

# SNAK

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## SECURITY MAINTENANCE

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## PROCEDURES

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## VER 4.13 DRAFT

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PROFESSIONAL ROUTE OPERATING SYSTEMS, INC.  
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The forms and policies presented in this manual may not be the most current available. Please consult your consultant for the most up-to-date information. This manual has been developed for *SNAK Version 4.13*.

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## System Conventions

### Menu Shortcuts

SNAK has imbedded several shortcuts for you to use to traverse to other module menus from anywhere within the SNAK system. The table below shows the shortcut keys available to you for this function. To view this table through your SNAK system, press ALT-F1 keys. You will notice how the ALT key is used in conjunction with the module number from the main screen. For example, to proceed to the Accounts Payable module, press ALT-2, Accounts Payable is menu selection number two (2) from the main menu.



Figure 1 - Shortcut Keys

### Menu Maneuvering

You may travel from menu to menu by selecting the number corresponding to the desired menu selection. In general, you may hit the ENTER key at the initial blank field on the screen and the system will take you back one screen.

The TAB key or the ENTER key may be used to move from field to field within a screen.

The F2 key is used throughout the system to provide for on-line help.

The F3 key is used throughout the system to allow you to 'look-up' certain indexed information. Look-ups only occur in designated fields throughout the system.

For a complete list of available **HotKeys**, please see page 3

Generally, the ESC key may be used to abandon a particular operation. When pressed, if the program allows you to halt the particular process the following message will be displayed and give you the option to abandon the program, or not.

Abandon Operation (Y/N) **N**

Most control modules are displayed in a four quadrant fashion. Each quadrant is summarized in the table below:

Quadrant Name	Description
MAINTENANCE	General file maintenance for the specific module. For example Item Maintenance, Category Maintenance, Customer Maintenance, etc. It is in the maintenance area of each module that you have the ability to edit, add or delete information to tailor the system to your specific needs.
POSTING	This area provides for the routine processing functions of the specific module. For example Receipts Posting, Physical Count Posting, Ticket Posting, Cash Posting, Settlement, etc.
MISCELLANEOUS	Other routines which aid you in customizing and/or scrutinizing your system. Special system resets, inquiries, special changes and other routines may be found in this area.
REPORTS	In general, any report from SNAK is included in this area.

## Hotkeys

SNAK has provided several “hotkeys” for ease in getting from screen to screen. Below is a list of these keys and a brief description of what they do.

Hotkey	Description	Hotkey	Description
←	Cursor left in Field	<b>Tab</b>	Next Field
→	Cursor right in Field	<b>Shift-Tab</b>	Previous Field
(down arrow)	Next Field	<b>Ctrl-V</b>	Erase Field
(up arrow)	Previous Field	<b>Ctrl-U</b>	Recall Field
<b>Home</b>	First Record	<b>Insert</b>	Insert Mode On/Off
<b>End</b>	Last Record	<b>Ctrl-Del</b>	Delete Record
<b>PgDn</b>	Next Page	<b>Esc</b>	Abort, Exit
<b>PgUp</b>	Previous Page	<b>Ctrl-End</b>	Save, Exit
<b>Enter</b>	Accept Entry	<b>F1</b>	Field Level Help
<b>Shift-F1</b>	Function Level Help	<b>Alt-F1</b>	View Saved Files
<b>F2</b>	Module On-Line Help	<b>F3</b>	Lookup tables (not available for all fields)

Figure 2 - Hotkeys!

## Printing throughout the SNAK System

For each request of a printout you will be given the option to print to a local printer, a shared printer, or a file.

## Date and dollar entry through the SNAK System

All dates are displayed MM/DD/YY, but you do not need to key in each character of a specified date. In most instances, the system date will be used as a default date. In the event you wish to change the month and day, but not the year, you may enter a two digit month, and immediately enter a two digit day. You will not be able to key in the slashes (/). You may then TAB, or press ENTER to go on to the next field. In the event only the day needs to be changed, you may use the arrow (→) key to move the cursor to the first position of the day field.

In most posting routines, you are not allowed to use a transaction date which is 15 days prior to the system date.

All dollar information entered must include a decimal point where needed. The SNAK System does not automatically assume it.

## Security Maintenance Policies

### Creating and Modifying Existing Users

Access to the Security area is limited to certain individuals. Additional users are established on an as-needed basis by the Accounting Manager. To establish new users, the person logged on must have privileges and the ability to add new users. The steps to add a new users are found below.

#### Creating New User

- At the User Name prompt, enter a new user name. This user name may be up to 20 characters long and may include letters, numbers and spaces.
- Create a new user as directed by the system.
- Use DEFAULT when prompted by the system as a name to use as a basis for the accessing ability of the new user being created. The table found below shows the DEFAULT accesses for each module and their corresponding menu selections.
- Enter the user's password when prompted. Passwords may be up to 10 alphabetic only characters. No spaces, numbers or punctuation is accepted.
- Password Timeouts are maintained for 30 days.
- Automatic Logoff is always set to Y.
- Modify Module access as needed by changing the appropriate modules from Y to N and from N to Y. The screen shot located on page **Error! Bookmark not defined.** shows the initial Access for each module for the DEFAULT user. Each module will automatically display all of the menu functions available within that module, and you must determine whether or not the user being created has access rights to each individual menu selection within that module.
- If the Module Access is set to N, the system will not display the menu selections found within the module.

