



ADMINISTRATOR'S PLUS[®]

Administrator's Plus Enhanced Security

View/Edit User Rights

EDIT HOME USER RIGHTS

Edit user rights for: **SAM C**
HOME RS4 LOCATION: **C:\RS4**

Current And Scheduling Year													Past Years		
#	SCHOOL NAME	DB	AT	RC	SC	DS	BI	PF	ASST./SUPER.	ACTIVE	DISABLE SCH YR	DEMO SCHOOL			
												PG #	STUDENT	STAFF	
1	DEMO SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	1	N	N	
2	DAWN'S EXCEPTIONAL SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	2	N	N	
3	WINCHESTER HIGH SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	3	N	N	
4	MCCALL MIDDLE SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	4	N	N	
5	WORKSHOP ACADEMY	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	5	N	N	
6	PALMER HIGH SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	6	N	N	
7	BREBEUF JESUIT PREPARATORY	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	7	N	N	
8	CITY CHARTER HIGH SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	8	N	N	
9	TAHLEQUAH HIGH SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	9	N	N	
10	ST. JOHNSBURY ACADEMY	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	10	N	N	
11	WASHINGTON ELEMENTARY SCH...	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	11	N	N	
12	SEYMOUR HIGH SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	12	N	N	
13	Scheduling High School	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	13	N	N	

ABBREVIATIONS
■ NO RIGHTS = N
■ READ ONLY = R
■ ALL RIGHTS = A

ACTIVE SCHOOLS
 Regardless of rights, this user will only be able to access their ACTIVE SCHOOLS. (Only ACTIVE schools will appear in their CHANGE SCHOOL dropdown.)

ASSISTANT SUPERVISOR / SUPERVISOR
 ASST. SUPER./SUPERVISOR = Assistant Supervisor/Supervisor. Double Click on this allows the user to edit the rights.

[Show Assistant Supervisor Rights](#)

Edit Rights For The Highlighted School

First Printed October 2005

Updated July 2010

Introduction

What is Enhanced Security?

The Enhanced Security feature is an upgrade to the previous method of adding users and granting rights to Administrator's Plus.

- Assign rights by user and by school
- Assign separate levels of rights to the current school year and past years
- Allow users from other RS4 folders to access your data with access rights you control
- Designate Supervisors and Assistant Supervisors
- Make schools invisible to specific users
- Use an improved interface that includes shortcut options to simplify the management of large user lists

What are Home Users and Remote Users?

The Enhanced Security feature introduces some new concepts in regard to managing access to your school's data. You can now manage rights for Home Users and Remote Users. This document will also refer to Home Schools and Remote Schools. What do these terms mean?

Home School	A school located in a single RS4 folder to which you are the Supervisor.
Home User	A user whose account you have created in your Home RS4 folder.
Remote School	A school located in a folder to which you are not the Supervisor.
Remote User	A user whose account was created in a Remote RS4 folder

Here is an example to better define these terms:

You are the Supervisor for two schools, The Orr's Island School and the Orr's Island Early Childhood Center. These schools share one RS4 folder on drive K:\. They are your *Home Schools*. Inside K:\RS4\User are the folders of your *Home Users*.

Across town is the Orr's Island Middle/High School, to which you are not the Supervisor. You have access to this school's RS4 folder on the S:\ drive of your Wide Area Network. The user accounts found in S:\RS4\User can be given access to your school as *Remote Users*. Similarly, your users can be granted permission to access the Middle/High school, and you would then refer to this school as a *Remote School*.

Activating Enhanced Security

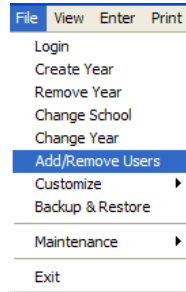
In the newer versions of Administrator's Plus, Enhanced Security is automatically activated upon installation. However, if you're running an older version, you may activate the Enhanced Security Feature. Here's how:

Click **Help** ⇒ **Logged in Users** to verify that no users are currently logged in.

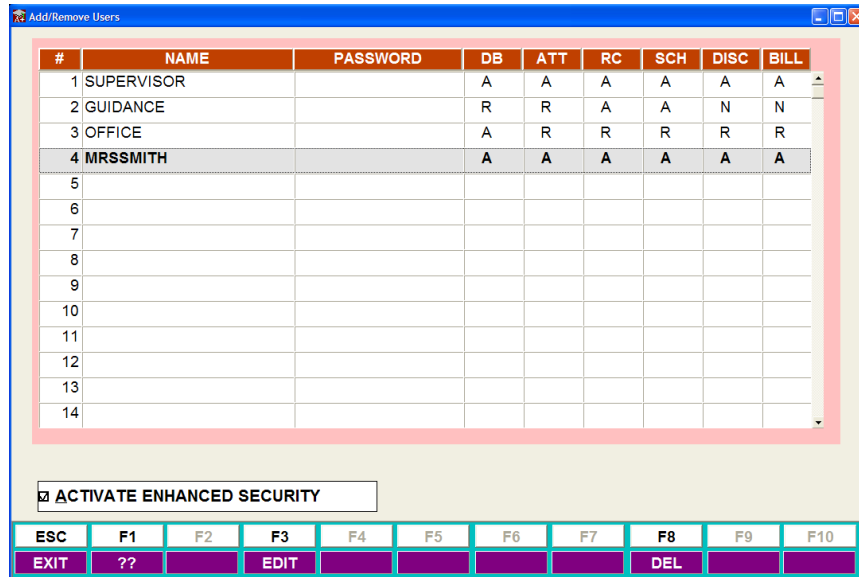
Perform a backup of your entire RS4 folder.

