



Access for WinTPC

User Manual

Software version: V2.68

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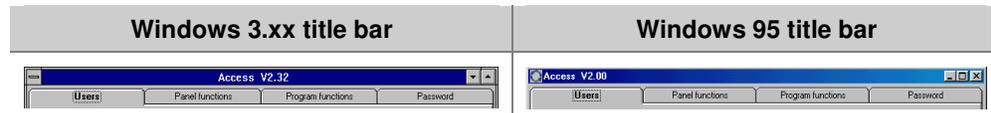
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USING THIS MANUAL

This manual contains user information on Access, an easy-to-use application for creating user profiles for WinTPC. Use this manual together with the User manual for WinTPC.

The screens shown in this manual may differ slightly from those of your computer screen. Depending on whether you are running Windows 3.xx or Windows 95, there will be differences in screen layout, but in not program functionality. The screens shown in the manual are for Windows 95.



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WHAT YOU NEED TO KNOW

Who should use this manual

This manual is intended for managers. Only managers can create user profiles.

What is Access

Access is an easy-to-use application to create new users for WinTPC.

The program consists of four tabs. The table below explains what they stand for:

Tab	Meaning
Users	Create, remove users, link passwords and assign groups.
Panel Functions	Assign panel functions to groups.
Program Functions	Assign WinTPC application functions to groups.
Password	Changing password for Access application

Database basics

The information below is essential for users who are not familiar with working with databases:

Key and icon	Meaning
Navigation keys	
Tab key	Move to the next cell of the database.
Shift + tab	Return to the preceding cell of the database.
Arrow keys	Move to an adjacent cell in a row or a column.
Icons in left margin	
*	Editing new row.
▶	Currently selected row.
I	Editing existing row.

Default user profiles in Access

You can create as many users as you wish. However, each user must belong to one of the eight groups. Consequently, you have a maximum of eight different profiles or groups to which you can assign functions. See 'Assigning functions to groups' on page 8.

- Group 1
- Group 2
- Group 3
- Group 4
- Group 5
- Group 6
- Group 7
- Group 8

The table below describes what functions are assigned to the groups by default:

Groups	Type of users
1 to 4	Default settings for installers.
5 and 6	Default settings for users.
7 and 8	Empty. Meant for new group profiles.

STARTING ACCESS APPLICATION

Proceed as follows to create new users:



1. Double-click the Access icon in your Transport PC program group. Your computer now starts Access application.
2. When the logon dialogbox appears then enter the password (default password is 998765) and click OK. button. Asterisk characters are visible instead password to improve security.



Password can be changed – this operation is described in “Changing Access application password” section of this manual.

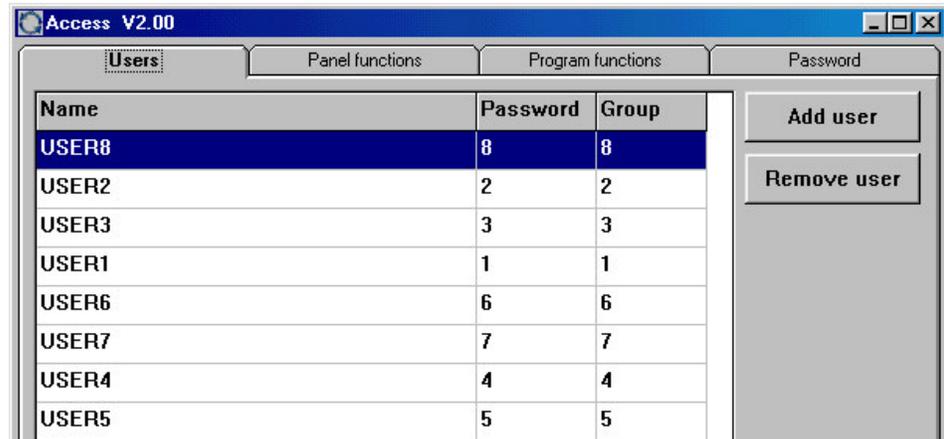
3. Now the Access application is ready to work with WinTPC databases.

