

ORDER POWER!

Security

User Guide



April 17, 2004

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Security

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Security

In almost every business, it makes sense to restrict users' access from areas of **ORDER POWER!** that are not related to their job function. Rather than define each user's permissions individually, **ORDER POWER!** streamlines this by creating **Security Groups**.



A **Security Group** allows its members access to everything that is not specifically denied to it.

Once you have defined the group, you can then enroll individual users in that group. A user can be enrolled in only one group at a time. If it becomes necessary to change an individual's access, you delete that user from their current **Security Group** and enroll them in another one with the correct permissions.

Working with Security Groups

To work with **Security Groups**, from the **ORDER POWER! Main Menu**, select **System Operations** \rightarrow **Security** to display the *Security Group Inquiry* panel (figure 1).

```

Computer Solutions, Inc.
Position To : Security Group Inquiry

2=Change 6=Users 7=Programs Denied 8=Companies Denied
9=Transaction Codes Denied
Group Description
_ CSI CSI Testing Group
_ SNR CSI Senior Analyst Group
_ TST Test Security

Bottom
F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top F12=Cancel F21=Print
  
```

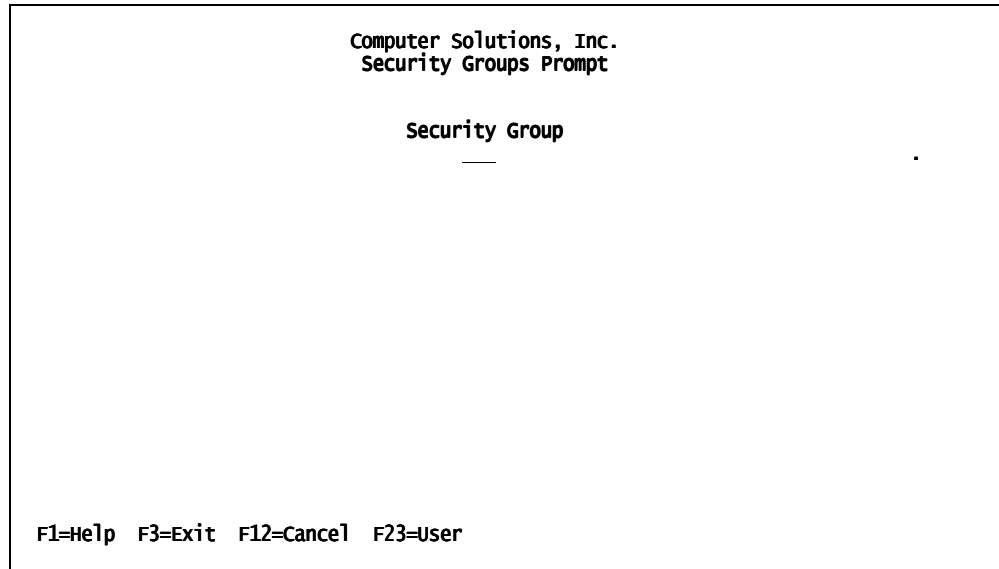
Security Group Inquiry panel (figure 1)

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display <i>Security Groups Update panel (figure 3)</i> to update the Security Group
6=Users	Display the <i>Security Users Inquiry window (figure 4)</i> to work with users enrolled in Security Groups
7=Programs Denied	Display the <i>Programs Denied Inquiry window (figure 6)</i> to work with programs denied to Security Groups
8=Companies Denied	Display the <i>Companies Denied window (figure 9)</i> to work with Companies denied to Security Groups
9=Transaction Codes Denied	Display the <i>Security Transaction Code Inquiry window (figure 11)</i> to work with Transaction Codes denied to Security Groups
F6=Create	Display the <i>Security Groups Prompt panel (figure 2)</i> to create a new Security Group

To create a new Security Group

1. On the *Security Group Inquiry panel (figure 1)*, press **F6** (Create) to display the *Security Groups Prompt panel (figure 2)*.



