TechNote

MULTI-USER

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INTRODUCTION

The Candy system supports multi-user capability, i.e. more than one user working in a Candy job at the same time.

The following terminology is used in this TechNote :

The **Protector** - The person who sets up the Multi-User Company initially would generally be the system or network manager. The protector has the following permissions:

• Enrol other users (by initials), to access the multi-user company.

• Delete any user to deny access to the multi-user company.

• Designate any other user as protector.

• Access any job without restriction.

The **Creator** - Any user with access to the multi-user company may set up a job and his initials are logged as creator. A creator has the following powers:

• Delete any job that he has created.

• To define access rights to other users for any job that he has created.

A **User** - A user with access to the multi-user company has the following powers:

• Create a new job (see creator above).

• Access to jobs only if the creator of that job has given him access rights.

This section of the TechNote contains the following topics:

- User login details
- Setting up of multi-user company
- Enrolling users
- Multi-user access rights
- Logging on in multi-user mode

User Login Details

Each user is required to register his login details before using the multi-user facility in Candy. The default login details may be set for each computer.

From the **Company Manager** menu select **Login**. The **User Name** and **Company** dialogs may already be completed from information that is held in the Windows registry for that computer.

Type in a set of initials that are unique for each user. The initials that are entered on this document are used to control access to the multi-user utility in Candy.
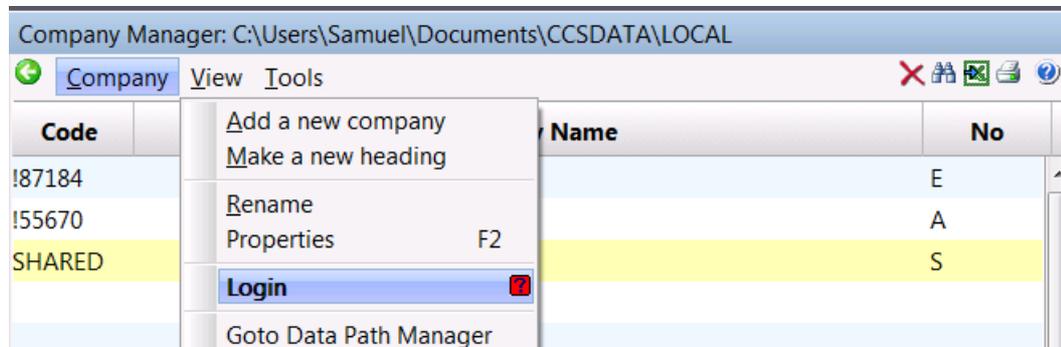

Note: The first time that you access the Candy System on a computer, the **User Login** document is displayed, and **must** be completed before you can access the system.

Set Path to Common Data Area

Any data that is created and accessed through the multi-user company must exist in an area of the network or fileserver that has common access by all users wishing to make use of that data. User need **full read and write access** to these areas. On all users' computers, the path to that data has to be specified.