CREATING NEW USERS

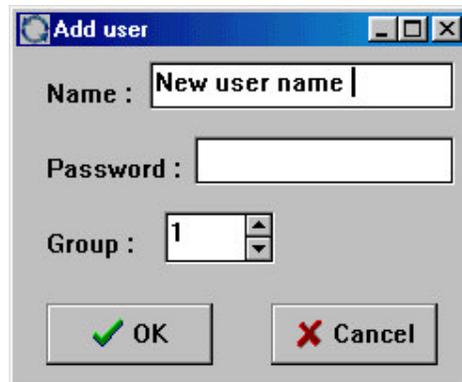
Proceed as follows to create new users:



1. Double-click the Access icon in your Transport PC program group. Your computer now starts Access. Logon as described in the “Starting Access application” section.
2. Select the ‘Users’ tab.



4. Click the Add User button and enter new user data to the following dialog box :



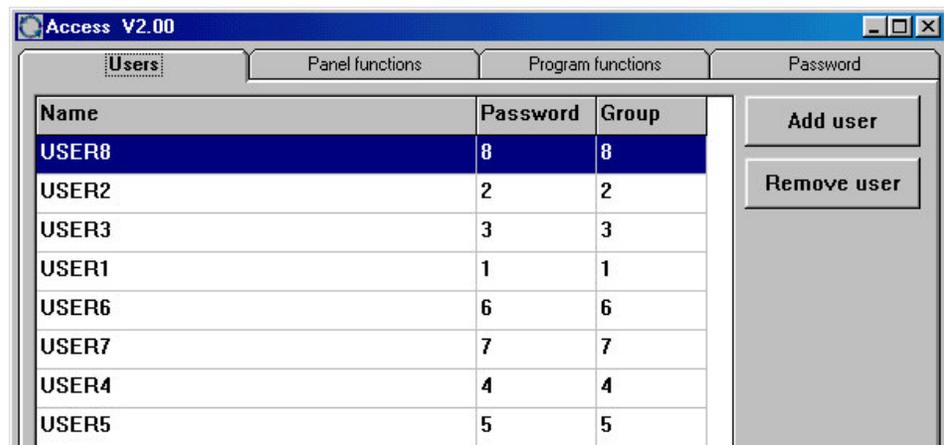
5. Enter a name and press the tab key on your keyboard.
6. Enter a password and press the tab key on your keyboard.
7. Enter the group of users to which the new user belongs (using mouse and up/down arrows).
8. Click OK. button to confirm new user adding. If you want abort user adding you can press Cancel button anytime.
9. Quit Access by double-clicking the icon in the title bar. You have successfully added a new user to the profile list.

REMOVING USERS

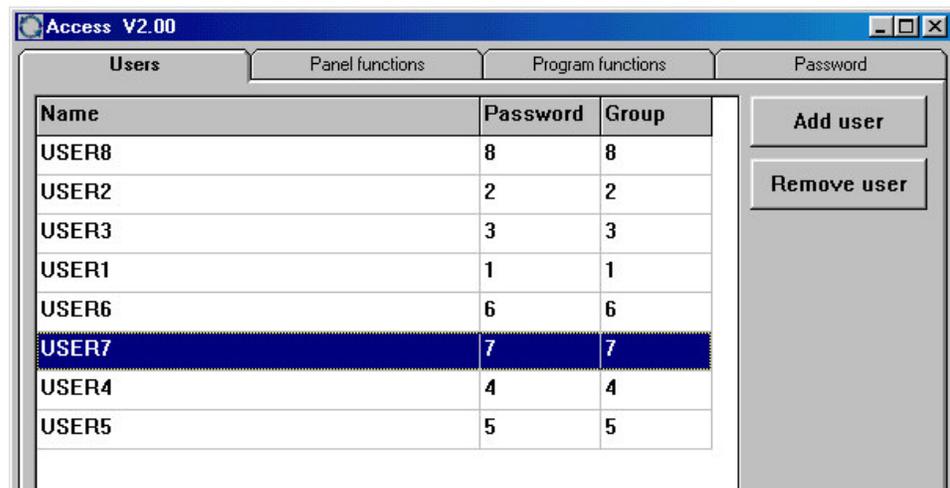
Proceed as follows to remove user:



1. Double-click the Access icon in your Transport PC program group.
Your computer now starts Access. Logon and choose the language as described in the “Starting Access application” section.
2. Select the ‘Users’ tab.



3. Click the user name to remove.



4. Click “Remove user” button.
5. When the selected user name disappears from the list – the user is removed.
6. Quit Access by double-clicking the icon in the title bar.
You have successfully removed a user from the profile list.