Security Groups Prompt panel (figure 2)

- 1a. Complete this field:

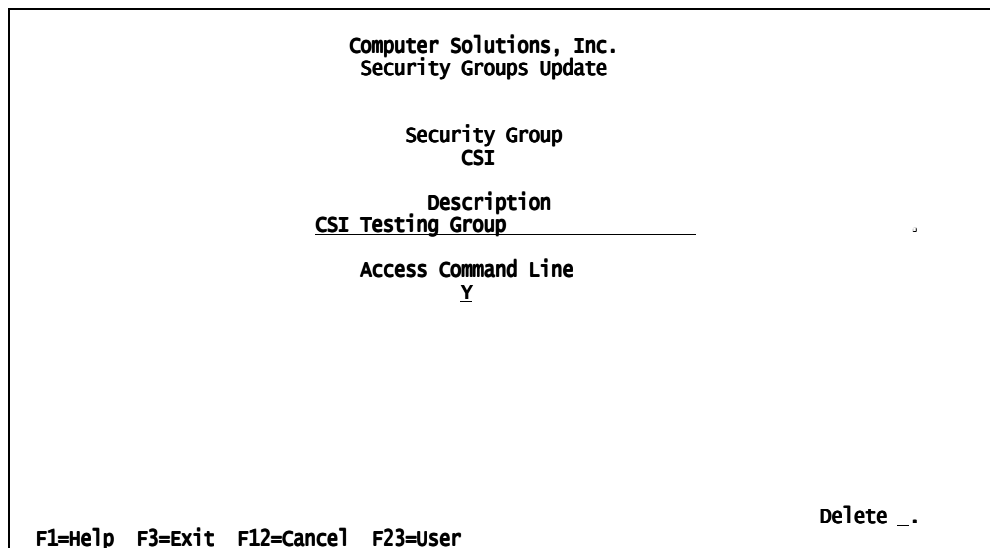
Security Group

Type a code to represent the group you are about to define.

- 1b. Press **Enter** to display the *Security Groups Update panel (figure 3)*.

To change a Security Group

1. On the *Security Group Inquiry panel (figure 1)*, type **2** (Change) beside the group you want to change, then press **Enter** to display *Security Groups Update panel (figure 3)*.



Security Groups Update panel (figure 3)

2. Complete these fields:

Description

Type a descriptive name for the **Security Group**.

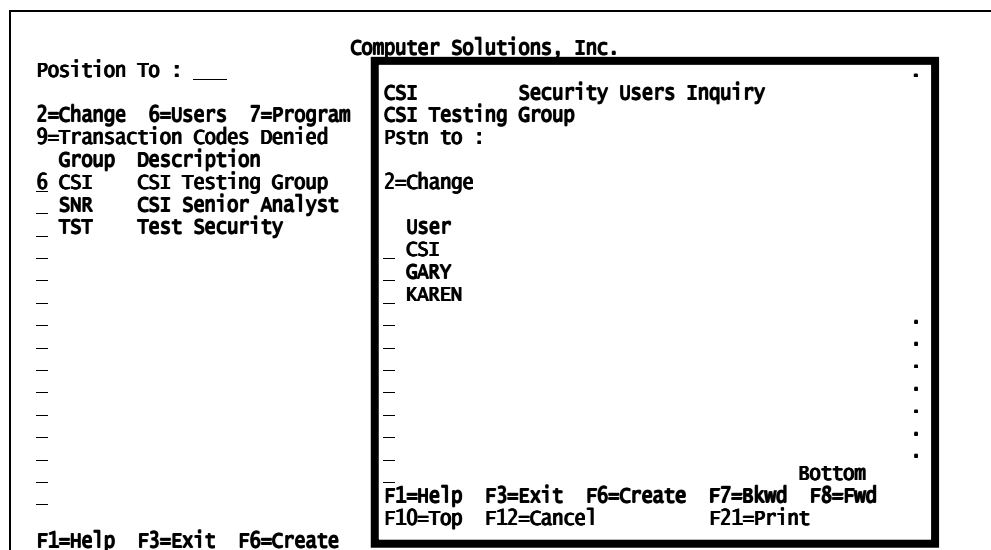
Access Command Line

Type **Y**(es) or **N**(o) to indicate whether or not you want to allow members of the **Security Group** to access the AS/400 Command Line.