Table 1 - Default Access for New User

Module Name	Default Access	Menu Selection	Default Access
General Ledger	N		
Accounts Payable	Y	All Menu Selections	Y
Accounts Receivable	Y	Exceed Write Off Limits All Other Menu Selections	N Y
Inventory Control	Y	All Menu Selections	Y

Module Name	Default Access	Menu Selection	Default Access
Route Control	Y	All Menu Selections	Y
Jobber Control	Y	All Menu Selections	Y
Vending Control	N		
Payroll	N		
Utilities	Y	All Menu Selections	Y
Norand	Y	All Menu Selections	Y
Security	N		



Figure 3 - Default Access for New User

### Editing Existing User Name

In the event you wish to modify a user's access rights, password or timeout delay, merely call up the existing user through Security Management. When prompted by the system to either Correct, Delete or Exit the Security system, respond 'C' to correct (or modify) this users properties.

- Follow system prompts, or utilize arrow keys, tab keys, etc. to scroll through the users' security information.
- Enter CTRL-END to complete the changes
- Verify the changes are accurate before accepting the changes.

## ***Security Maintenance Utilities***

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While in the Security Maintenance program, you may press F7 to activate the Security Utilities Menu. This area allows you to obtain log reports by users or by terminal of actions performed through the SNAK system. You may also elect to purge (delete) old information which is no longer required. Finally, the reports option gives you the ability to obtain security log information with regard to override data

### ***Reports***

Security Reports may be obtained by User or by Machine. This area also allows you to view a security log which indicates if override restrictions have or have not occurred.

- Select 1, Access by User if you wish to view reports for an individual user or multiple users.
- Select 2, Access by Machine if you wish to view reports for an individual machine, or for multiple machines.
- Use the F5 key to selectively tag users or machines as directed by the system.
- Use the F6 key to tag all users or machines as directed by the system.
- Enter the appropriate beginning and ending dates. User and Machine Reports are typically run on a monthly basis, therefore this beginning and ending date should span one month.
- Enter 'N' to the question concerning Restrict to Violations, as all user accesses are required on these reports.
- In the event you need to run a special Security Log Analysis to determine if system violations have occurred, answer 'Y' to the question pertaining to Restrict to Violations.

### ***Purging the Security Log***

After obtaining all reports for the month, you must PURGE the data from the Security Log. To perform this function, follow the procedures below. The sample report found on page **Error! Bookmark not defined.** shows a typical Security Log by User with no restrictions as to violations.

- Access the Security System, and press F7 to call up the Security Utilities Menu.
- Verify that all reports for the month have been obtained.
- Use your right arrow key or your TAB key to move the highlighted option to PURGE.

- Enter the appropriate date. All data up to this date will be deleted from the security log.

**Report 1 - Security Log Report**

Page No.	1	09/27/96 - 09:25 Am				
SNAK PRODUCTS, INC. SECURITY USER ACCESS LOG SECURITY REPORT # 1 FOR DATES 09/01/96 TO 09/27/96						
User Id: 01 SUPERVISOR						
PC	MODULE	FUNCTION	ACCESS DATE	ACCESS TIME	VALID ACCESS	
01	AR	STORE MAINTENANCE	09/20/96	13:34:59	Y	
01	IN	ITEM MAINTENANCE	09/20/96	13:16:08	Y	
01	IN	VIEW COSTING INFORMATION	09/20/96	13:16:09	Y	
01	MN	REINDEX UTILITIES	09/20/96	14:10:02	Y	
01	MN	EDIT COMPANY MASTER FILE	09/20/96	13:33:48	Y	
01	SK	ACCOUNTS RECEIVABLE	09/20/96	13:34:48	Y	
01	SK	INVENTORY CONTROL	09/20/96	13:14:17	Y	
01	SK	UTILITIES/MAINTENANCE	09/20/96	13:33:42	Y	
01	SK	UTILITIES/MAINTENANCE	09/20/96	14:04:23	Y	
01	SK	UTILITIES/MAINTENANCE	09/20/96	14:04:39	Y	
01	SK	SECURITY CONTROL	09/20/96	14:03:45	Y	
01	SX	SECURITY AUTO LOGOFF	09/20/96	13:31:35	N	
01	SX	SECURITY AUTO LOGOFF	09/20/96	13:50:02	N	
01	MN	SYSTEM FILES PURGE UTILITY	09/23/96	14:41:34	Y	

The table below gives you the definition of each of the two letter abbreviations for the module name.

**Table 2 - Abbreviations Used on Log Report**

Two Letter	Module Name
GL	General Ledger
AP	Accounts Payable
AR	Accounts Receivable
IN	Inventory Control
RC	Route Control
JC	Jobber Control
VC	Vending Control
PR	Payroll
MN	Utilities
?NR	Norand Interface
?SK	Security
?SX	Security - Auto Log off feature