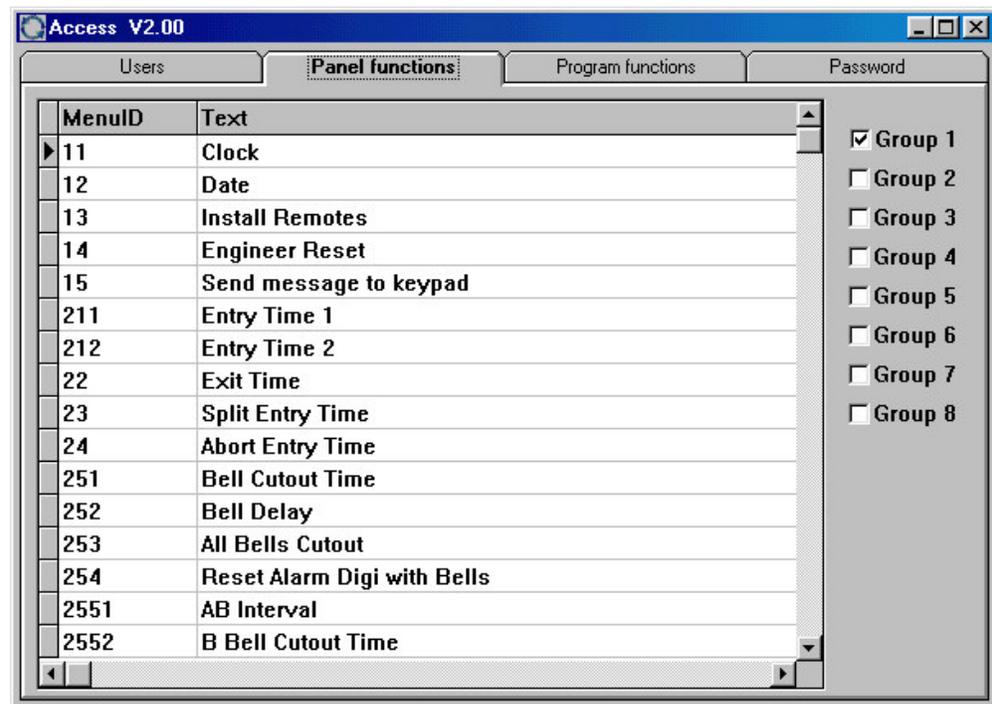
ASSIGNING FUNCTIONS TO GROUPS

Layout of the functions and menu database

The functions and menu databases contain two kinds of information:

Tab	Contents
Panel Functions	The Panel Functions tab contains functions that do not relate to WinTPC –they are related to the Panel.
Program Functions	The Program Functions tab contains functions that directly relate to the use of WinTPC: opening files, retrieving information etc.

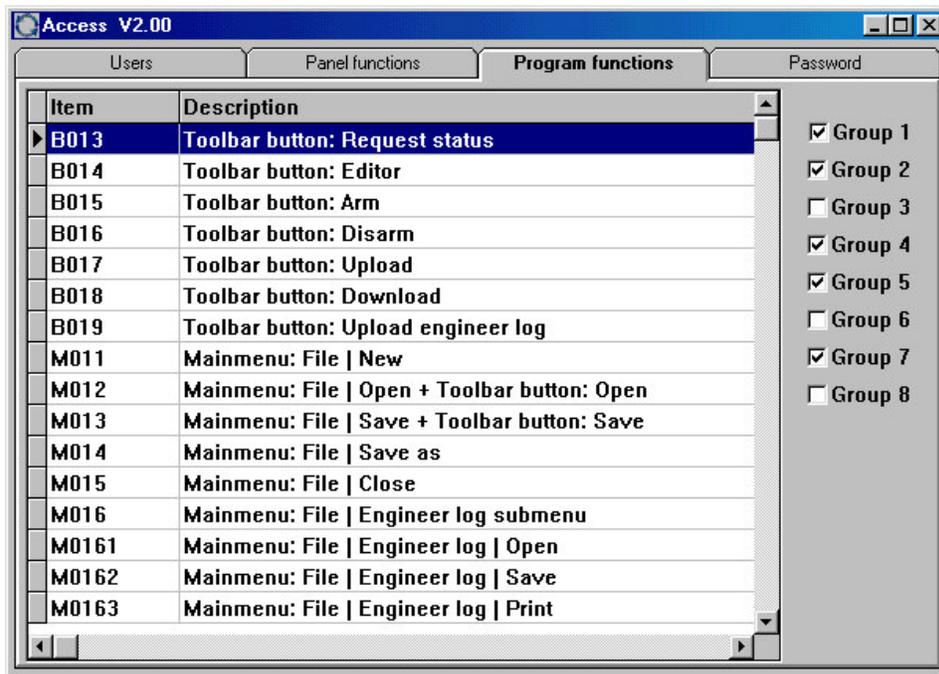
The window below represents the functions database in Access, i.e. the 'Panel Functions' tab.