3. Press **Enter** to update the **Security Group**.

Working with users enrolled in a Security Group

To work with users enrolled in a **Security Group**, on the *Security Group Inquiry* panel (figure 1), type **6** (Users) beside the group you want work with, then press **Enter** to display *Security Users Inquiry* window (figure 4).



Security Users Inquiry window (figure 4)

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display <i>Security Users panel (figure 5)</i> to delete the user from the Security Group
F6=Create	Display the <i>Security Users panel (figure 5)</i> to enroll a new user in the Security Group

To enroll a new user in the Security Group

1. On the *Security Users Inquiry window (figure 4)*, press **F6** (Create) to display the *Security Users panel (figure 5)*.

CSI
CSI Testing Group

Computer Solutions, Inc.
Security Users Prompt

User Name

Delete _

F1=Help F3=Exit F12=Cancel

Security Users panel (figure 5)

2. Complete this field:

User Name

Type the (AS/400) **User Name** you want to enroll in the **Security Group**.

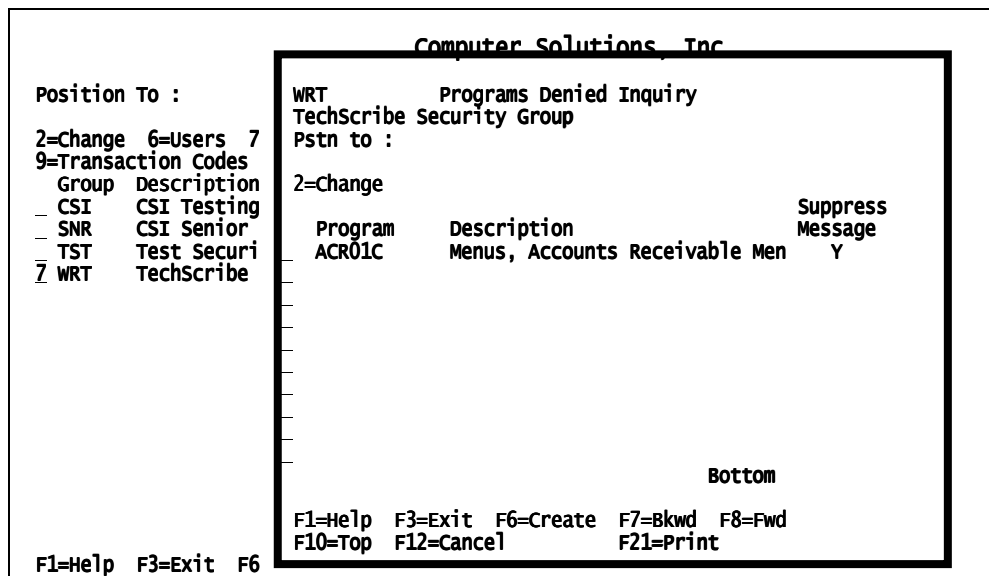
3. Press **Enter** (twice) to update the **Security Group**.

To delete a user from the Security Group

1. On the *Security Users Inquiry window (figure 4)*, type **2** (Change) to display the *Security Users panel (figure 5)*.
2. Type **(Y)**es in the **Delete** field, then press **Enter** to delete a user from the **Security Group**.

Working with access to programs

To work with access to programs, on the *Security Group Inquiry panel (figure 1)*, type **7** (Programs Denied) beside the group you want to work with, then press **Enter** to display *Programs Denied Inquiry window (figure 6)*.



