KLINGE®

Total Tyre Control®
User Setup Guide

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TTC Admin: User Security

Version 5 of Total Tyre Control® introduces a new module to manage user accounts. Designed to enhance account security, the new module also gives TTC administrators more flexibility when configuring permissions on user accounts.

The TTC User module is found in TTC Admin: Miscellaneous | **Users**

This guide will show you how to:

- Create, edit and delete a user account.
- Assign permissions based on templates.
- Customise permissions on a user account.

Account Types

There are five different types of accounts that can be created:

Account	Default permissions	Notes
Administrator	User has complete access to all areas of TTC.	This access is required to create and edit user accounts.
Standard User	Can access most areas of TTC.	This role is typically assigned to those who enter data and run reports.
Read Only	Read only with no data entry options.	This role is appropriate for those generating reports only.
No Access	No TTC menu items available to user.	This role is used in multi-site databases where the user has access to one site but not the others.
Custom	Customized access to give the user a mixture of the roles above.	Used for restricting user to certain areas of TTC.

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User Account Options

When creating a new account, you will notice several fields. While only five are marked as required, it is handy to know what the other options offer.

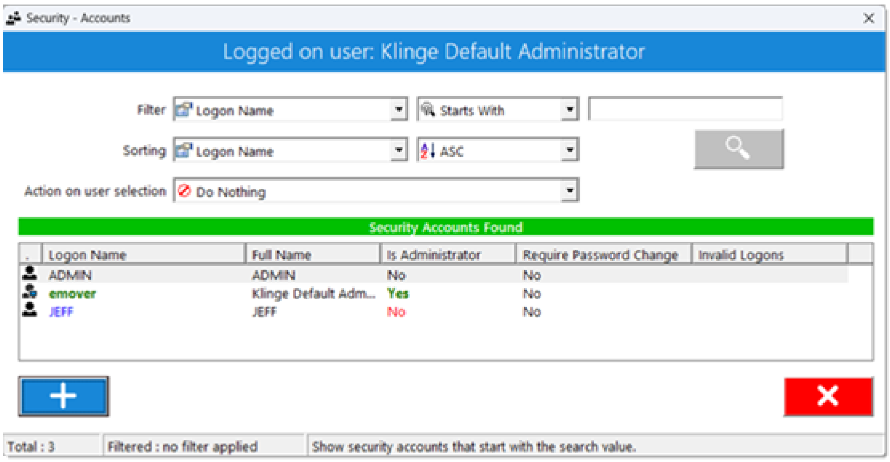
Mandatory fields

Item	Description
Logon Name	The username for the account.
Password	The password for the account. The password is case-sensitive but does not require a combination of upper and local case characters, numbers or special characters. Minimum length on the password is set under Miscellaneous > **Security Options**.
Email Address	This is usually the business email address of the person using the account. When an account is used by more than one person, a generic email address can be used.
Full Name	i.e., Bruce Wayne.
Sort Value	Using the example above, sort value would be either Bruce or Wayne.

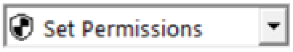
Other fields

Item	Description
Secret Question / Answer	These fields can be set up to assist the user if they forget their TTC password.
Avatar Name	Nick name for user (function not yet implemented).
Mobile Phone No.	Used for two way authentication (function not yet implemented).
Invalid Logon Count	How many times an invalid logon occurred. Click this item to reset invalid logons.
Data Time Stamp	This read-only field displays the date/time when the user account was modified.
Window User Name	The MS Windows name the user logs in with.
Is Password Change Required	Click this to force a user to nominate a new password on next logon. **Recommended.**
Is Active	When creating a new account, this is set to **Yes** by default. This can be used to deactivate an account.
Is Account Locked	If an account is locked, click this field to unlock it.
Is Administrator	Setting **Yes** gives the user full access to all sites and menus in the database.

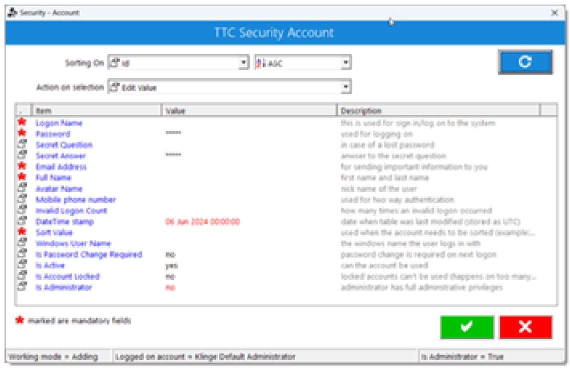
Creating a User Account



1. Click [+] to begin the process.
2. Once you complete the mandatory fields, click [✔] to close the setup screen.
3. To set user permissions, change the Action list to