It contains three different kinds of information explained below:

Info	Description
MenuID	The identifier of menu item in the Panel programming tree
Text	The text column contains information on the function in the Panel programming menu.
Groups	See 'Default user profiles in Access' on page 4.

The tab "Program functions" represents the functions related to the WinTPC program.



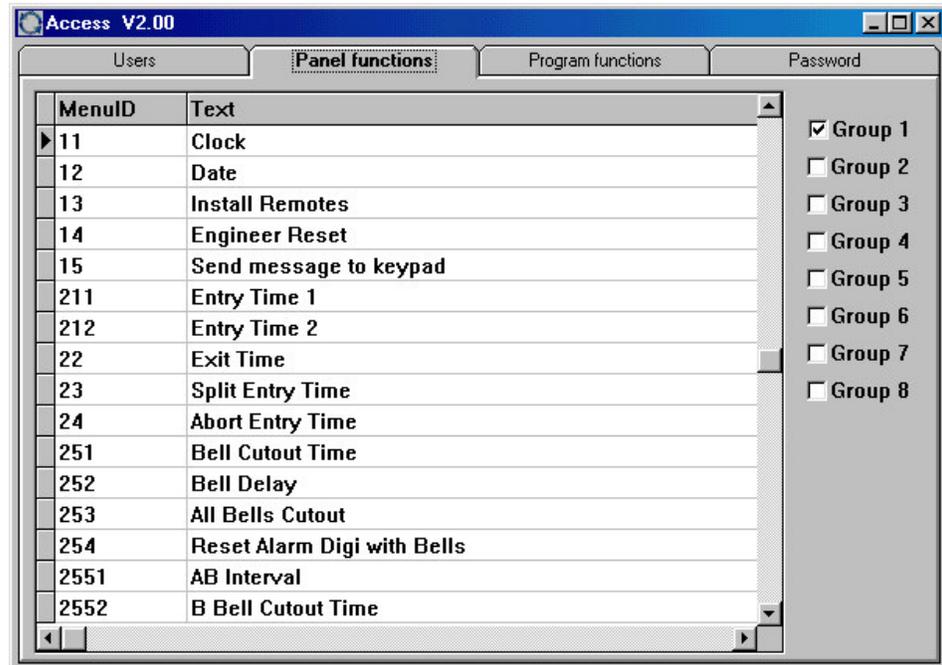
It also contains of three different kinds of information explained below:

Info	Description
Item	The identifier of menu item in the Panel programming tree
Description	The description column contains information on the WinTPC function.
Groups	See 'Default user profiles in Access' on page 4.