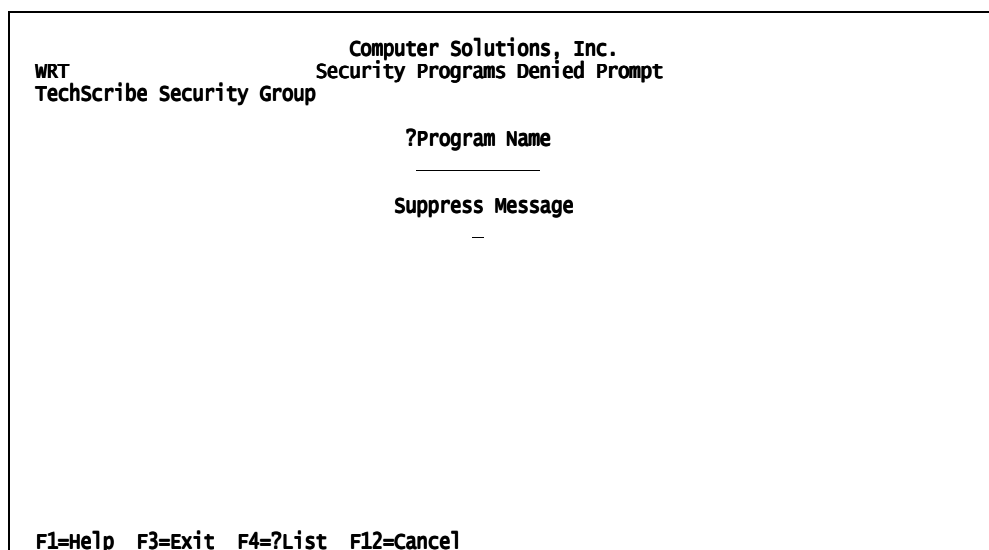
Programs Denied Inquiry window (figure 6)

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display <i>Security Programs Denied panel (figure 7)</i> to change a group's access to a program or programs, or to restore access to a program or programs currently restricted
F6=Create	Display the <i>Security Programs Denied panel (figure 7)</i> to deny access to a program or programs

To deny access to a program or programs

1. On the *Programs Denied Inquiry window (figure 6)*, press **F6** (Create) to display the *Security Programs Denied panel (figure 7)*.



Security Programs Denied panel (figure 7)

- Complete this field:

?Program Name

Type the name of the program to which you want to deny access.

- or -

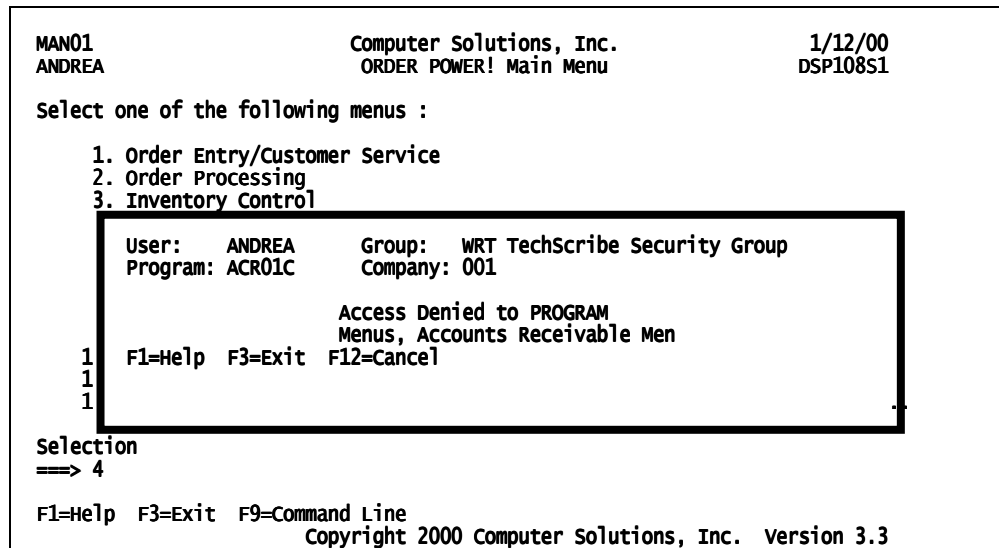
To deny access to a group of programs, type the first two letters of the program name, plus an asterisk. This is known as using the **Wild Card** selection. The **Wild Card** causes any program name beginning with the same leading characters to be added to the file of programs denied for this **Security Group**.

