

Total Quality System 9000 Family of Products

Total Quality System 9000 Family of Products Security Settings



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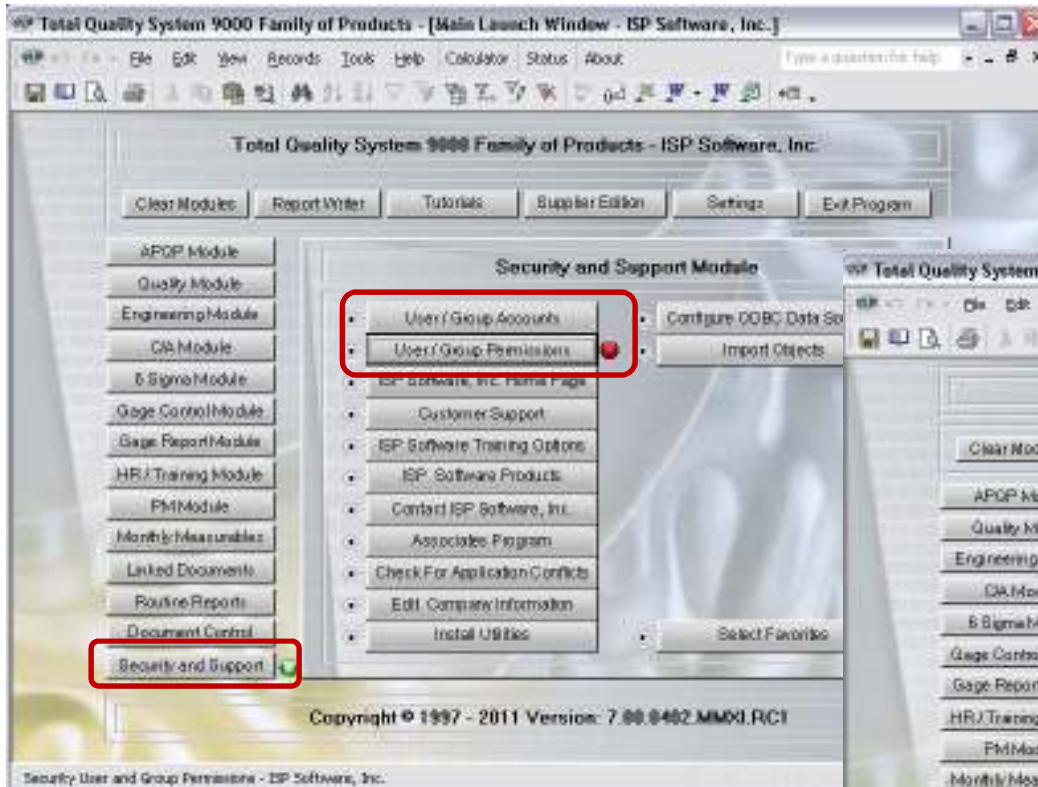
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Your Total Quality System 9000 product is provided with the standard built in security feature used by Microsoft Access. To access the security settings in your product, either click on the “Settings” button to view the options in the program settings module or click on the “Security and Support” module to view the features in that module. Two options in both modules will allow you to access the current security settings. The first is the “User and Group” accounts and the second is the “User and Group Permissions”. You product is shipped with several standard departmental security settings that may be modified to meet your needs. **ISP Software, Inc. strongly suggests that you do not change any of the standard permissions unless you are very familiar with the Microsoft Access security system and have a specific need to do so, or you have been directed to make a change by an ISP Software, Inc. Solution Provider.**

To begin assigning users for your product, click on the “User Accounts” button in either the “Settings” or “Security and Support” modules.