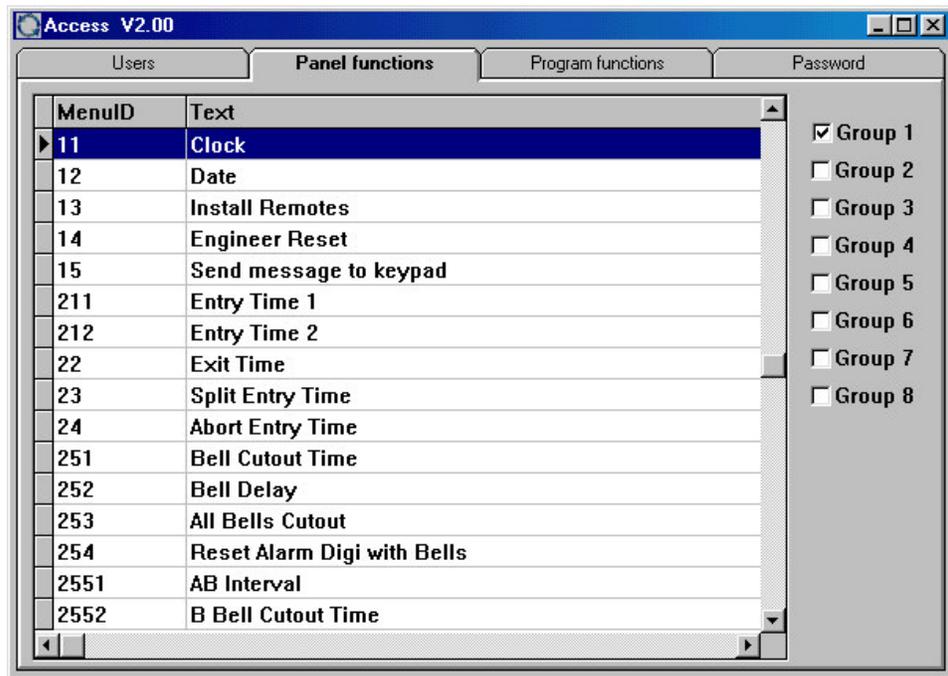
How to assign functions to groups

Proceed as follows to assign functions to one or more groups:

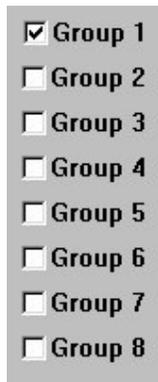
1. Double-click the Access icon  in your Transport PC program group.
Your computer now starts Access. Logon and choose the language as described in the “Starting Access application” section.
2. Select the ‘Panel Functions’ tab.



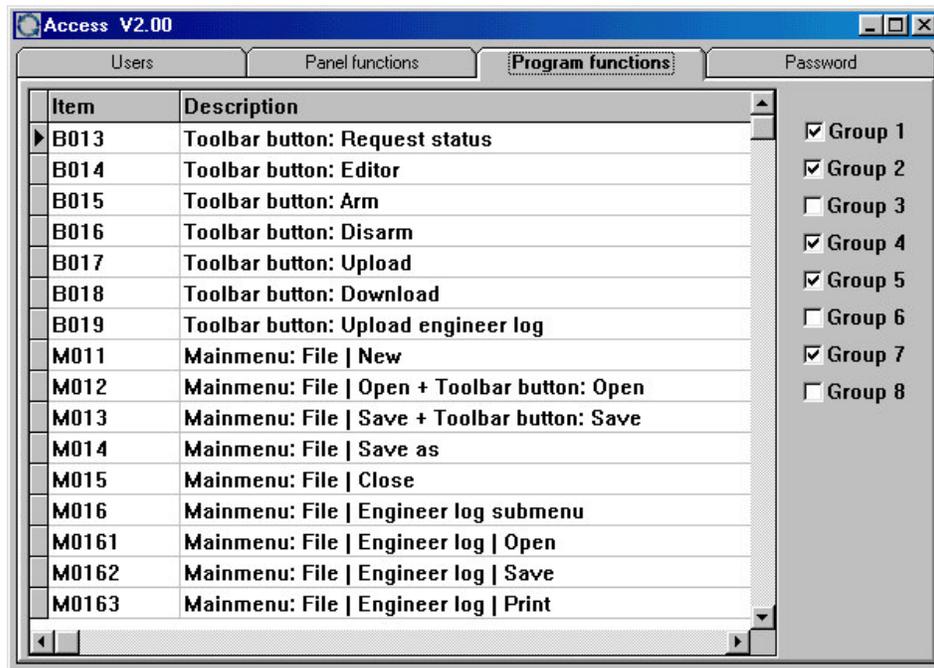
3. Select a function from the list.



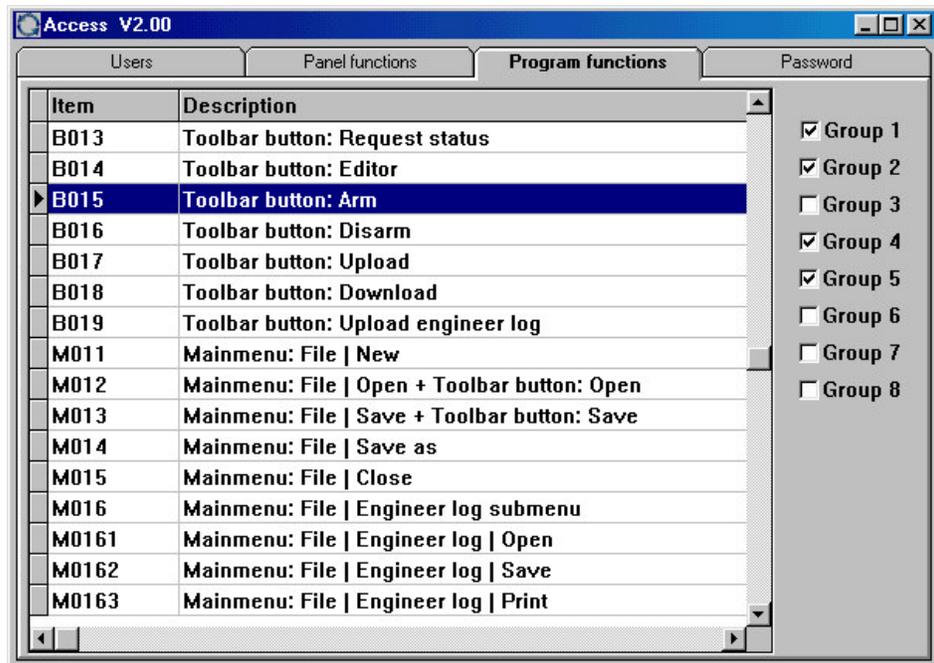
4. Select the groups who must have access to the selected function.
Access saves the settings immediately.