- Press **Enter** to display the **Suppress Message** field.

Suppress Message

Type **Y**(es) or **N**(o) to indicate whether or not you want **ORDER POWER!** displays the *Security Access Denied window* (figure 8) when a user attempts to access a program which they have been restricted from.

If you type **N**(o), **ORDER POWER!** will, without explanation, clear the option they have typed into a menu when the user presses the **Enter** key.



Security Access Denied window (figure 8)

- Press **Enter** to update the **Security Group**.

To restore access to a restricted program or programs

- On the *Security Group Inquiry panel* (figure 1), type **7** (Programs Denied) beside the group you want to work with, then press **Enter** to display *Programs Denied Inquiry window* (figure 6).
- Type **2** (Change) beside the program(s) to which you want to restore access, then press **Enter** to display the *Security Programs Denied panel* (figure 7).

- Type (Y)es in the **Delete** field, then press **Enter** to update the **Security Group**. If you have selected more than one program to be restored, **ORDER POWER!** will display the next program to which you want to restore access.

Working with access to Companies

To work with access to **Companies**, on the *Security Group Inquiry panel (figure 1)*, type **8** (Companies Denied) beside the group you want to work with, then press **Enter** to display *Companies Denied window (figure 9)*.

Position To :		WRT Security Companies Denied Inquiry									
2=Change 6=Users 7=Pro		TechScribe Security Group									
9=Transaction Codes Deni		Companies Denied									
Group Description		1	2	3	4	5	6	7	8	9	10
_ CSI CSI Testing Gro		11	12	13	14	15	16	17	18	19	20
_ SNR CSI Senior Anal		21	22	23	24	25	26	27	28	29	30
_ TST Test Security		31	32	33	34	35	36	37	38	39	40
8 WRT TechScribe Secu		41	42	43	44	45	46	47	48	49	50
_		51	52	53	54	55	56	57	58	59	60
_		More...									
_		F1=Help		F3=Exit		F6=Chg/Create		F7=Bkwd		F8=Fwd	
_		F10=Top		F12=Cancel				F21=Print			
_											
F1=Help F3=Exit F6=Cre											

Companies Denied window (figure 9)

This action is available, in addition to the standard **ORDER POWER!** functions:

Action	Description
6=Chg/Create	Display <i>Security Companies Denied Inquiry panel (figure 10)</i> to restrict a group's access to a company or companies, or to restore access to a company or companies currently restricted

To deny access to a company or companies

- On the *Companies Denied window (figure 9)*, press **F6** (Chg/Create) to display the *Security Companies Denied Inquiry panel (figure 10)*.

** CSI 3.3 Development Co 1 **									
Security Companies Denied Inquiry									
TechScribe Security Group									
Companies Denied									
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
-	-	-	-	-	-	-	-	-	-
									More...
F1=Help F3=Exit F7=Fwd F8=Bkwd F10=Top F12=Cancel									

Security Companies Denied Inquiry panel (figure 10)

