

ADDING A USER TO ACCESS UNLIMITED

Adding a user to the Access Unlimited system is quite simple although it is not done through the main application. It is actually done through SQL Server Management Studio (SSMS). The steps are very similar from one version of SQL to the next. For the purposes of this document the version of SQL used in the screenshots is SQL Server 2008. If you are trying to add a new user and you are using SQL Server 2000 there is a tool called “Enterprise Manager” but the steps remain similar across all versions. For further assistance, please contact Jonel Customer Service at (800)432-4567.

ADDING A USER

To begin the process of adding a new user to the Access Unlimited system, access your company server on the machine that is running SQL Server Management Studio (or Enterprise Manager is SQL 2000). A screenshot of the desktop or start menu icon is pictured in Figure 1 to the right. You will need a login to access this application and this is typically done with the “sa” or system administrator password. This is established at the time SQL Server is set up and your company I.T. administrator should know this password.

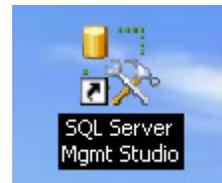


Figure 1

Figure 2 below shows the login screen to access SQL Server. Note that there are two methods of Authentication although the more common will be SQL Server Authentication which requires a valid username and password to begin using the system.



Figure 2

Upon accessing the SQL Server system a tree view becomes visible in the left pane of the screen that shows the server connection as well as options for “Databases”, “Security”, “Server Objects”, “Replication”, and “Management”. Click on the plus symbol to expand the tree view for Security. Once open, Right-Click on “Logins” to pull up the menu list as seen below. This is similar but not identical in other versions of SQL Server.