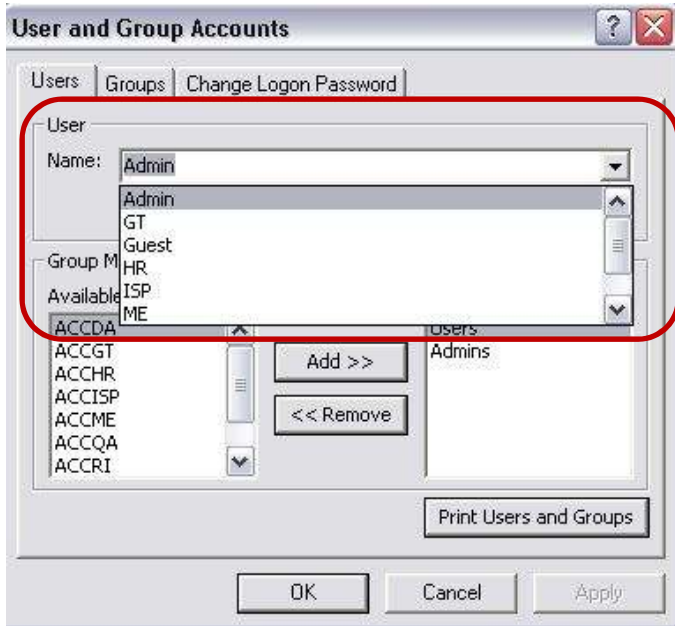


When you open the security feature for the “User and Group Accounts” you will see the available groups that have been provided with your software. A list of user names and description of the group permissions was sent provided with your purchase. From the “Users” tab you may add users then associate the permissions that each user should have from the available group accounts.

Security groups have been assigned specific rights to the objects in your program. This includes: tables, queries, forms, reports, macro's, and modules. Each object in your program allows users to perform a specific task within the software.



Each user may have their own sign in and password. When you create a new user, the user must log in under their new user name before a password may be assigned.



The available users provided with your product are:

Admin	Administrator
GT	Gage Technician
Guest	Guest
HR	Human Resources
ME	Engineering
QA	Quality
RI	Receiving Inspection

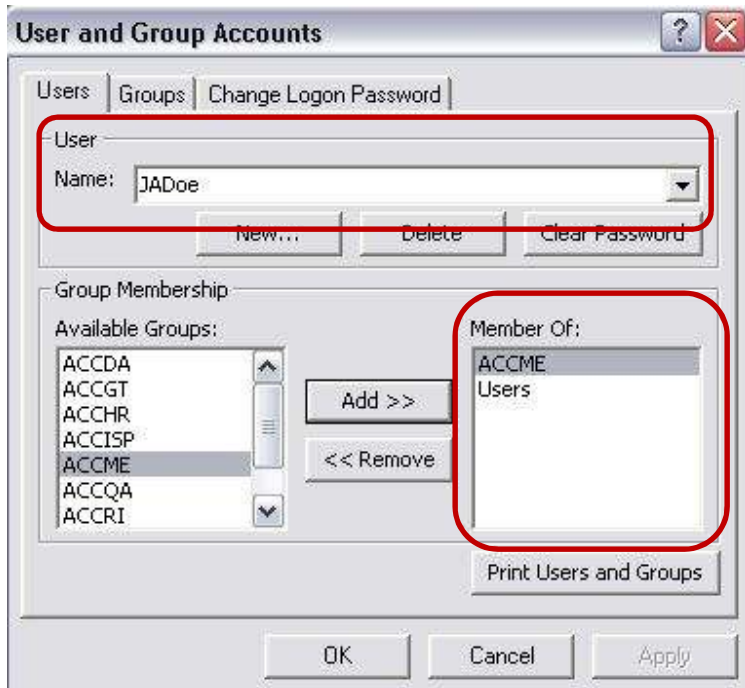
ISP Software, Inc. recommends these groups be maintained if you have purchased a single user license. If multiple users are operating your product, we recommend creating a user name for each user. The passwords for each of the users listed above were provided with your purchase.

To create a new user, click on the "New" button under the user name on the "Users" tab.

When you click on the "New" button the "New User/Group" form will open. Enter the new user name and provide a Personal ID for this user. The personal ID is not a sign in name or password. The personal ID only assigns a unique number to the new user name in the security file. All personal ID's must be unique. You may assign the same user name and password that your associates use to sign into your network.

Remember that after a user is created they will need to log into the software for the first time without a password and then provide the password for subsequent entries into the program.