The **My Candy settings** document may be called up by using the ⚒ in the top left corner of the software or by Right-clicking on the Candy desktop and selecting **Customise System.**
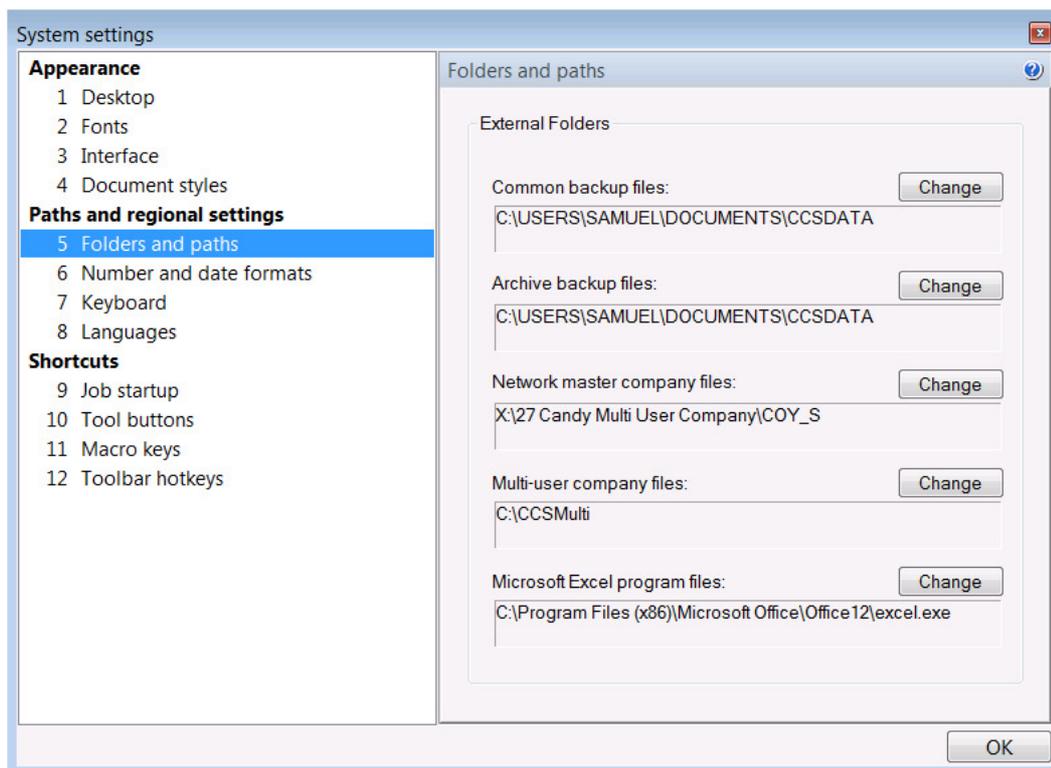
The **My Candy Settings** document is displayed. Select **Folders and Paths** on this document.

The default path for the first four functions is usually set by the system to **c:\User\Name\Documents and Settings\CCSDATA**.

Network Directories

The **Common Backups**, **Candy Network Masters** and **Multi-User Company** need to be specified to a drive/directory that can be accessed by **All** Candy users. The **Archive Backups** path should be exclusive to **Each** Candy user.
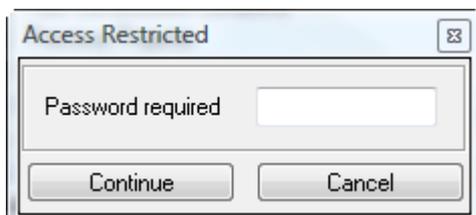
Set Up Multi-User Company

Before you can make use of the multi-user facility in the Candy system, the Protector is required to set up a multi-user company in the **Multi-User Company Area** on the network.

From the **Company Manager** select **Tools** -> **Multi User options** -> **Setup Multi User Company.**
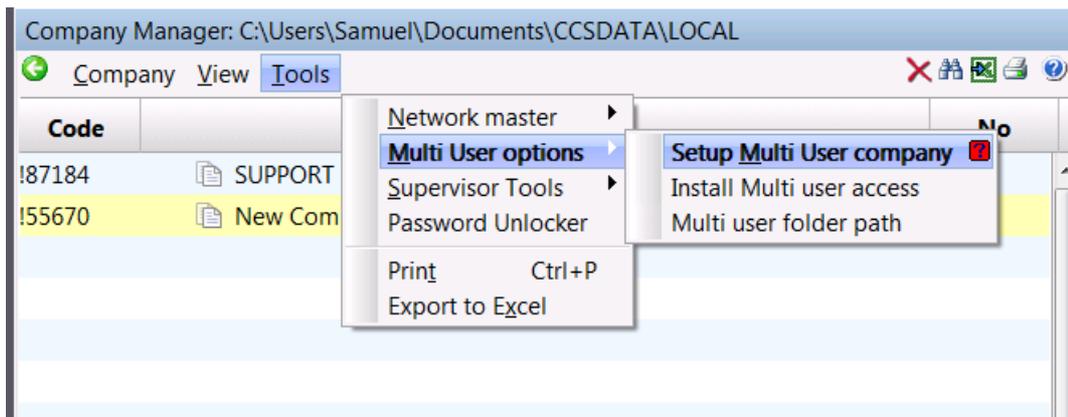
The password '**NETUSER**' is required before proceeding any further.