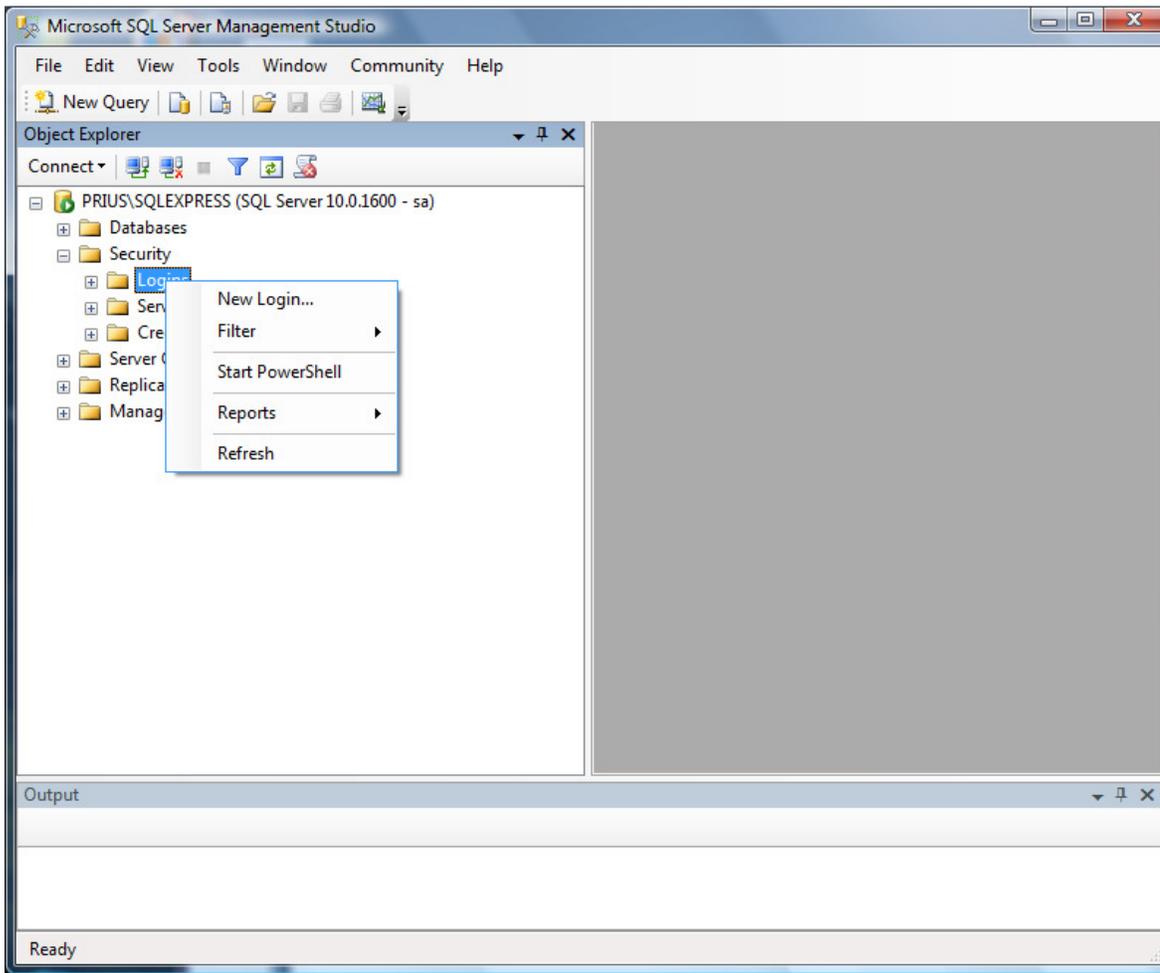


Figure 3

Select New Login from the list.

See following page for screenshot:

On the following screen type the desired user name for the new Access Unlimited user in the field that says “Login Name:” Just below login name, select the button for SQL Server Authentication and type a password for the new user of the system. Next, there are four check boxes of which the one that says “Enforce password policy” should be the only one checked. All other options should be left at their default settings.

