

The Administrator™

A Security Application for the Electronic Consultant™



Instruction Manual



Manual Outline

Section 1 Understanding the Program (Page 3)

Section 2 Creating a Security File (Page 3-4)

Section 3 Exporting a Security File (Page 5)

Section 4 Importing a Security File (Page 6)

Section 5 Testing a Security File (Page 6)

Notes & Info Current Username/Passwords (Page 7)



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Section 1: Understanding the Program

The Administrator program functions as an application in conjunction with Adtek Software's Electronic Consultant. Limit your sales personnel to three different security levels:

- 1) Full Administrator Rights
- 2) Ability to view job costing, but not alter it
- 3) Cannot add, update, or view any job costing

Over the next few pages, you will learn how to create your company's security file, along with steps on how to transfer it to the Consultant program.

Section 2: Creating a Security File

Before we get into the program, we must compile a list of username and passwords to use within the program itself. Through this example, we have chosen the following usernames and passwords:

Username #1: Bob
Password #1: baseball

Username #2: Frank
Password #2: football

We are now ready to get started. Please open up your Administrator program to the front screen.

(Continued) Section 2: Creating a Security File

Security Sales Reports

Electronic Consultant User Security

Username Use Security Features

Password

Security Level Full administrator rights.

| Username | Password | Level |
|----------|----------|-------|
| | | |
| | | |
| | | |
| | | |

Click on Username in grid to Update or Delete

As you can see, we have filled our username and password into the text fields.

Important Tip: If you are wanting to use the security features of the program, you must have “Use Security Features” checked at all times.

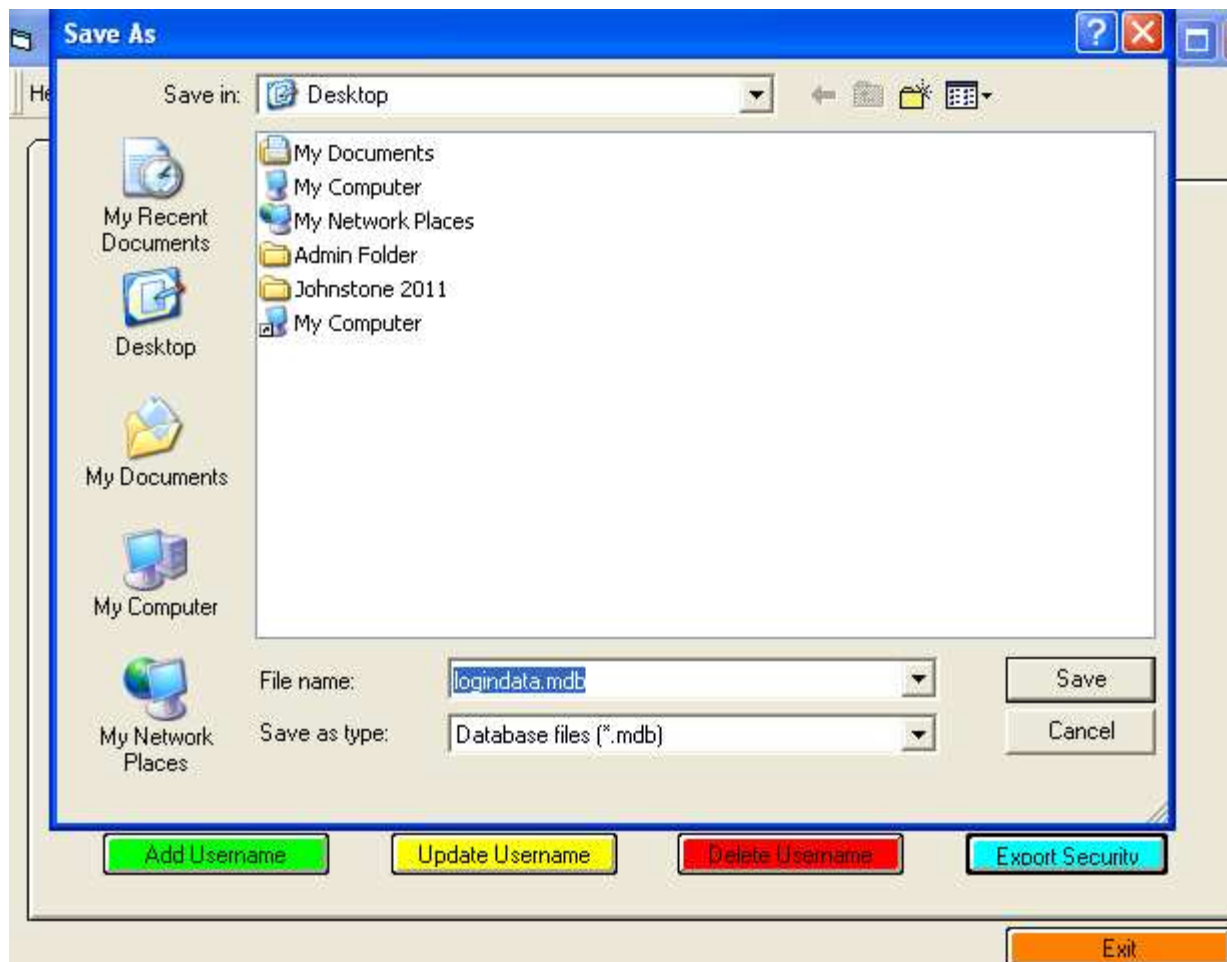
Once you have your username and password entered in, you will now need to set the security level to one of the following:

- 10 - Full Administrator Rights
- 5 - Cannot Add or Update Net Costs
- 1 - Cannot Add, Update, or View Net Costs

Once you have selected your security level, click “Add Username”

Repeat this process for each member’s username

Section 3: Exporting a Security File



Once you have all of your usernames, passwords, and security levels entered into the program, we are now ready to export the file and put it in the Electronic Consultant:

- 1) Click on EXPORT SECURITY.
- 2) Save the File to your desktop

Tip: Do not change the name of the file.

The simple export feature should be complete. If at any time, you need to change a username, password, or security level, you will do so by using the "Update Username" field. Remember, once you make a change with anything, you will have to export your file once again to your desktop.

Section 4: Importing a Security File

We are now ready to take our security file, and import it into the Electronic Consultant. Below are the steps to accomplish this task:

- 1) Open your Electronic Consultant Software
- 2) Go to File, then Import Security



- 3) Now, click on the Red Import Security button
- 4) Find the "LOGINDATA.MDB" file located on your desktop
- 5) Open the File in the dialog box
- 6) Click Yes to Replace the existing files

Section 5: Testing your Security File

Exit the Electronic Consultant, and re-open the software program. Once you click on continue, it will prompt you for a username/password combination that you had previously created.

The process is now complete.

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*“Professionalism is knowing how to do
it, when to do it, and doing it.”*