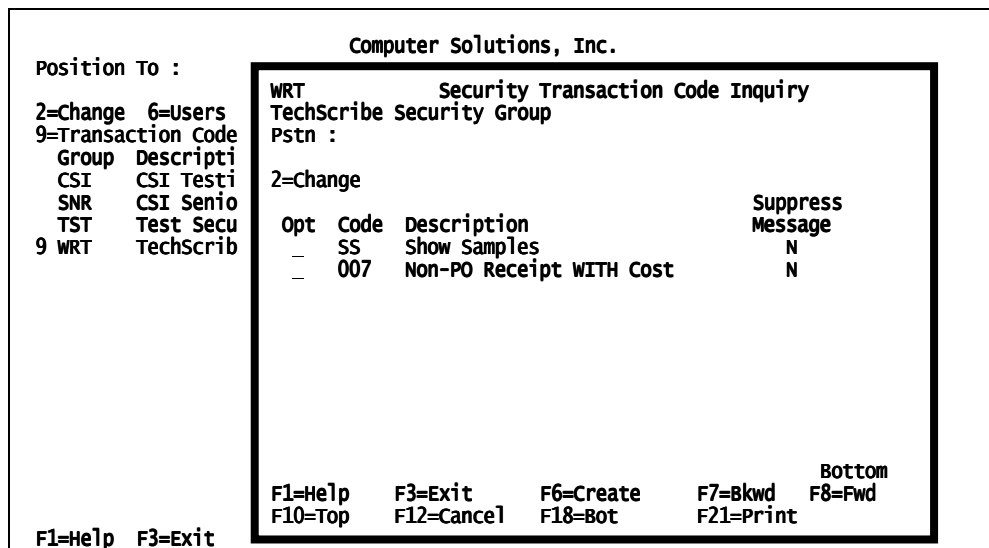
2. Type a (Y)es in the field below the number of each **Company** to which you want to restrict access.
3. Press **Enter** to update the **Security Group**.

To restore access to a restricted Company or Companies

1. On the *Companies Denied window* (figure 9), press **F6** (Chg/Create) to display the *Security Companies Denied Inquiry panel* (figure 10).
2. Clear the field below the number of each **Company** to which you want to restore access.
3. Press **Enter** to update the **Security Group**.

Working with access to Transaction Codes

To work with access to **Transaction Codes**, on the *Security Group Inquiry panel* (figure 1), type **9** (Transaction Codes Denied) beside the group you want to work with, then press **Enter** to display *Security Transaction Code Inquiry window* (figure 11).



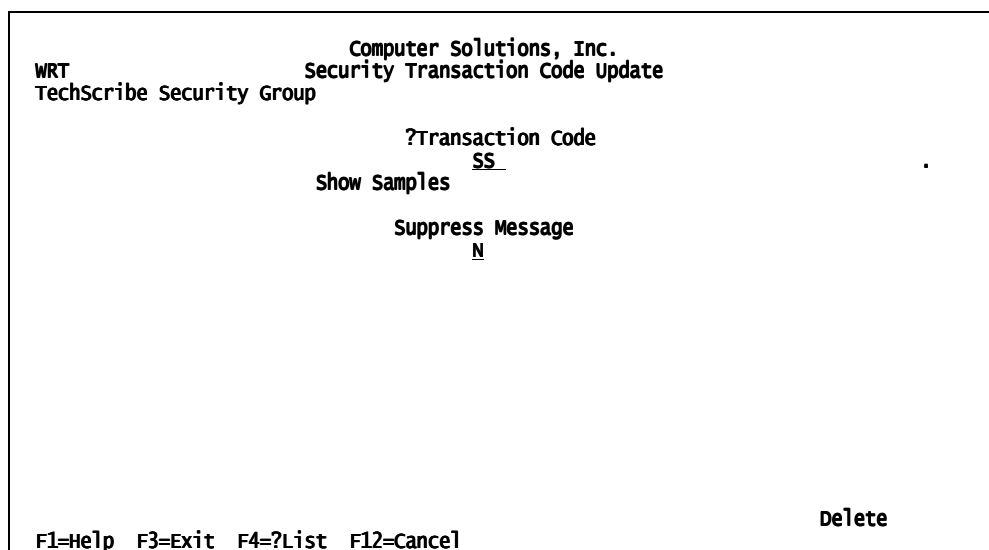
Security Transaction Code Inquiry window (figure 11)

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display <i>Security Programs Denied panel</i> (figure 7) to change a group's access to a program or programs, or to restore access to a Transaction Codes currently restricted
F6=Create	Display the <i>Security Programs Denied panel</i> (figure 7) to deny access to a Transaction Codes

To deny access to Transaction Codes

1. On the *Security Transaction Code Inquiry window* (figure 11), press **F6** (Create) to display the *Security Transaction Code panel* (figure 12).



