

CONTROLTEX® TMS® TRAINING GUIDE

SECURITY MASTER

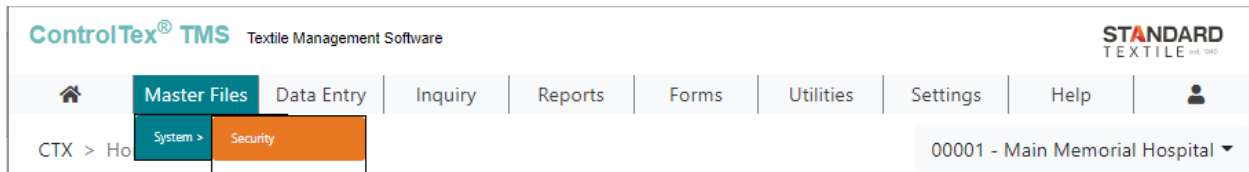
This training guide describes the key components and functions of the Next Generation ControlTex TMS Security Master. The Security Master contains all setup and database information to manage user access to the ControlTex system. The following information is designed for those individuals with administrative responsibility for setting up and maintaining User logins to access and use the ControlTex System.

Summary of What's New:

- Larger screen graphics with side bar for easier navigation.
- Security Master User Setup Options include definitions to help guide appropriate level setup for each user's access.
- Facility Access list with check all or none option.
- Enable All Privileges allows for multiple users to be setup with Admin rights.
- Admin privileges previously unavailable to other users are now available to be assigned to any user. These include Add New Facility, Delete Facility, and Access to All Facilities.

Security Master

The Security Master establishes user IDs and Passwords to access ControlTex. The Security Master may be accessed by users with appropriate profile privileges. Access to the Security Master is available from any facility and from any screen in ControlTex displaying the menu bar.



On the menu select *Master Files*, *System*, *Security*. The Security Master grid opens with a list of all users.

You may also open the Security Master by selecting the shortcut tile from the ControlTex home screen.



The Security Master grid displays the User-Names setup in the system with their role, email address and privileges displayed in columns next to each username.

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User Name	Role	eMail Address	System Design	System Add Facility	System Delete Facility	System User Security	Access All Facilities	BI Dashboards	Allow To Change Password
ACTest			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ACTest2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ACTest3			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADMIN			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Barb	Accountant		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BarbW	ADMIN	spickett@standardtextile.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Barry	CubeControl	barrycube@standardtextile.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Billy Barou	Soil Recliver		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bob			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
bscheper			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cindy	Shipper	bscheper@standardtextile.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRM			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRM Customer	CRM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRM_Data	CRM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRM_Form	Shipper		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CSR		dprentosito@standardtextile.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dave			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DaveP			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DB Maintenance		cmorrison@standardtextile.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

+ New User

⚙ Roles

✕ Exit

Navigation Guide:

New User: Create a new User ID.

Roles: Create, edit, or delete roles.

Exit: Saves information entered and returns to previous screen.

Roles and email addresses can be added, changed, or removed on the grid, for each user. All other additions, changes or deletions must be completed by selecting the User Name and opening the security master single editor.

Creating a New User - To create a new user, select the *New* button at the bottom left corner of the screen and the Security Master single editor will open a blank profile form. To create the new user, enter the appropriate information into each field.

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The screenshot displays the ControlTex TMS Security Master interface. At the top, the logo 'ControlTex® TMS Textile Management Software' is on the left, and 'STANDARD TEXTILE' is on the right. A navigation bar contains tabs for Master Files, Data Entry, Inquiry, Reports, Forms, Utilities, Settings, Help, and a user icon. Below this, a breadcrumb trail reads 'CTX > Home > Master Files > System > Security Master > Single User Security Editor' with a 'New User' button. A dropdown menu shows '00001 - Main Memorial Hospital'. On the left, a sidebar menu under 'User Security' lists: User Profile (selected), Facility Access, Roles, User Privileges, System, Utilization, and Inventory. The main area is titled 'User Profile' and contains the following sections:

- Setup your User Profile:** Use the following settings to give the user access to facilities and software options.
- User Name:** UserID used to logon to the ControlTex® application. Input field: User Name...
- Basic Password:** Basic password used to logon to ControlTex®. Input field: Password...
- Change Password:** A checked toggle switch with the text 'Allow User to Change Password.'
- Email:** The user's email address. Input field: Email...

At the bottom, there are navigation buttons: a set of arrows, 'New', 'Update', 'Delete', 'Cancel', and 'Exit'.

Navigation Guide:

The column on the left-hand side of the screen provides an outline identifying the different sections available for this page. Clicking on a section name will bring you to that specific location on the page.

New: Create a new User ID.

Update: Saves the information entered without leaving the screen.

Delete: Deletes the User Name from ControlTex.

Cancel: Exits the screen without saving newly entered information that has not been updated

Exit: Save information entered and returns to previous screen.

User Profile

User Name: the User Name may be up to 15 characters long. A User Name may not be edited after being saved. A User Name may be deleted and recreated if needed.

Basic Password: Setting up a new user requires a basic password. Once created the user will log into ControlTex and be required to change the password to a strong password.

Strong Password: Strong passwords require a minimum of eight characters with at least one uppercase letter, one lowercase letter, one number and one special character.

Change Password: By default, the box is checked and allows the user to change their own strong password. Uncheck the box to disable this function.

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***Best Practice Tip:** Best practice is for all ControlTex users to have their own User Name and Password to access and use ControlTex. However, shared logins may be needed when multiple users at a laundry scale are using Fast Ship or Fast Soil. We recommend unchecking the Change Password box for all shared logins.*

Email: Enter the User's email address. Having an email address allows the user to reset a forgotten password and allows the user to receive ControlTex LBS® email notifications.

Facility Access: Select the Facility or Facilities the user needs to access.

Roles: Select the Role from the list of created Roles (see below for how to create Roles).

Enable All Privileges: Selecting this setting gives a user access to all privileges. The User must not have a Role selected. Default setting is turned off.

***Best Practice Tip:** Enable All Privileges is normally reserved for the Admin user. Limiting access to the Security Master and the privileges each user is given, provides controls to manage the data collected and reported within ControlTex.*

User Privileges: Proceed down the page on the Security Master single editor to setup the User Privileges. Definitions for each privilege is provided on the ControlTex screen next to each privilege. Contact your ControlTex Consultant for assistance in identifying the appropriate setup for each User or Role.

Roles

Creating Roles provides an opportunity to setup standardized privileges for users with the same job duties. Using Roles allows the Admin to quickly setup new users and make uniform changes across a group of users who have the same responsibilities within ControlTex. Select Roles from the master file grid to open the Security Role Master. From this screen the user may add a new role, edit an existing role, or delete a role.

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SECURITY ROLE MASTER

Role	System Design	System Add Facility	System Delete Facility	System User Security	Access All Facilities	BI Dashboards	Allow To Change Password	Utilization Master	Utilization Data Entry	Utilization View	Utilization Reports	Utilization Forms	Utilization Calendar	Invento Data En
Accountant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADMIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CubeControl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office Role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shipper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soil Recvcr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TestRole	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Creating a New Role: Select Add Role from the Security Role Master. The Add Role box appears. Enter the name of the new Role and select Add Role. Select the desired privileges for the role from the Security Role Master.

SECURITY ROLE - ADD

Role

If you have additional questions regarding the new features of your ControlTex Security Master, please contact your ControlTex Representative or call the ControlTex Helpdesk at 1-800-609-3688.