User administration incl. assignment of rights

In the following document we describe how to create new users and how to define user rights.

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Create and administrate users

The following menu item is only visible for the user „SUPERVISOR" or for a user with administrator-rights.

Special programs => System administration => Create User

Number	The number of the user (arbitrary) You can get a list of the already existing users with "F3"

User

Name	With this username the user can login later

Password	This is the password for this user. The password has to be entered twice if you enter a new one or change the existing one because of security reasons.

Identification	This is a short name (e.g. initials) of each user. It will be printed for example on your reports.
Language	In which language the application should run for this user.
Windows Login	If the EuroFib username matches with the username of the operating system Windows, you don´t need an extra login for EuroFib. The user will be logged in to EuroFib automatically.

Print

Landscape	Reports are printed in landscape format
Portrait	Reports are printed in portrait format
Print page	The pagenumber (Page X/Y) will be printed
Print date	The date of the printout will be printed
Optical line finder	The background colour will be changed after 3 lines for the next 3 lines (for a better optical view)
Close preview	The preview will be closed automatically after a printout
Graphik level	Selection of the graphik level • Complete graphics • Without colours • Without colours lines • Without colours lines margins • complete
Active	User active/inactive
Change password on next login	The user will be prompted to change his password on the next login

Date format

Input	Input format of the date Standard – Setting of Windows YYYY.MM.DD DD.MM.YYYY
Print	Format of the date for printouts Standard – Setting of Windows YYYY.MM.DD DD.MM.YYYY

Settings

Variable line display	This setting adjust the number of lines (posting lines within posting online, account sheet, open items, etc.) automatically to your screen size/resolution.
Adjust to screen resolution	The size of the masks will be reduced/enlarged (Default size 100%)
Button „Rights"	Here you open the rights administration for this user
Button „Rights - Views"	Here you open the rights administration for the views for each user (additional module) For details please have a look at the description „Views".

Administration of rights for each user

A new created user doesn´t have access to a client because of security reasons. You have to activate this in the administration of rights.

Additional you can restrict/extend the rights of a user with the assignment of groups for each client.

Special programs => System administration => Create User

In the following window you can assign previous defined rights from the categories

- Programs (Care of menu items)
- Field administration (Care of fields)
- Cost units (Care of cost units)
- Roles (Care of special rights)

to the user and also the access to the clients.

Access to clients

If the user has access to a client, this will be displayed with a green check. A red X instead means, that the access is disallowed. You can change this status with a simple click on the right mouse button.

Rigths administration

Open the desired category in the right window and drag the desired group of rights (e.g. Grp 1) via Drag & Drop to the desired client in the left window. Now this group of rights is assigned to the user in the desired client.

If you want to assign a group of rights to all clients generally, you can place it via Drag & Drop under „Standard" (it´s always the first client in the first line)

Additional functions of the right mouse button:

Delete   Delete previous defined rights

Copy from user   Copy the rights of an existing user (the assigned groups of
                          rights will be added, the access to clients will be adapted.)
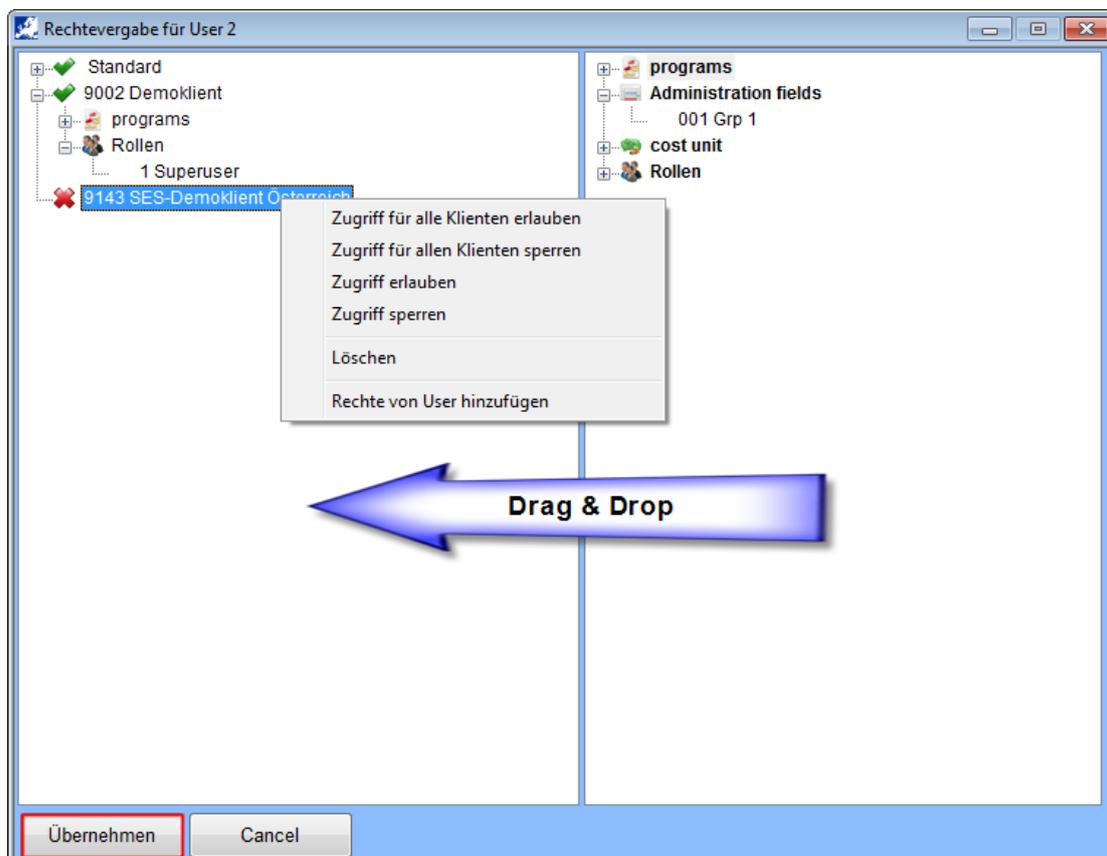
After you are finished you have to click „Accept" and <u>additional</u> you have to save the user via F10 in the „Create User" mask!

If you have enabled "default" permissions (programs/roles), they will be automatically copied to "Standard".

Create groups of user rights (Programs, Administration fields, voucher types, real accounts)

Special programs => System administration => Rights Administration => Programs

Here you are able to create groups of user rights for programs. (= menu items)

To create a new group, enter a free definable number/description in the **top area**.
If you activate the checkbox on the right, this group is automatically assigned as default when assigning rights.

In the **bottom area** you can see the whole menu of EuroFib for Windows.
Pull the desired menu items via Drag & Drop from the left area to the right area under "**Protect**" (grey, not clickable) or under "**Invisible**" (you can´t see the menu item).

You can **delete** this **assignment** via click on the red icon.

You have to **assign** these groups of user rights **to your desired users**.
(see topic "Administration of rights for each user")

In our example we create a group „without posting" and set the menu items „posting" under "Protect". If you assign this group "without posting" to your user later, he can´t click the menu items "Posting" anymore.
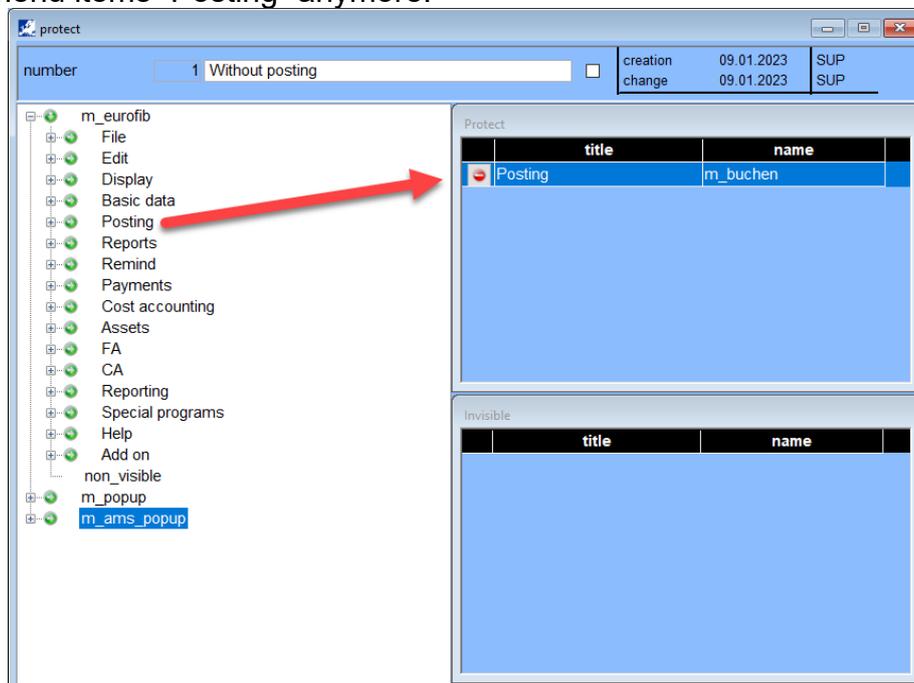
Result:

Special programs => System administration => Rights Administration => Administration fields

Here you are able to create groups of user rights for all single fields on each mask.

The **handling** of this program „**Administration fields**" is **identical** to the menu item "Programs".

In our example we create a group „Debitor without street" and set the field „Street" under „Protect". If you assign this group "Debitor without street" to your user later, he can´t enter/change the field "street" within the basic data of debitors anymore.
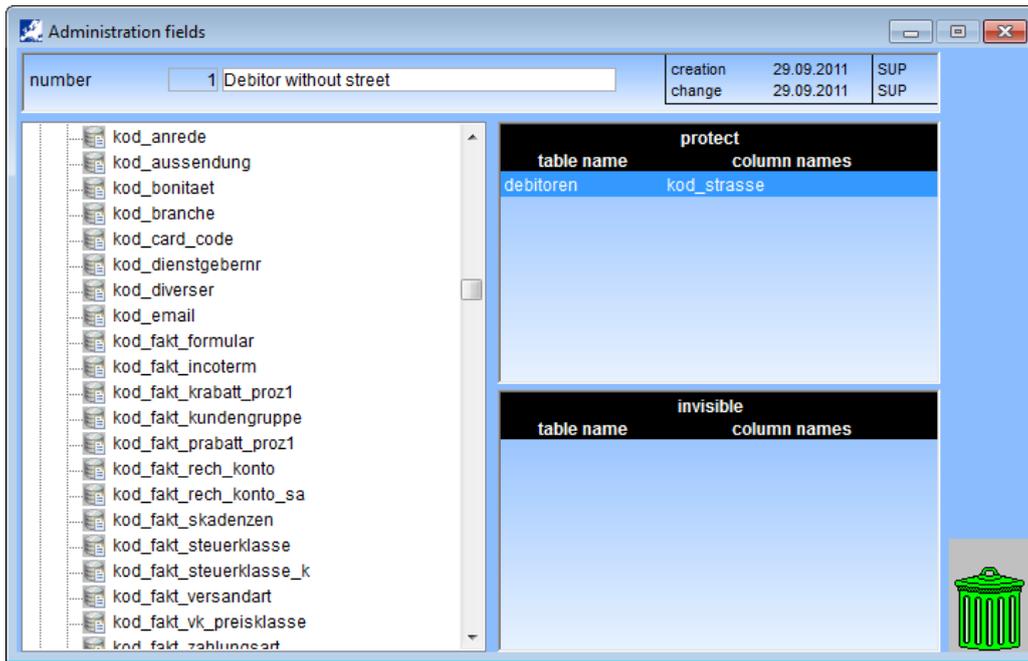
Result:
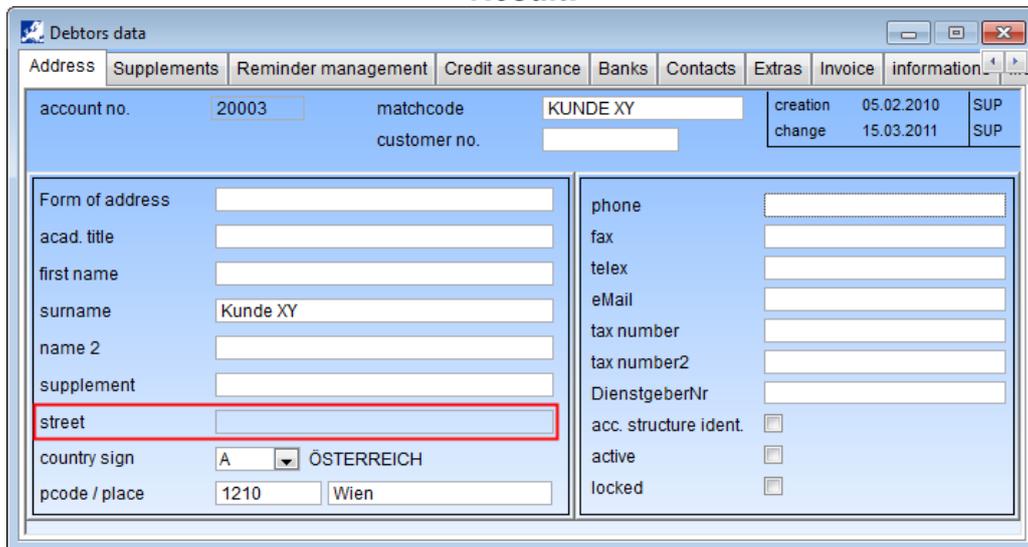
Special programs => System administration => Rights Administration => Voucher types