Make sure that the Multi user path is correct and then click OK. When complete, a message is displayed confirming that the multi-user set up has been successful. Hit any key to continue.

Note: This process does not work if a company already exists with the code "Shared".

Multi-User Company

A new company is created on the company manager with the name "Estimating Multi user Shared". The name can be edited as required.
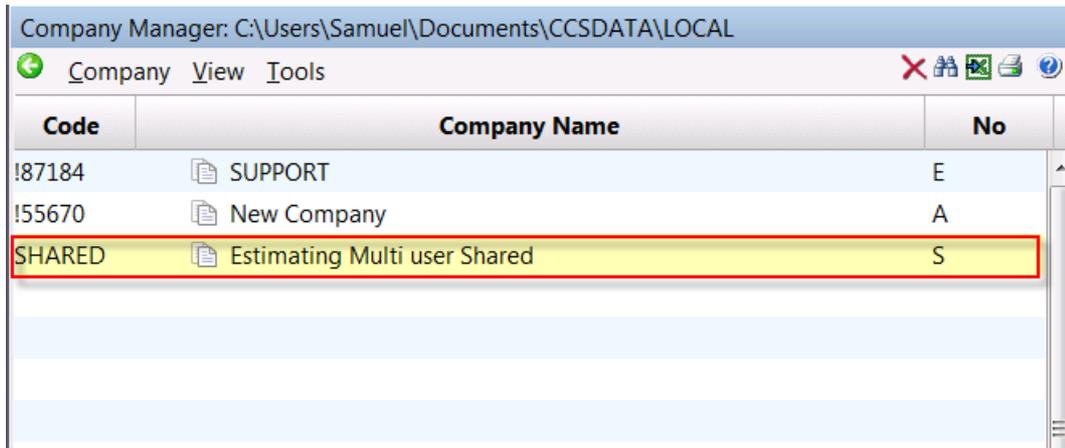
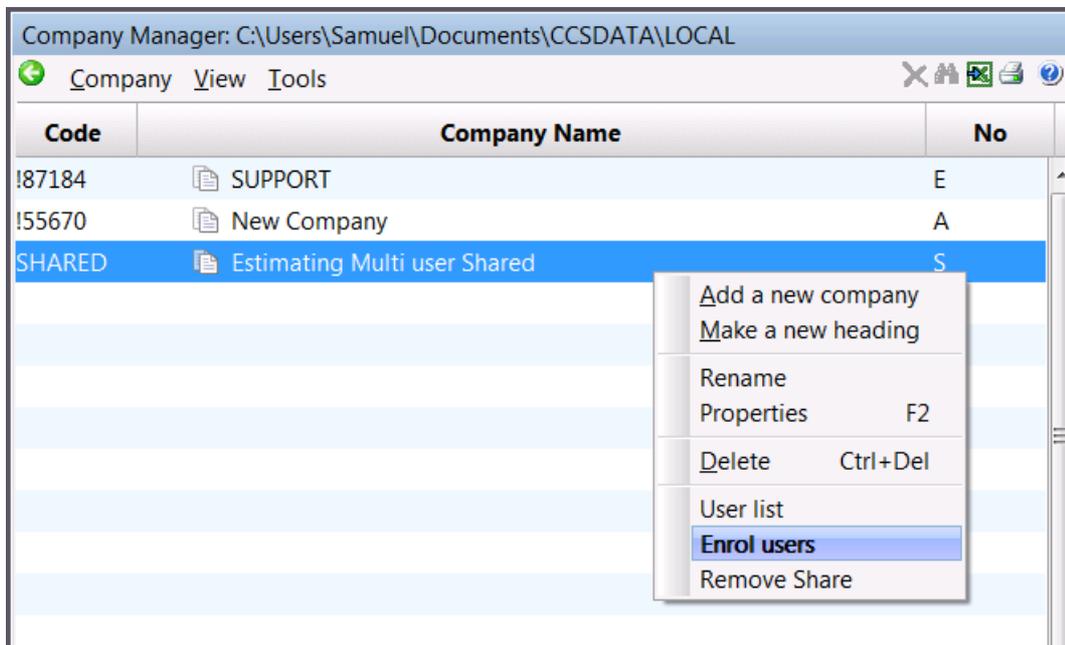Select the **Estimating Multi-User Shared**.