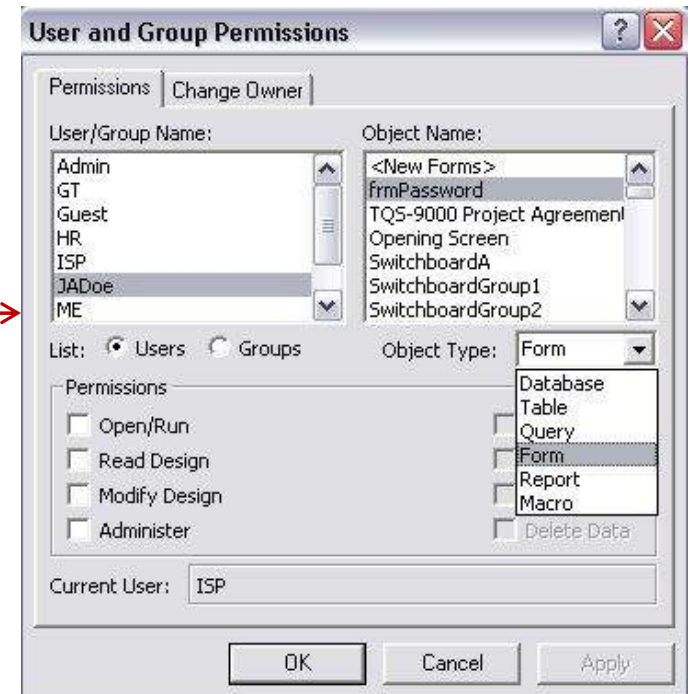


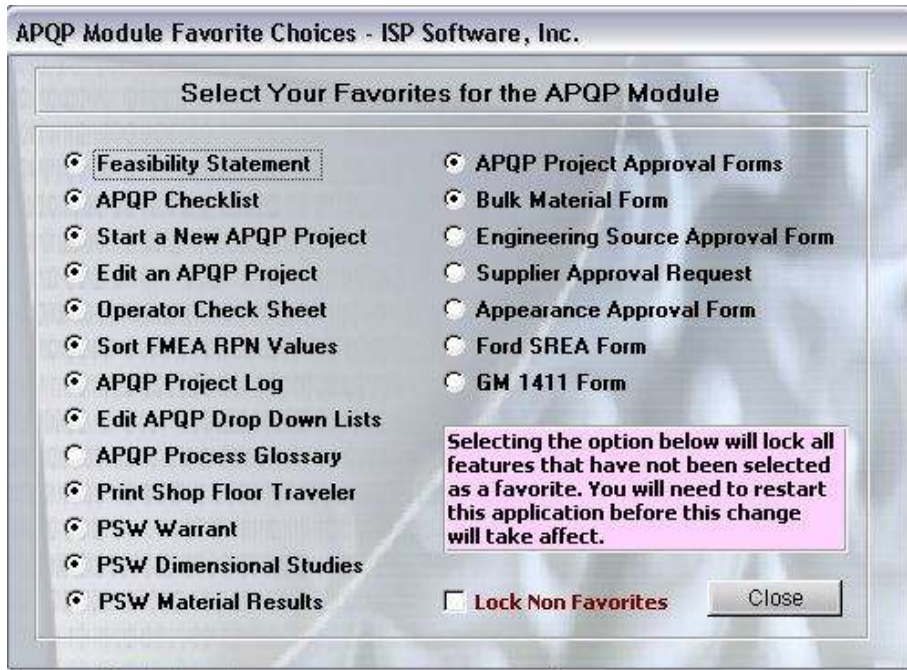
Once you have created a user you may assign the groups that the user has access to: The general group access includes:

- | | |
|--------|--|
| ACCDA | Access to the administrative options in the APQP module |
| ACCGT | Gage Technician for the tasks in the gage module |
| ACCHR | Change rights in the HR and Training module |
| ACCME | Change rights in APQP, Corrective Action, and Engineering Modules |
| ACCQA | Change rights in APQP, Corrective Action, and Quality Modules |
| ACCRI | Change rights for receiving inspection |
| Admins | Full access rights |
| Users | Full access except for Favorites. (This is explained later. All users need access to the users group.) |

You may assign as many of the user groups needed to each user that you have created. In the example to the left, user "JADoe" has been assigned the engineering rights.

From the "User and Group" Permissions you may change the permissions for each object in your program. ISP Software, Inc. strongly recommends that you do not change any of these settings unless you have been provided the information you will need to customize your security to meet your needs by an ISP Software, Inc. Solution Provider as changing these security settings may have adverse affects in your ability to operate your software.





It is important to understand the nature of the favorites options in each module and how they operate with your security system. To simplify the security system each favorites screen for each module has been assigned specific security. To the left is the APQP module favorites form that may be accessed from the APQP module or from the “Settings” module. This form may only be changed by Admin, QA, or ME user groups. By unselecting all favorites and then selecting the “Lock Non Favorites” option, no other users would be able to activate any of the choices in this module.