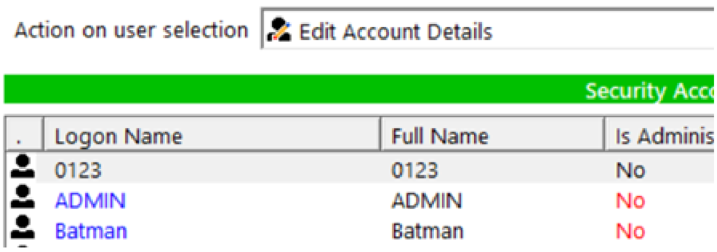


4. Click the new user's name in the list to open the permissions window.



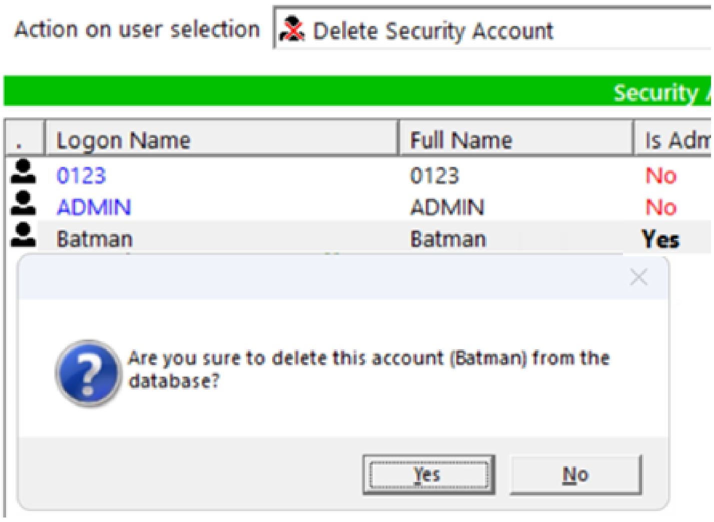
> NOTE: If "Is Administrator" is set to Yes on the user account, there is no need to configure permissions unless there is more than one site in the database and the user should not have administrator access for all sites.
>
> When supplying a new password to the user, advise them that the password is case-sensitive.

Editing a User Account



1. Select **Edit Account Details** from the Action list.
2. Select the account you want to edit to open the Security Account window.
3. Once editing is complete, click [✔] to confirm the changes and close the Security Account window.

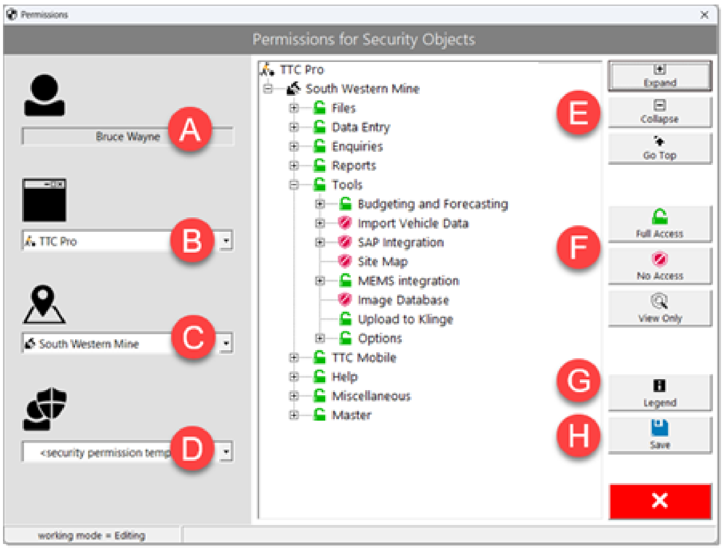
Deleting a User Account



1. Select **Delete Security Account** from the Action list.
2. Click the account you want to delete.
3. Click **Yes** to delete the account.

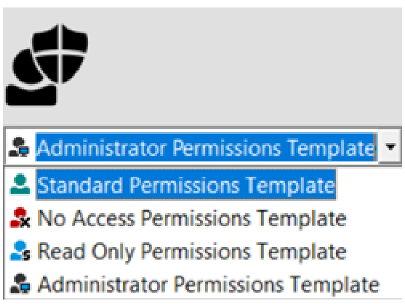
> **NOTE: If the real Batman works for your company, be sure to ask his permission before deleting his account!**

Understanding the Permissions Window



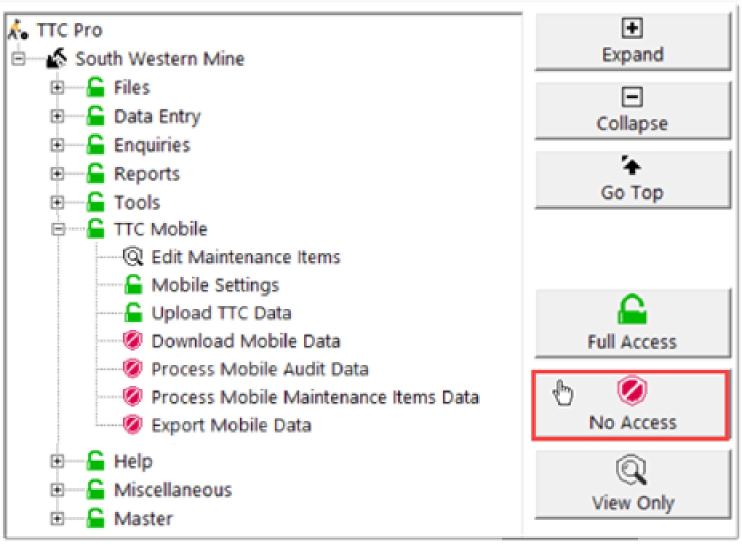
A. User account name
B. Application list
C. Site name list
D. Permission template list
E. View options
F. Custom permission controls
G. Legend (Help)
H. Save permissions button

> **NOTE: Use the application list (B) and site list (C) to ensure the user account has the appropriate permissions for all applications and if applicable, over all sites in your database. You will need to click Save to confirm any changes.**



Setting Permissions Using Templates

Select a permission template for the account and click **Save** to confirm.



Setting Custom Permissions

Use the permission controls to customise permissions for the user account and click **Save** to confirm. You can set permissions on all or some menu items.