Figure 4

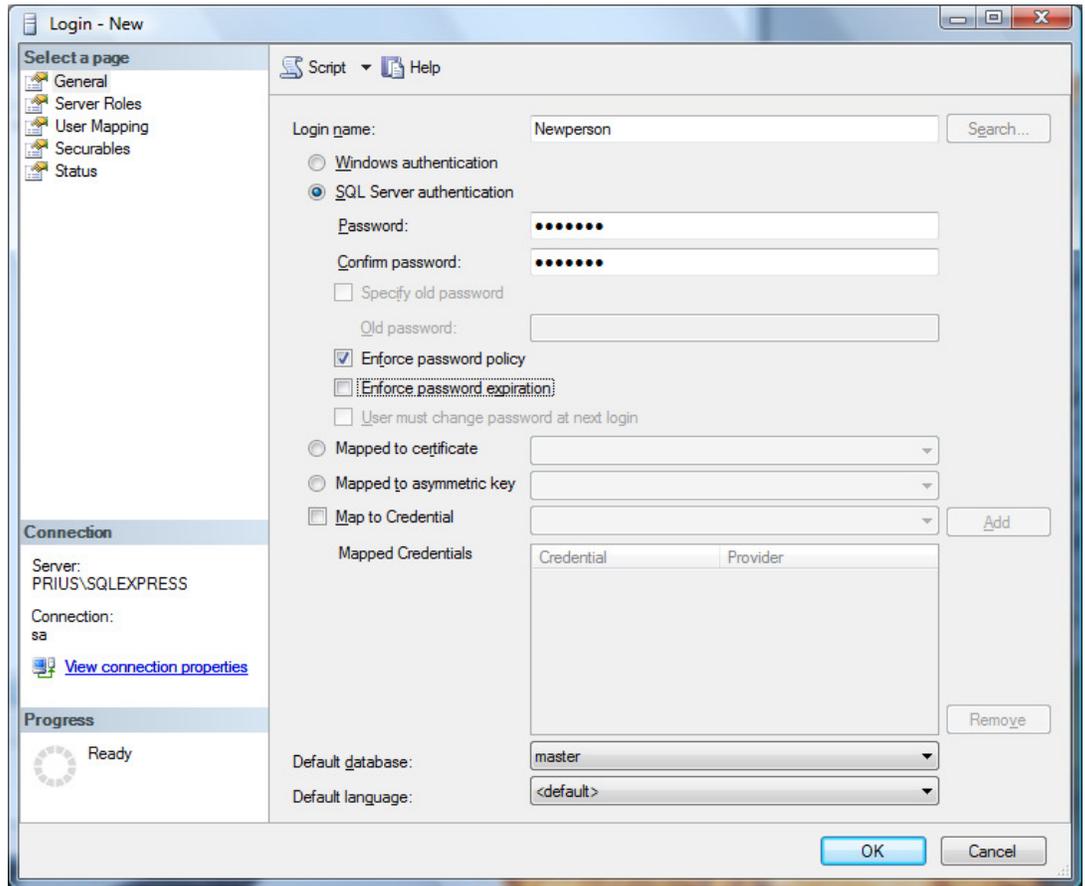
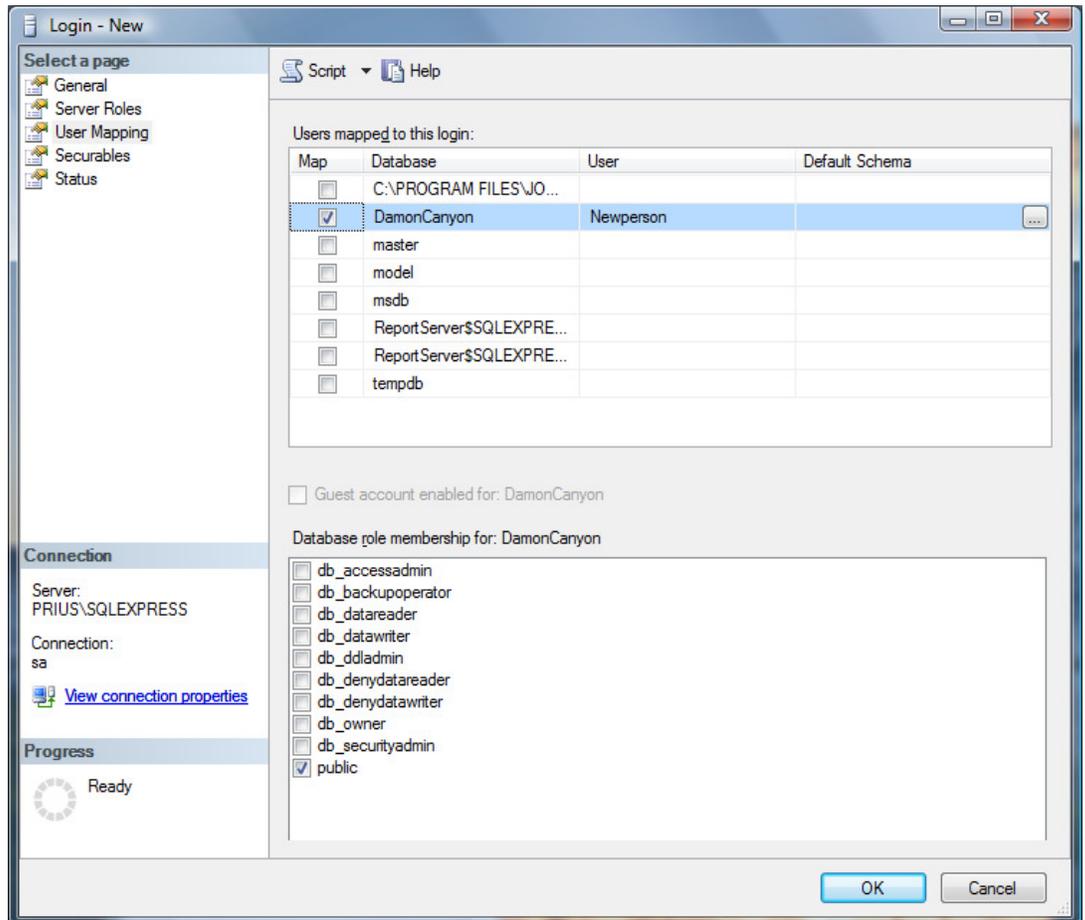


Figure 5



As seen in Figure 5 the next step is to select “User Mapping” in the left navigation panel. Once selected it will bring up the above screen that shows all available databases of which none should be checked. Select the Jonel Access Unlimited database (the name will vary from company to company) and check the box next to that database. Once checked the bottom pane should enable and the public box will be checked. Selecting the OK button completes the process of adding the login to the system.

The final step in the process is to assign permissions to the user. If the user were to login at this point they would not have access to any portion of the Access Unlimited System. The way to assign permissions to the user is to open the AUJS Administration tool. Click the button for User Maintenance to bring up the screen shown below in Figure 6.

The system comes with three default columns here which are Concrete, Aggregate and Block. In addition to these defaults many company administrators will have numerous user roles assigned as in Dispatch seen below. There can be as many or as few as your business needs dictate. To change the option from No to Yes, click in the box and then right-click to toggle the setting. Jonel Engineering recommends setting each user to a security profile that matches their job responsibility. For more information on Group Maintenance see the Access Unlimited user manual which is included in the main software application help section.

Figure 6