5. Repeat steps 3 and 4 for all functions.
6. Select the 'Program Functions' tab.



7. Select a function from the list.



8. Select the groups who must have access to the selected function.
Access saves the settings immediately.

- Group 1
- Group 2
- Group 3
- Group 4
- Group 5
- Group 6
- Group 7
- Group 8

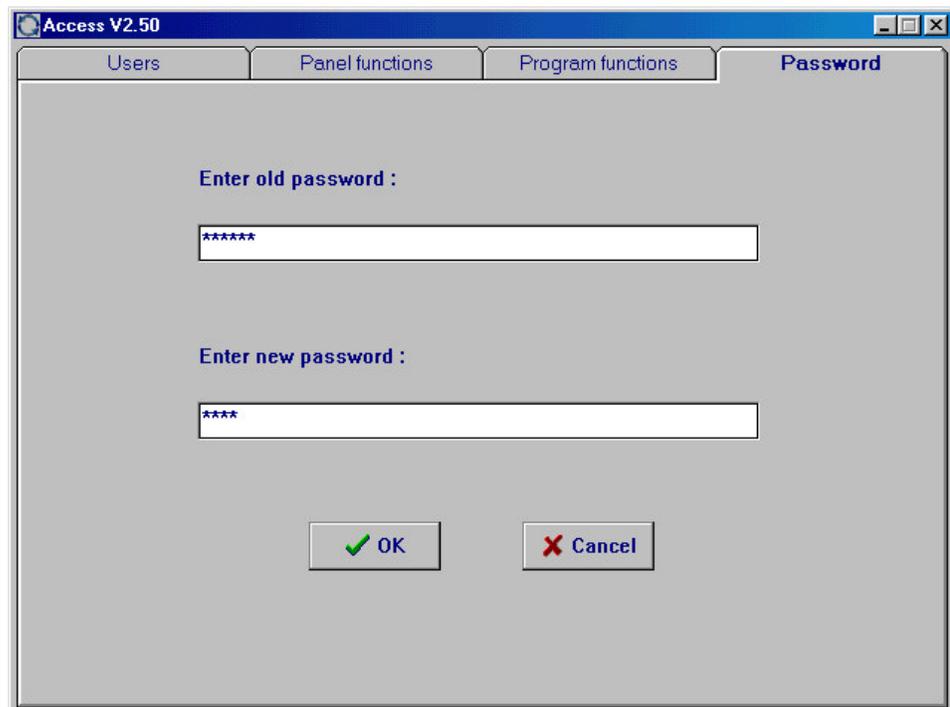
9. Repeat steps 7 and 8 for all functions.
10. When finished, quit Access by double-clicking the icon in the title bar.
Access automatically saves the changes made.

CHANGING ACCESS APPLICATION PASSWORD

Proceed as follows to change Access user (manager) password:



1. Double-click the Access icon in your Transport PC program group. Your computer now starts Access. Logon and choose the language as described in the “Starting Access application” section.
2. Enter old password to the upper field switch to the lower field using Tab key and enter new password.

A screenshot of the 'Access V2.50' application window. The window has a blue title bar and four tabs: 'Users', 'Panel functions', 'Program functions', and 'Password'. The 'Password' tab is selected. The main area is grey and contains two text input fields. The first field is labeled 'Enter old password :' and contains six asterisks. The second field is labeled 'Enter new password :' and contains four asterisks. At the bottom, there are two buttons: 'OK' with a green checkmark and 'Cancel' with a red X.

3. Click OK. button to confirm password changing or Cancel to discard password changing.

