:█      Post Orders A/R-A/P .:        "Canned SI" Maint ...:
Order Update/Add/Prt :        Post Cash  A/R-A/P ..:        Exch.Bal Display/Prt :
Order POST Shipping .:         Batch "PIF" A/R-A/P..:        Exch.Bal Maintenance :
Order Reporting .....:         A/R-A/P Display .....:        Discounting Display .:
Order Notes Update...:         A/R-A/P Update ......:        Discounting Maint ...:
Invoice Display .....:         A/R-A/P Reporting ...:        B.O. Processing .....:
Invoice Post/Print ..:         Journals Display ....:        Files Utility .......:
Promotion Update ....:         Journals Update/Add .:
Promotion Add/Delete :         Journals Checkwriter :        --- REPORT WRITER ---
Promotion Reports ...:         Journals Report .....:        General Files .......:
List Update ........:          G/L Display .........:        Orders File .........:
List Add/Delete .....:         G/L Report ..........:        A/R-A/P Journals File:
List Report ........:          G/L Period-End Check :        General Ledger File .:
DataCard Display ....:         Global Parameters ...:
DataCard Update .....:         Journal Definitions .:        -- PARAMETERS MENU --
DataCard Add/Delete .:         Chart of Accounts ...:        Catalog Entry .......:
DataCard Reports ....:         Commission Adjustment:        Global Definition ...:
                                                             Printer Definition ..:
DOS Commands ........:                                       Signon-ID Definition :
```
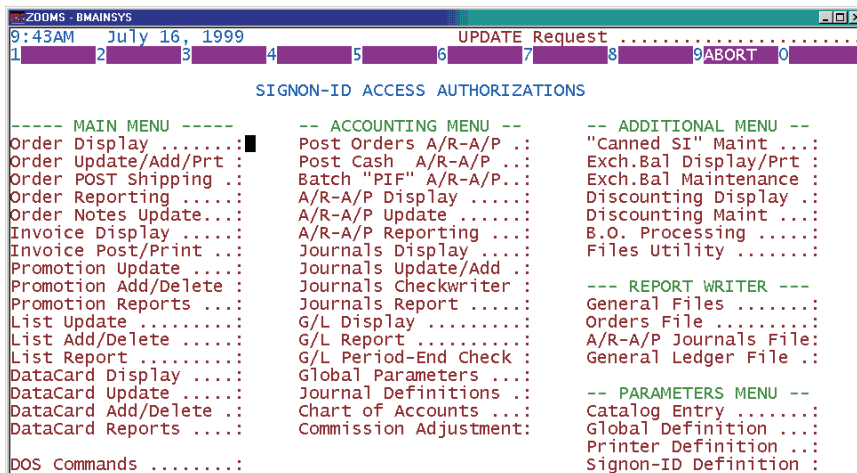
Figure 26.2. Signon-ID Access Authorization Screen

Clear Access Authorization Table (F4)

Selecting option Clear (F4) when a Signon ID Access Authorization record is being displayed, results in all authorizations being set to "blank" ("N"). This is the default after a new Signon ID is added to the system. It allows the ID to begin with a "clean slate". You can enter Update Mode to specify "Y" for only those functions for which authorization is allowed.

Update Access Authorization Table (F5)

Selecting option Update (F5) when a Signon ID Access Authorization Record is being displayed, results in:

- STATUS message

  Update Request ....

- The positioning of the cursor at the first input field ELIGIBLE for UPDATE ("Order Display")

Fill in "Y" or "N" (or "blank") for the fields as desired to enable or disable user access to the various functions.

Set Access Authorization Table (F6)

Selecting option SetY (F6) when a Signon ID Access Authorization record is being displayed, results in all access authorizations being set to "Y". It allows the ID to begin with a "full-access slate". You can enter Update Mode to specify "N" (or "blank") for those functions for which authorization is disallowed.

> ☞ **Specifying "Y" to "Signon-ID definition" gives the user the ability to have total system access since that user would be able to manipulate existing ID's or add new ones.**

Signon-ID Records Printout (I2)

A listing (Printout) of all Signon ID Records can be obtained by selecting Function "SIGNON-ID", Sub-function "REPORT" ("I2") from the System Parameters Menu. Selecting this option results in a printout of the Signon ID Records (Figure 26.3 is

sample printout).

```
January 20, 1990                              SIGNON-ID Listing

                                                                          Use      Last      PSWD
                                 Min PSWD   PSWD-Change-Intvl  Auth Auth  Access   Signon    Change
Signon-ID  User Name    DEPT NAME    Length  MAXIMUM   MINIMUM  Lvl1 Lvl2  Table?   Date      Date

ACCT01     Sam U. Ella      Accounting        28                  9    9     YES    12-19-88  12-06-88
BOOMSLCC   BOOMS Ship ID    BOOMS Mast.Id     28                  9    9     YES    01-29-89  01-08-89
BROK02     Deb Frehoff      Brokerage         28                  9    9     YES    12-20-88  12-05-88
BROK03     Mo Bono          Brokerage         28                  9    9     YES    12-19-88  12-19-88
BROK04     Beck E. Waters   Brokerage         28                  9    9     YES    12-19-88  11-30-88
MANA03     Lynne DelBello   Management        28                  9    9     YES    12-23-88  12-01-88
```

Figure 26-3 Sample Signon-ID File Listing

Signon-ID Records Dump (I3)

A listing (Dump) of each Signon ID Record can be obtained by selecting Function "SIGNON-ID", Sub-function "REPORT (Dump)" ("I3") from the System Parameters Menu. Selecting this option results in a printout of each signon-ID screen (Main screen and Access Authorization Table) in a format similar to that displayed on the screen. There will be 1 page for each signon-ID on the system.

Required Authorization Levels by Function

When using default system Security/Integrity controls, BOOMS uses Authorization Levels to determine access to the various function in the system. The following table summarizes required authorization levels.

MAIN MENU FUNCT.	LVL	ACCOUNTING MENU FUNCT.	LVL	ADDITIONAL MENU FUNCT.	LVL	SYSTEM MENU FUNCT.	LVL
O1	3,0	P1	7,7	S1	5,0	S1	9,9
O2	3,0	P2	7,7	S2	5,0	S2	9,9
O3	3,0	P3	7,7				
P1	3,0	A1	7,7	E1	5,0	G1	9,9
P2	3,0	A2	7,7	E2	3,0		
P3	3,0	A3	7,7				
L1	3,0	J1	7,7	T1	0,0	P1	9,9
L2	3,0	J2	7,7				
		J3	7,7				
D1	3,0	G2	7,7	B1	7,0	I1	9,9
D2	3,0	G3	7,7	B2	7,0	I2	9,9
D3	3,0					I3	9,9
A1	7,3	D1	9,9	D1	7,0		
A2	7,7	D2	9,9	D2	7,0		
A3	7,3	D3	9,9	D3	7,0		
		C1	7,7				
F1	9,9	C2	7,7				