ISP Software, Inc. recommends that when your program is installed that all favorites modules have all the favorites removed and the “Lock Non Favorites” selected. This will lock all features until your user logs in for the first time where they can then activate any of the features they wish that they have access to.

For example, a user with engineering rights may activate any of these features, however they would not be able to activate any features in the HR, Quality, or other modules that they have not been assigned the group rights to.

Once they have activated their choices their copy of the software will remember them the next time they login to the software. Users may elect to only activate the features they will be using to make the navigation of the program easier and can easily activate other features later if needed.

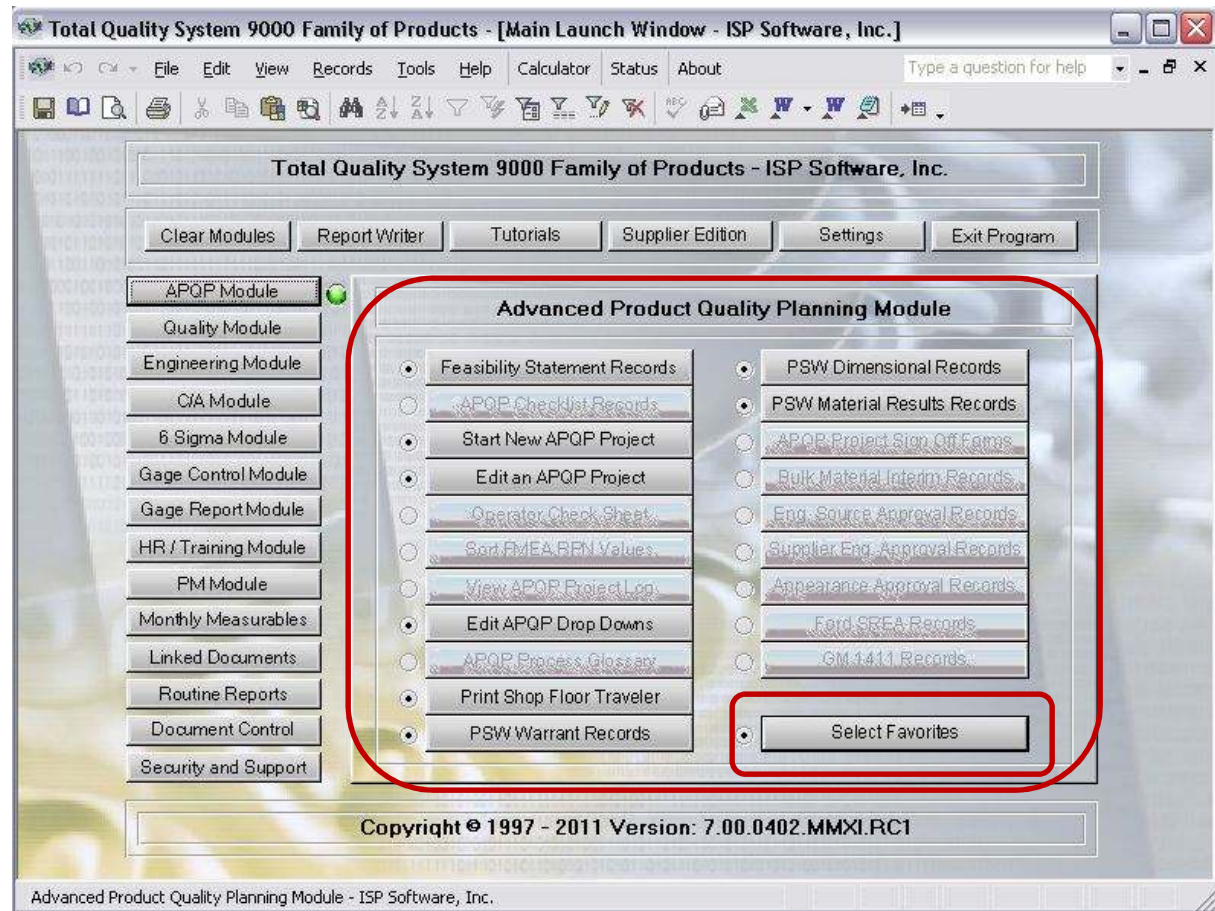
General users or guests will only have the right to view reports if all favorites are disabled.

