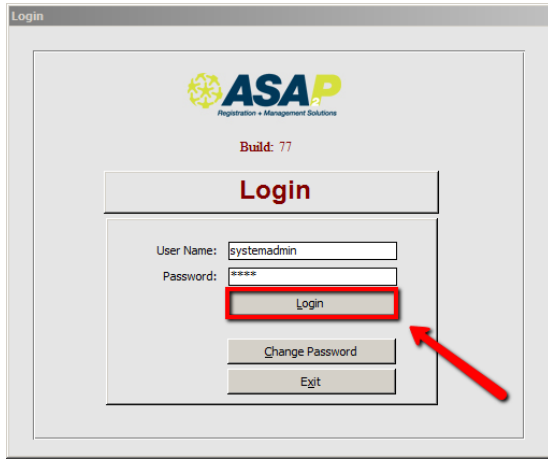


Add New User Login to ASAP



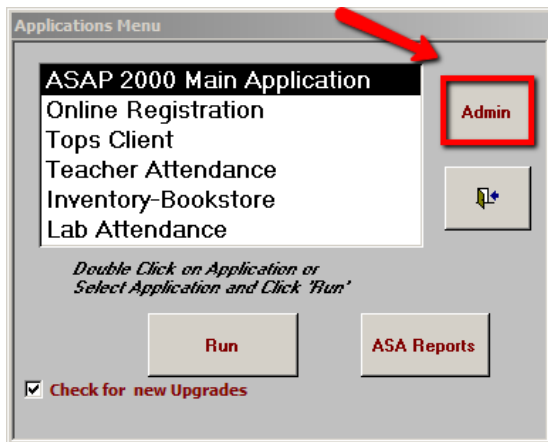
Build: 77

Login

User Name:

Password:

Before you assign a login and password for a user, make sure you have already created a record for this user in Personnel. From the Logon screen, type in the System Administrator's user name and password, and click on the Logon button.



Applications Menu

ASAP 2000 Main Application

Online Registration

Tops Client

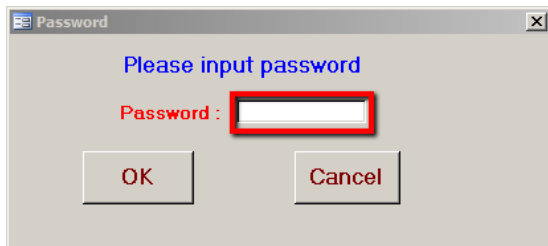
Teacher Attendance

Inventory-Bookstore

Lab Attendance

Check for new Upgrades

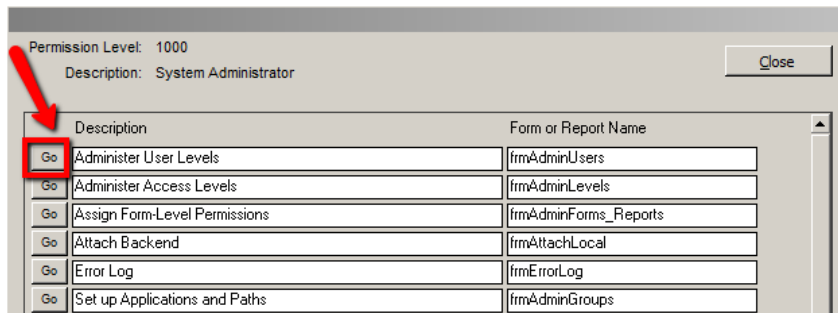
Click on the Admin button.



Please input password

Password:

You'll be required to enter a second password. If you don't have this password, please contact ASAP.



Permission Level: 1000

Description: System Administrator

	Description	Form or Report Name
<input type="button" value="Go"/>	Administer User Levels	frmAdminUsers
<input type="button" value="Go"/>	Administer Access Levels	frmAdminLevels
<input type="button" value="Go"/>	Assign Form-Level Permissions	frmAdminForms_Reports
<input type="button" value="Go"/>	Attach Backend	frmAttachLocal
<input type="button" value="Go"/>	Error Log	frmErrorLog
<input type="button" value="Go"/>	Set up Applications and Paths	frmAdminGroups

Click on the **Go** button next to Administer User Levels.



Add New User Login to ASAP

Admin Users
of Valid WTA Licenses: 1000 WTA Licenses In Use: 31 WTA Licenses Exp Date: 12/31/2099