The first time that a user accesses the multiuser company, he is required to install a new password, which can be any alphanumeric combination, to a maximum of 8 characters. New passwords are visible as they are typed; existing passwords are hidden. Passwords are not case sensitive.

The password is stored against the **Login Initials** for that user, and is required each time that a user accesses the multi-user company.

A user may login at any computer but he is required to enter his login initials.

Enrol Users

The users that are required to have access to the multi-user company need to be enrolled by the protector.

Right click on the **Estimating Multi user Shared** company and select **Enrol users.**

The **Multi-User Company Admission** document is displayed. The protector's details are displayed, together with the set up date for the multiuser company. Further users may be added to this document by entering their **Login Initials** in the **Initials** dialog, and their **Full Name** in the **Name** dialog.
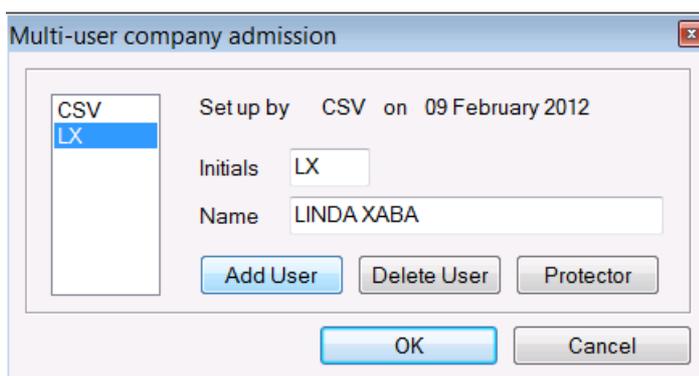
Use the **Add User** button. The list of enrolled users' initials is displayed in the panel on the left-hand side of this document. A user may be deleted from this list by selecting his initials, and using the **Delete User** button.

Another user from this list may be nominated as protector by selecting his initials, and using the **Protector** button. If the protector is deleted from this list, he then has access to the multi-user company without requiring a password.

Install Multi-User Access

Before a user can access the multi-user company he is required to add a multi-user company to his **Company Manager**.

From the **Company Manager** select **Tools** -> **Multi User options** -> **Install Multi User access.**

A message is displayed asking you to confirm the installation of access to the multi-user company.

A new company is created on the company manager with the name " *Estimating Multi user Shared* ". The name can be edited as required. This process is not password protected as access to the multi-user company is also controlled by the list of **Enrolled Users**.

The multi-user company may be deleted from the company manager by positioning the cursor on the name and using Ctrl+Del(ete). No job data is deleted when the multi-user company is deleted from the company manager.

Set Up a New Job

Each user that has access to the multi-user company may set up a new job in that company.
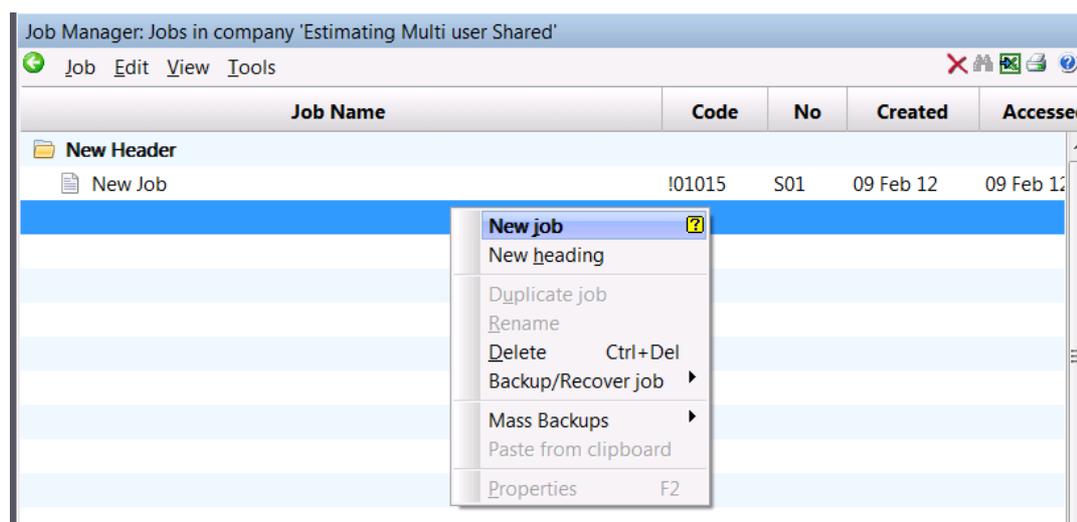
Create a new job and select it. The **Shared Job Logon** document is displayed. Select the option **Access this job as a Single User.**