Security Transaction Code panel (figure 12)

2. Complete this field:

?Transaction Code

Type the name of the **Transaction Code** to which you want to deny access.

3. Press **Enter** to display the **Suppress Message** field.

Suppress Message

Type **Y**(es) or **N**(o) to indicate whether or not you want **ORDER POWER!** to display the *Security Access Denied window (figure 13)* when a user attempts to access a **Transaction Code** which they have been restricted from.

```
Computer Solutions, Inc.  
Inventory Transaction Entry  
  
?Transaction Code: 056  
Transaction Date: 1/13/00  
  
User: ANDREA      Group: WRT TechScribe Security Group  
Tran Code: 056  
  
Access Denied to Transaction Code:  
Transfer from Store to KSC  
F1=Help F3=Exit F12=Cancel  
  
F1=Help F3=Exit F4=?List F12=Cancel
```

Security Access Denied window (figure 13)

4. Press **Enter** to update the **Security Group**.

To restore access to restricted Transaction Codes

1. On the *Security Group Inquiry panel (figure 1)*, type **7** (Transaction Codes Denied) beside the group you want to work with, then press **Enter** to display *Security Transaction Code Inquiry window (figure 11)*.
2. Type **2** (Change) beside the **Transaction Code**(s) to which you want to restore access, then press **Enter** to display the *Security Transaction Code panel (figure 12)*.
3. Type **(Y)**es in the **Delete** field, then press **Enter** to update the **Security Group**. If you have selected more than one **Transaction Code** to be restored, **ORDER POWER!** will display the next program to which you want to restore access.



Security Events

ORDER POWER! uses four **Security Events** to give you finer control over the transactions of users. Unlike **Security Groups**, a **Security Event** is not used to absolutely restrict access to a program. Instead, it allows you to use **Security Groups** to establish password control and/or dollar limits on certain transactions for the specified group. Different limits can then be set for different groups.

The four types of transaction you can control are:

- AR1** AR Credit transaction maximum amount
- HO1** Can't remove from hold if merchandise amount exceeds
- PO1** PO will not print if total amount exceeds
- PR1** Can't change the price if the difference exceeds

Working with Security Events

From the **ORDER POWER! Main Menu**, select **System Operations > Security Events** to display the *Security Event Inquiry panel (figure 1)*.

Position to	OP! 4.0 DEVELOPMENT - CO# 001		
Security Event: _____	Security Event Inquiry		Show Delete : N
2=Change 5=Display			
	Event	Company #	Event Description
-	AR1	1	AR Credit transaction maximum amount
-	AR1	2	AR Credit transaction maximum amount
-	HO1	1	Can't remove from hold if Merch\$ exceeds
-	HO1	2	Can't remove from hold if Merch\$ exceeds
-	PO1	1	Can Not Print PO over \$25.00 total
-	PO1	2	PO will not print if Total \$ exceed
-	PR1	1	Can't change the price if diff exceeds
-	PR1	2	Can't change Merch sell price if exceeds
			Bottom
F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top F12=Cancel F18=Bot F21=Print			

Security Event Inquiry panel (figure 1)

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display <i>Security Event maintenance panel (figure 3)</i> to change a Security Event
5=Display	Display the <i>Security Event Display window</i> , similar to <i>Security Event maintenance panel (figure 3)</i> , to view a Security Event
F6=Create	Display the <i>Security Event Prompt panel (figure 2)</i> to create a new Security Event

To create a new Security Event

1. On the *Security Event Inquiry panel (figure 1)*, press **F6** (Create) to display the *Security Event Prompt panel (figure 2)*.