Here you are able to create groups of user rights for all single fields on each mask.

To create a new group, enter a free definable number/description in the **top area**.

In the **bottom area** you enter the desired voucher types for this group.

A user with this group 1 is only able to post the defined voucher types.
(Posting online, Stack posting)

Special programs => System administration => Rights Administration => Real accounts

Here you are able to create groups of user rights for a restriction of general ledger accounts. These accounts are not accessable on account sheets, open items lists and journals anymore. The posting line and change account lines is also restricted for these accounts.

To create a new group, enter a free definable number/description in the **top area**.

In the **bottom area** you enter the desired accounts (areas) for this group.

Create roles

Special programs => System administration => Rights Administration => Roles

In the category „roles" you can find special rights for several topics which you can assign to free definable groups.
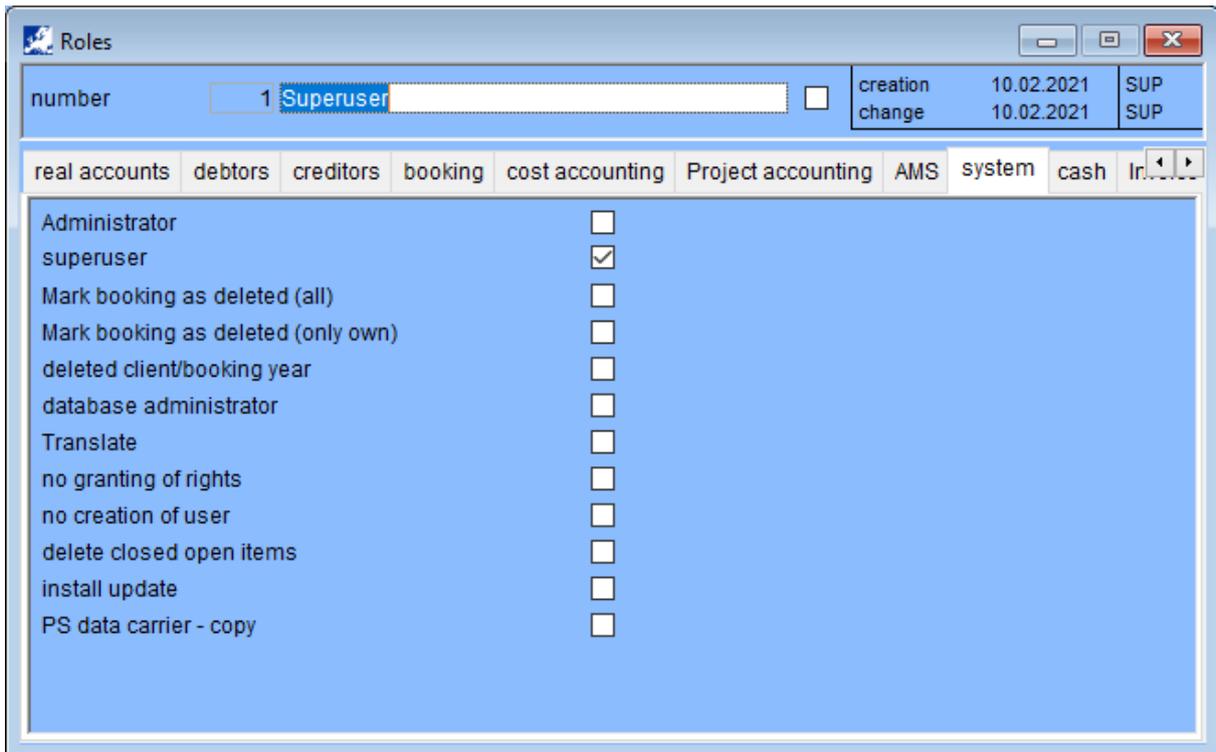
Number	The number of the role (arbitrary) You can get a list of the already existing roles with "F3"
Description	Description of the role