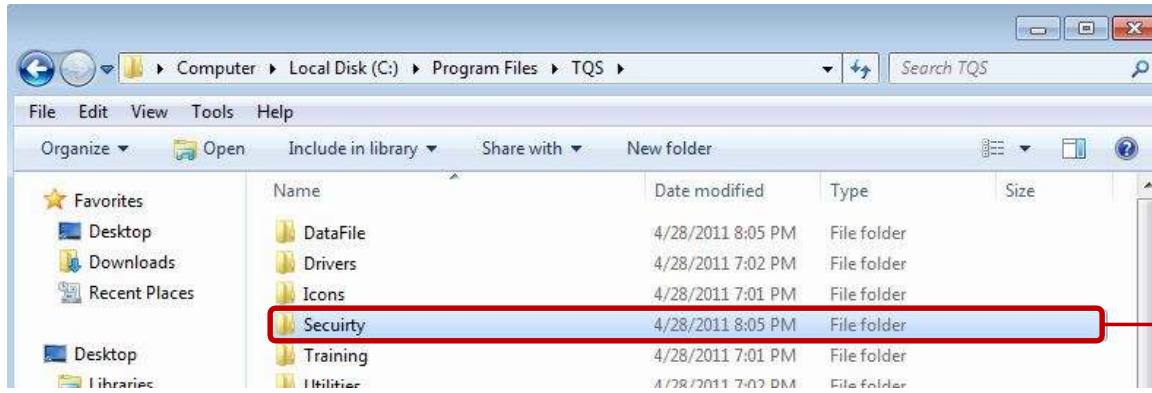
When you choose to lock or unlock the favorites the user will receive a confirmation message.



In the example to the right, you can see that several options have been locked and only the options needed by this user have been enabled. This has been accomplished by selecting the "Select Favorites" option choosing the favorites that this user wishes to use, and then selecting the "Lock Non Favorites" option.

For more information regarding the built in security features of you TQS-9000 product, please contact an ISP Software, Inc. Solution Provider for assistance.