OP! 4.0 DEVELOPMENT - CO# 001
Security Event Prompt

?Security Event ?Company #

_____ _____

F1=Help F3=Exit F4=?List F12=Cancel

Security Event Prompt panel (figure 2)

- 1a. Complete these fields:

Security Event

Type a code that indicates which type of event you want to define:

- AR1** AR Credit transaction maximum amount
- HO1** Can't remove from hold if merchandise amount exceeds
- PO1** PO will not print if total amount exceeds
- PR1** Can't change the price if the difference exceeds

Company #

Type an **ORDER POWER!** Company code to indicate to which company the event applies.

- 1b. Press **Enter** to display the *Security Event maintenance panel (figure 3)*.

To change a Security Event

1. On the *Security Event Inquiry panel (figure 1)*, type **2** (Change), beside the **Security Event** you want to work with, then press **Enter** to display the *Security Event maintenance panel (figure 3)*.

OP! 4.0 DEVELOPMENT - CO# 001 Security Event	
Security Event	AR1
Company #	1
Description	<u>AR Credit transaction maximum amount</u>
?Security Group	<u>CSI</u>
Deny/Allow for Security Group	<u>D</u> D/A
Password	<u>CSI</u>
Header for Password window	<u>Credit Memo over \$25 requires password:</u>
Data for Security Evaluation	<u>25</u>
Amount/Percentage Code	<u>A</u> A/P
Delete _	
F1=Help F3=Exit F4=?List F12=Cancel	

Security Event maintenance panel (figure 3)

2. Complete these fields:

Description

Type a description of the **Security Event** you are defining.

Security Group

Type a user-defined code that indicates to which **ORDER POWER!** **Security Group** this event applies, or leave it blank to include all groups.

Deny/Allow for Security Group

Type **D**(eny) or **A**(llow) to indicate whether you are restricting or permitting access to the event for the **Security Group** you entered above. If you leave this field blank, **ORDER POWER!** will deny access to the event.

Password

Type a word that will allow access to a specific event in Scenarios 1, 2 and 4 below.

Header for Password window

Type a prompt for the Password window that displays when a user attempt to perform a secured event.

Data for Security Evaluation

Type the amount or percent (depending on what you enter in the field below) that will trigger a **Security Event**.

Amount/Percentage Code

Type **A**(mount) or **P**(ercent) to indicate which applies the **Data for Security Evaluation** field above. **P**(ercent) only applies to type **PR1** (Can't change the price if the difference exceeds) events at this time.

The combination of **Deny/Allow for Security Group** and **Password** fields that you choose sets up one of four possible scenarios.

Scenario 1: Security Group	(specified)
Deny/Allow for Security Group	Deny
Password	(exists)

The specified **Security Group** must first enter the password in order to perform the event. All other **Security Groups** can perform the event without a password.

Scenario 2: Security Group	(specified)
Deny/Allow for Security Group	Allow
Password	(exists)

The specified **Security Group** can perform the event without a password. All other **Security Groups** must first enter the password in order to perform the event.

Scenario 3: Security Group	(blank)
Deny/Allow for Security Group	Deny
Password	(does not exist)

No one can perform the event.

Scenario 4: Security Group	(blank)
Deny/Allow for Security Group	Deny
Password	(exists)

No one can perform the event without a password.

3. Press **Enter** to update the **Security Event**.

To display a Security Event

On the *Security Event Inquiry panel (figure 1)*, type **5** (Display) beside the **Security Event** you want to work with, then press **Enter** to display the *Security Event Display window*, similar to *Security Event maintenance panel (figure 3)*.

Authority dollar levels for release of P.O. by buyer

The **ORDER POWER! Security Events** allows you to establish a maximum total purchase order amount which that members of a specified security group can release.

“Release” refers to the printing of the purchase order (Purchasing menu, Option #3) which is the way Purchase

Orders are released in **ORDER POWER!**. If a user attempts to release a P.O. which exceeds his authority dollar level, that fact will be recorded in the P.O. Audit file for subsequent review, and the P.O. will not release. See the “Security Events” section on page 1 for instructions.



If any **Purchase Order** in a batch cannot release due to this restriction, the remaining POs will release, unaffected.