Having set up the new job, the creator may then define the access rights for other users to that job. From the **Estimating tab-> Housekeeping -> User access rights.**

Multi-User Access Rights

The **Multi-User Access Rights** document for the new job is displayed. The creator's initials are displayed in the list on the left-hand side of this document.

Further users may be added to this list individually by using the **Add User** button.
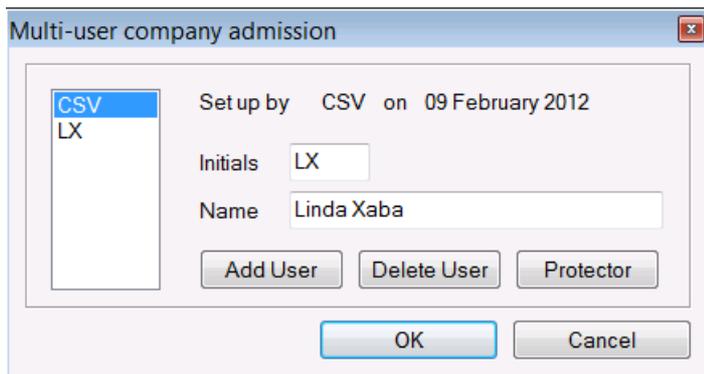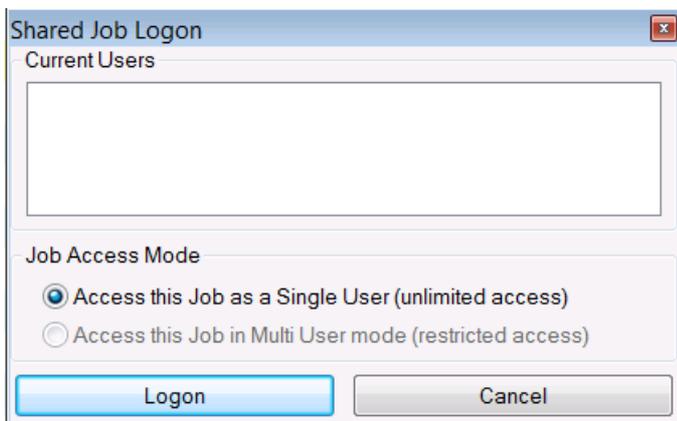
Accessing a Job as a User

In order for a user to be able to access a job in the multi-user company, he must be included on the **Multi-User Access Rights** document for that job.

From the multi-user company select the required job.

The **Shared Job Logon** document is displayed. There are three logon possibilities.

1. If there is someone else currently working in the job in single user mode, no other user can get access to that job.

2. The user has a choice of accessing the job in **Single User Mode** (with full access) or in **Multi-User Mode** (with restricted access), provided:

• The creator has given him **Single User Access Rights**.

and

• There is no one else currently working in the job.

3. The user only has the option of accessing the job in **Multi-User Mode** (with restricted access), if

• The creator has not given him **Single User Access Rights**.

or

• There is someone else currently working in the job in multi-user mode. Any users currently working in the job are listed in the panel in the top half of this document.

Select the required access mode and logon.