If you activate the checkbox on the right, this group is automatically assigned as default when assigning rights.

In the bottom area you can activate/deactivate the desired roles on each tabpage (Debitors, Creditors, Posting, …)

A detailed description of each role will be displayed as a tooltip (place the cursor over the line)

Options logon (password policies)

Special programs => System administration => Options logon

Here you can define several password policies, for example the length or the validity of your passwords.

If you move your mouse cursor over an option, a detailed description will be displayed (tooltip)

These policies are valid for the whole application.
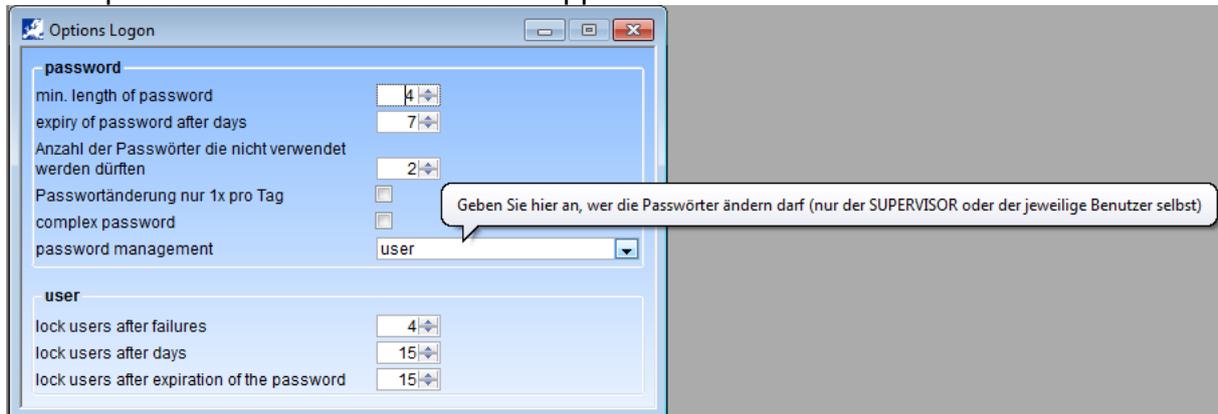
Rights within Adress record

The tabpage „rights" under „Basic data => Company index => Adress record" has been changed too.

If an icon is displayed in the line of the user means that minimum one right is assigned to this user.

- P(rograms)
- F(ield administration)
- C(ost units)
- R(oles)

With a click on „Rights" you open the rights assignment mask only for this client.
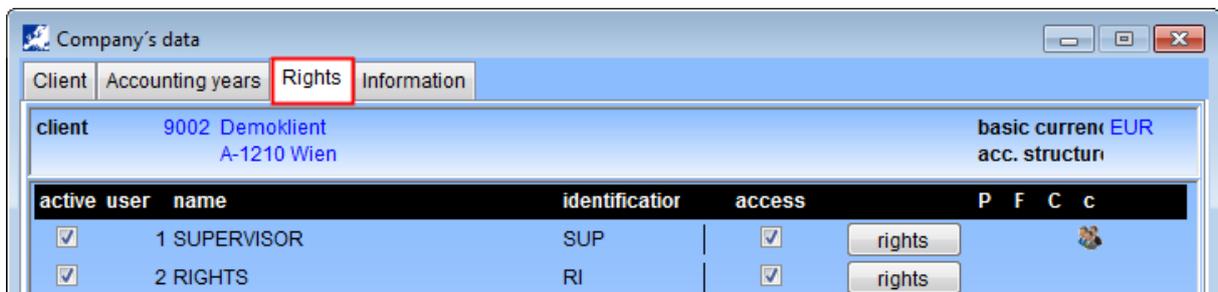
Printout of the created/assigned rights (overview as list)

