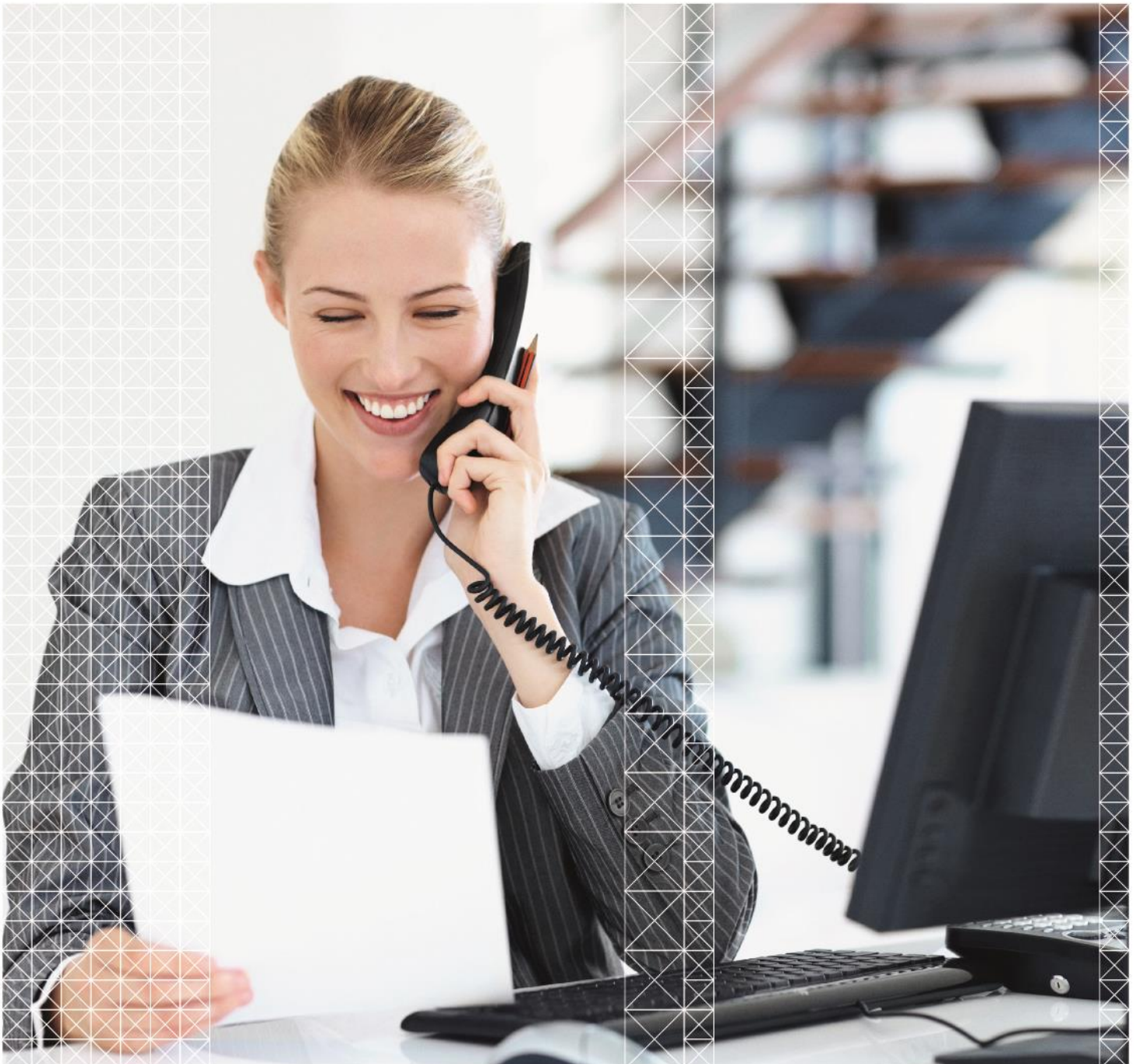


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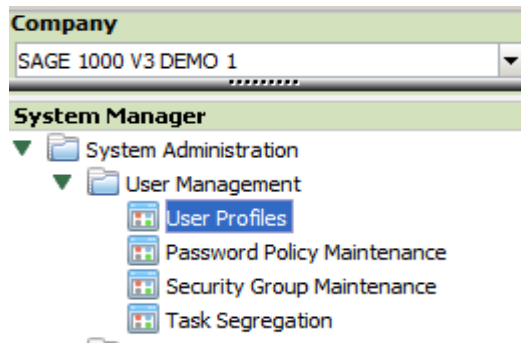
expanding the
world of sage

▶ **New Sage User**
Sage 1000 Help Sheet



1. Adding a new Sage user

- ▶ Navigate to the program shown below:



On entry to the program, your own login and parameters are displayed.

- ▶ To create a new user, escape out of the current profile and enter the new user name and press CR – accept.

The new user's parameters will display, and **(New User)** will display to the right of the user name.

- ▶ Enter parameters for new user, any fields left blank will use the default values from user **system**.