Administrate Users **New Record** Close

GO	Full Name	User Name	Password	Description	Level	Web User	Delete
GO		User	*****	Users	3	✓	Delete
GO		Teach	***	Teachers	6	✓	Delete
GO		System Adm	****	System Administrators	1000	✓	Delete
GO		Recorder	*****	Recorders	4	✓	Delete
GO		Train	*****	Administrators	2	✓	Delete
GO		Guest	****	Guests	5	✓	Delete
GO		kitty	*	Teacher	6	✓	Delete
GO		OnlineAdm	*****	Online Administrator	1000	✓	Delete
GO	Ackley, Steven C	z	*		3	✓	Delete
GO	Amatori, Dolores A.	da	*****	Teacher	6	✓	Delete
GO	Amatori, Dolores A.	Dolores	*****		122	✓	Delete
GO	Arfmann, Lani C.	b	*****	Administrator	2	✓	Delete
GO	Armer, Bonnie	ba	*****	Sub Teacher	6	✓	Delete
GO	Asuncion, Corazon	ca	*****	Teacher	6	✓	Delete
GO	Barbosa, Jill M	jbarbosa	*****		6	✓	Delete
GO	Bob, Bob	bbob	*****		2	✓	Delete
GO	Carlson, Valda	v	*****	Teacher	6	✓	Delete
GO	Carlson, Valda	va	*****	Register Students	123	✓	Delete
GO	Chambrose, Robert	asap	*****	Merge Classes	6	✓	Delete
GO	Counselor, View	Counselorvi	*****	CounselorView	122	✓	Delete
GO	Counselor, Addition M	CounselorA	*****	Counselor	123	✓	Delete

To create a new login, click on **New Record**.

To edit an existing record, click on **GO** button next to that username.

Edit user

User: [Dropdown] Close

Username: Ackley, Steven C Steven

Password: Ackley, Steven C Steven

Confirm Password: Amatori, Dolores A. Dolores

Description: Andersen, Juanita M. Juanita

Level: Arfmann, Lani C. Lani

Web Attenda: Armer, Bonnie Bonnie

Web Attenda: Asuncion, Corazon Corazon

Web Attenda: Barbosa, Jill M Jill

District: [Dropdown] Dele

Click on the drop down list for **User** to select a name from the Personnel list.

Edit user

User: Ingalls, Mimi Close

Username: Mimi

Password: ****

Confirm Password: ****

Description:

Level: [Dropdown]

Web Attenda: System Administrator

District: Administrator

User

Recorder

Guest

Teacher

Counselor

Attendance Clerk

ASAP will enter the Username - change it if you want it in a different format.

Type in the user's password and a description (optional).

Use the pull-down to select a level (group) to which the user is assigned. Note that there are multiple levels that are hard-coded in ASAP.



Add New User Login to ASAP

Edit user

User: Ingalls, Mimi **Close**

Username: Mimi

Password: ****

Confirm Password: ****

Description:

Level: User

Web Attendance:

District: ASAP District **Dele**

Check the Web Attendance box if user needs access to WTA. Choose the user's district(s). When done, click on the "Close" button at the top of the form.

Admin Users

of Valid WTA Licenses: 1000 WTA Licenses In Use: 32 WTA Licenses Exp Date: 12/31/2099

Administrate Users New Record Close

Full Name	User Name	Password	Description	Level	Web User	Delete	
GO	User	*****	Users	3	<input type="checkbox"/>	Delete	
GO	Teach	***	Teachers	6	<input type="checkbox"/>	Delete	
GO	System Adm	****	System Administrators	1000	<input type="checkbox"/>	Delete	
GO	Recorder	*****	Recorders	4	<input type="checkbox"/>	Delete	
GO	Train	*****	Administrators	2	<input type="checkbox"/>	Delete	
GO	Guest	*****	Guests	5	<input type="checkbox"/>	Delete	
GO	kitty	*	Teacher	6	<input type="checkbox"/>	Delete	
GO	OnlineAdmin	*****	Online Administrator	1000	<input type="checkbox"/>	Delete	
GO	Ackley, Steven C	z	*	3	<input checked="" type="checkbox"/>	Delete	
GO	Amatori, Dolores A.	da	*****	Teacher	6	<input checked="" type="checkbox"/>	Delete
GO	Amatori, Dolores A.	Dolores	*****	Teacher	122	<input checked="" type="checkbox"/>	Delete
GO	Arfmann, Lani C.	b	*****	Administrator	2	<input checked="" type="checkbox"/>	Delete
GO	Armer, Bonnie	ba	*****	Sub Teacher	6	<input checked="" type="checkbox"/>	Delete
GO	Asuncion, Corazon	ca	*****	Teacher	6	<input checked="" type="checkbox"/>	Delete
GO	Barbosa, Jill M	jbarbosa	*****	Teacher	6	<input checked="" type="checkbox"/>	Delete
GO	Bob, Bob	bbob	*****	Teacher	2	<input type="checkbox"/>	Delete
GO	Carlson, Valda	v	*****	Teacher	6	<input checked="" type="checkbox"/>	Delete
GO	Carlson, Valda	va	*****	Register Students	123	<input checked="" type="checkbox"/>	Delete
GO	Chambrose, Robert	asap	*****	Merge Classes	6	<input checked="" type="checkbox"/>	Delete
GO	Counselor, View	Counselorvi	*****	Counselor/View	122	<input checked="" type="checkbox"/>	Delete
GO	Counselor, Addition M	CounselorA	*****	Counselor	123	<input checked="" type="checkbox"/>	Delete

Any user can be removed from this list by clicking on the "Delete" button at the far right of their name on the main Administer Users screen.