Special programs => System administration => Rights administration => Print out

With this program you are able to printout the allocated rights to an user (Access to clients, program groups, roles, …).

user	Restriction user number from/to
client	Restriction client number from/to
programs	Restriction program groups from/to
administration fields	Restriction administration fields from/to
cost unit	Restriction cost unit from/to
roles	Restriction roles from/to
User/Klient ohne Zuordnung	printout of clients which are not allocated to a group (no restriction of rights/groups)
sort	sort of this list. Max. 3 groups/sorts are possible
user/selection	all – all users are printed
	gesperrte (locked) – only user which are locked for the selected clients
	released – only user which have access to the selected clients
client/selection	all – all clients are printed
	Vorhandene (existing) – only existing clients are printed (it's possible that some clients don't exist in Eurofib through import/delete client)
	Nicht vorhanden (not existing) – only clients which don't exist in Eurofib are printed

You start this list with print/preview.
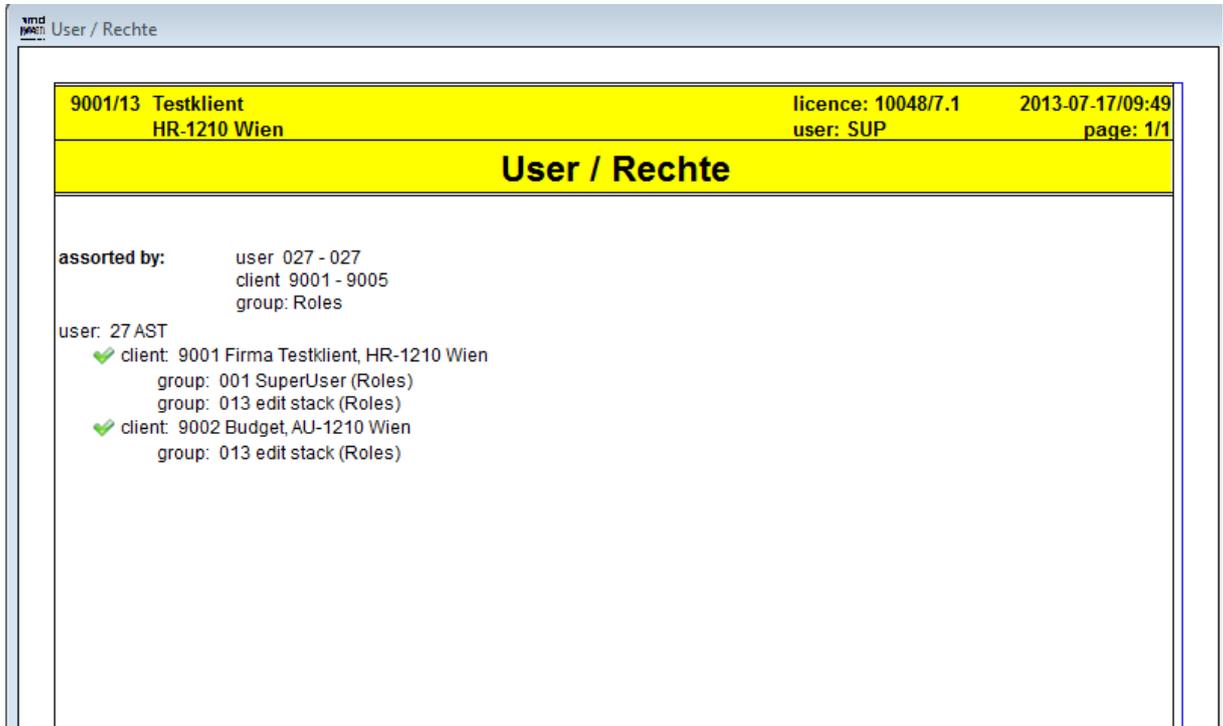
On tabpage „roles" you are able to print an overview of all available role groups and single roles:
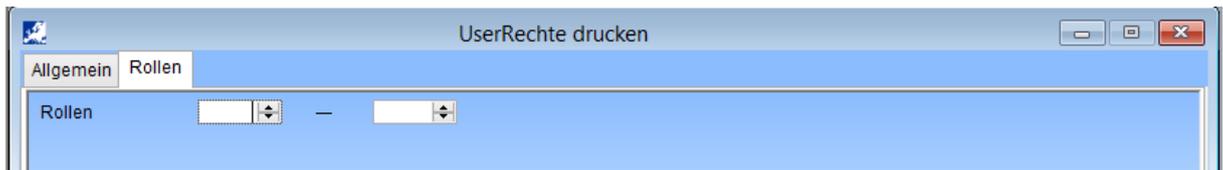
On tabpage „voucher types" you are able to print an overview of all available voucher type groups:

On tabpage „views" you are able to print an overview of all available rights for views for each user/client:

Encryption of database password within INI (sesfibu)

Normally the login informations for the database are saved in the configuration file of Eurofib (EUROWIN.INI) in plain writing. So everyone is able to see these informations.

Example of the EUROWIN.INI (excerpt) without encryption:

For security reasons we suggest to encrypt this password.
Just start „eurofib.exe" from the command line with the additional parameter „admin".

e.g.: CMD-command: C:\PwEuro\Programm\eurofib.exe admin

In the following administration window just activate the check „Encrypt Password"
and enter the desired password twice. After that click the „save" button.
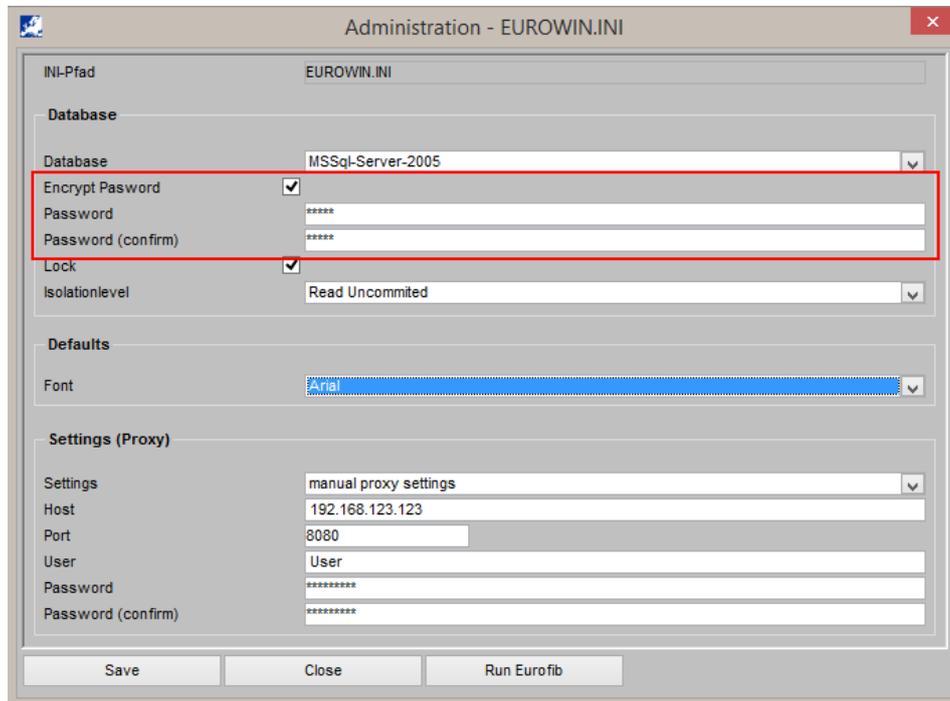
Example of the EUROWIN.INI (excerpt) with encryption:

```
Datei  Bearbeiten  Format  Ansicht  ?

[Database]
Name=MSSql-Server-2005
User=sesfibu
Password=
ePassword_V7=/x29138/x119/x18347/x-19731/x-2384/x16052/x11327
```