- ▶ Press F8 to copy a similar User Profile or enter the details as explained below:

User Form Set	This option is used to define a form set for this user. A “form set” is a group of screen and print layouts, menu, messages and help forms, which the user will see when they login to Sage. If a form set is not defined, the standard set of Sage forms will be used. Otherwise enter the code for the form set you want this user to have.
User Language	This only needs to be entered if this user is working in a different language.
User Group	This option is used to define the User Group to which the user belongs to. User Groups are utilised within the Task Segregation Program, Security Category Program and the system keys CBPERS, PLPERS AND SLPERS.
Default Company	Enter the name of the company that this user will enter automatically when logging into SAGE.
Security Group	This option is used to define the Security Group to which the user belongs. Security Groups are used to define which options a user can access and the password policy for that group of users.
Return Key Behaviour	This option is not applicable with a GUI interface or Web client.
Default Print Priority	This field displays the user’s normal status for printing, if left blank this will be picked up from the value entered in the user “system”. Enter a value between A - Z (Z being the minimum priority). Reports for users using the same default priority will be spooled on a first come first served basis. This field is not used if the PDF printing is utilised
Use Windows Authentication?	This will facilitate ‘Single Server Sign On’. The windows login provides the required login and password details for Sage 1000.
Allow Report Def Amendment	Can this user amend the Sage Report Designer Reports provided in Sage 1000? Note: If the user needs to amend these definitions they will require SRD software to be installed on their machine.
Spool Local Prints	<p>Tick this box for screen prints (F10 prints) to be written to spooler, where they can be printed.</p> <p>Leave box blank for screen prints (F10 prints) to be written to a file called username.lcl. If several screen prints are produced these will be appended onto this file and can be viewed and printed through the View/Spool/Delete/Local Prints program.</p> <p>If this field is left blank it will default to the value held in user ‘system’.</p> <p>This field does not affect the printing of pdf output.</p>

Manager Status	Tick this to give this user System Manager status, i.e. the user has unlimited access within SAGE. Enter “N” if user is not to have system manager status. In order to amend SRD reports the user MUST be a sage manager. Also, security groups do not affect managers
View Before Printing	This option allows the user to view print data prior to it being placed on the spool queue and update any of the default printer settings if set to “Y”. If set to “N” the jobs are placed directly on the spool queue in accordance with the default settings for that print.
Account Locked	Tick this to lock the account such that the user cannot login
Own System Log	Tick this for this user’s activities to be recorded in a personal system log as well as the main system log. Leave blank if the user is to have activity recorded in the main system log only.
Start Menu	If a menu name(s) is entered here, i.e. slmenu, then when the user logs in this menu will immediately be displayed.
Windows User Name	Enter the domain and user name that will be passed from windows into Sage v3.

- ▶ Press F3 for Company. This allows you to confirm which company the user has access to.
- ▶ Press F4 to set the password for the user – if required. Enter the password for this user.
- ▶ Press F6 for Papers

The “Document Class” column shows all the printed document types that a user may need. Each of the paper types has a default entry in the “Default Paper” column which is held in user ‘system’. The paper types can be changed for each individual user if required.

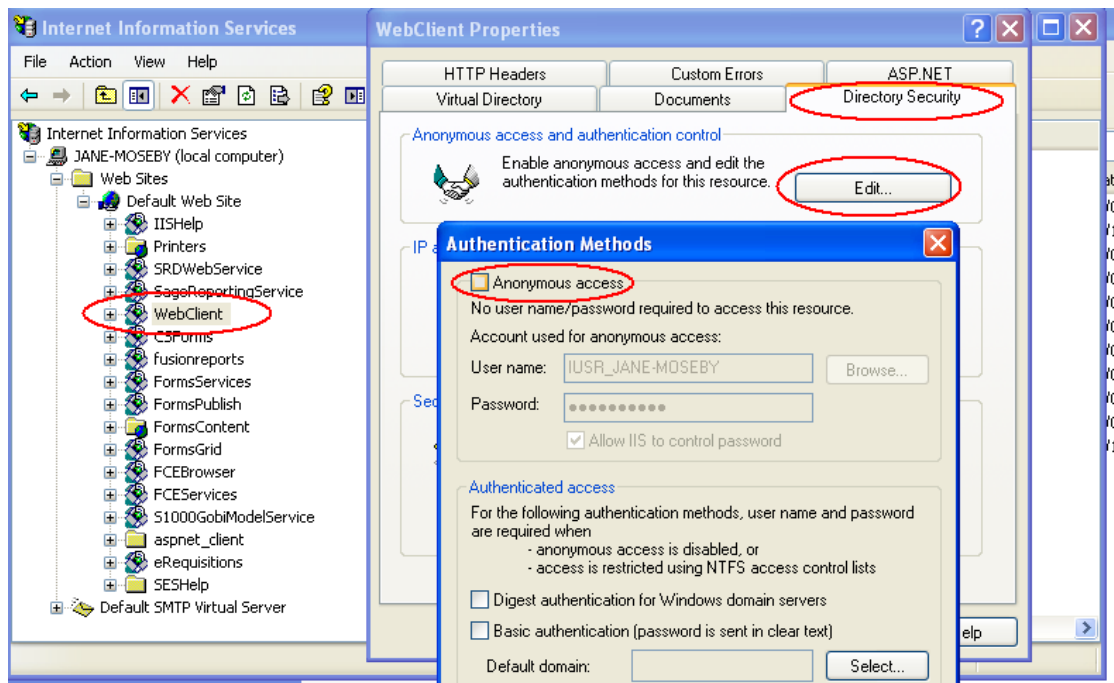
- ▶ Save the details and test.

The common mistake is that the company settings have not been allowed. Remember to press F3 for every new user even if you have copied a similar user.

2. Sage 1000 v3 Single Server Sign On

In order to configure the system to accept Single Server Sign On you need to ensure the fields are entered correctly on the Sage user and configure Internet Information Services (IIS) on the client.

- ▶ Navigate to Start > Control Panel > Administrative Tools > Internet Information Services (IIS).
- ▶ Right click on **Web Client** and choose **Properties**.
- ▶ Open the **Directory Security** tab and click the **Edit** button.



Ensure the Anonymous access box is not ticked.

- ▶ Save your changes and Sage is now set up to use the single server sign on.

As you login to Sage, no login box is presented and the user is logged on instantly. This is because Sage 1000 v3 uses the Windows user name in the profile to match it to a Sage user. If verified, the user is logged on without further authorisation.