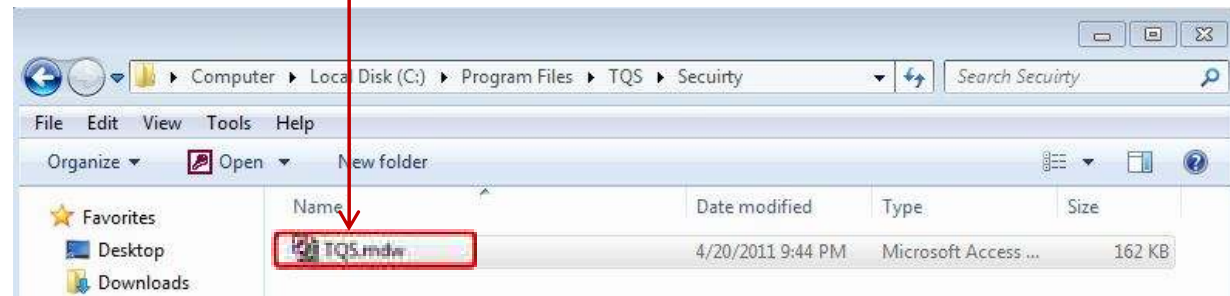




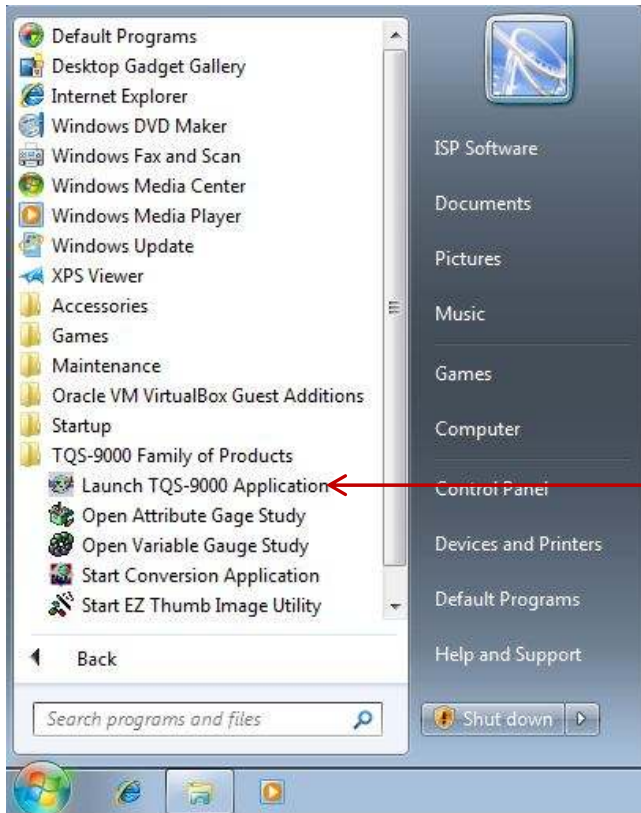
Each TQS-9000 product is shipped with its own security file. If you wish to have all users use the same security file you may also copy this file to your server. The security file is located in the “C:\Program Files\TQS\Security” directory. The same as you did with the data file you may copy this file to the server.

The name of the security file is “TQS.mdw” and is used to provide the access privileges that each user has when they open the program.

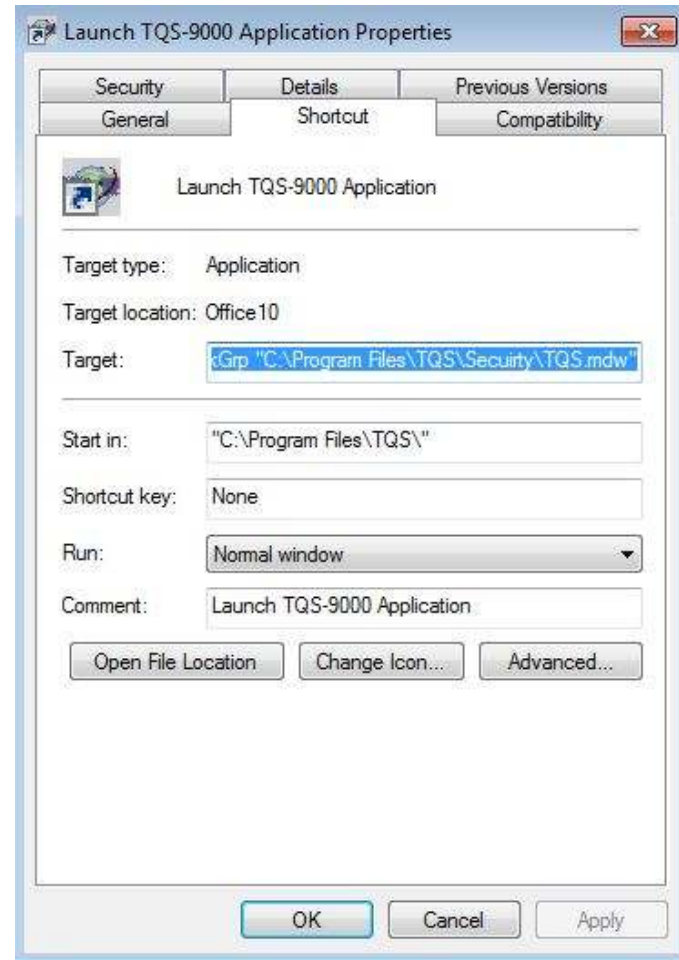
ISP Software, Inc. always recommends making a backup copy of the security before making modifications.



For multiple user setups ISP Software, Inc. recommends placing a copy of the security file on your network and changing the string in your program icon to point to the new location of the security file. By setting up to have all users use the same security file any changes to the default security system only needs to be maintained in this one file.



Once you have copied the security file to the network location, you must then tell the program launch icon where to find the new location of the security file. You may do this by right clicking on the program launch icon. When you right click on the launch icon a properties page will appear.



On the properties page you will need to change the string to match the new location of your security file. Be careful not to delete the entire string and to only edit the portion of the string that should show: "C:\Program Files\TQS\Security\TQS.mdw" You will need to change the string to match the new location of the security file.

For example if it is on your "T" drive in the "TQS" directory, the string should then show "T:\TQS\TQS.mdw"

Once again be careful not to delete any other portion of the string and to maintain the quote marks as needed.

Repeat this operation on all machines that will sharing this security file.

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