NOTE: You must be logged into Administrator's Plus as Supervisor to perform the tasks outlined in this document
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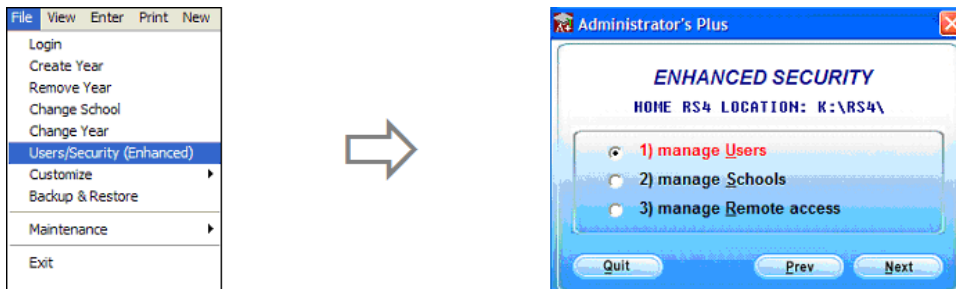
Go to **File** ⇒ **Add/Remove Users**



On the Add/Remove Users screen, put a check in **Activate Enhanced Security**.



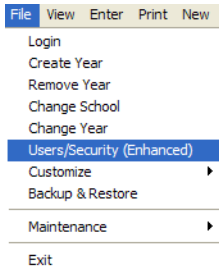
The Enhanced Security Wizard prompts you to confirm the path to your Home RS4 folder. When the wizard is complete, you will be prompted to log into Administrator's Plus again. You can now access the Enhanced Security feature.



Managing Users

The manage users screen is used to add or remove users as well as to assign those users rights to each Administrator's Plus module in your Home School(s). You can also view your Home Users' rights to Remote Schools from here.

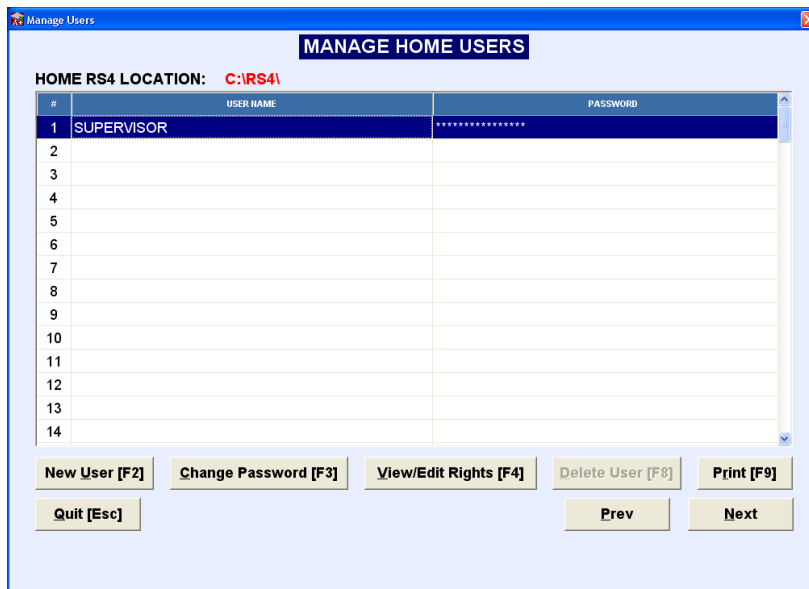
Go to **File** ⇒ **Users/Security (Enhanced)**



Choose **Manage Users**



The Manage Home Users menu opens. This is the main screen for adding and editing users and passwords for your Home School.



Creating a New User and Assigning Rights

Before users can access Administrator's Plus, they must first be added to the user list. Before new users can log in, you will need to activate their account and assign rights to modules and schools. To add a new user and assign them rights:

Click **F2: New User** to add a user in the first available empty slot. Type the new user's name and press the **Enter** key to save your changes.

NOTE: User names may contain up to 20 characters, and passwords may contain up to 16 characters. User names and passwords may contain any combination of alpha or numeric characters. User names and passwords are *not* case sensitive, and may *not* contain symbols such as @, \$, #, etc.

The cursor is now in the password field. Enter a password for the user and press Enter.

At this point, you now need to assign the new user rights to your school's information.

3 Levels of Rights

"A" All Rights:

The user may VIEW or CHANGE all information pertaining to that module.

"R" Read Only Rights:

The user may **only** VIEW and PRINT the information pertaining to that module.

"N" No Rights:

The user will have no access to the module, even from the *Master Program Selector*.

To Edit an Existing User: Highlight the user and press **F4** EDIT or ENTER.

To Edit a User's Name: Delete the user by highlighting the name and pressing **F8** DELETE. You may then re-type the user name and re-assign user rights.

View/Edit User Rights

EDIT HOME USER RIGHTS

Edit user rights for: **SAM C**
HOME RS4 LOCATION: **C:\RS4**

Current And Scheduling Year										Past Years				
#	SCHOOL NAME	DB	AT	RC	SC	DS	BI	PF	ASST./SUPER.	ACTIVE	DISABLE SCH YR	DEMO SCHOOL		
												PG #	STUDENT	STAFF
1	DEMO SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	1	N	N
2	DAWN'S EXCEPTIONAL SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	2	N	N
3	WINCHESTER HIGH SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	3	N	N
4	MCCALL MIDDLE SCHOOL	N	N	N	N	Discipline	N	N		<input type="checkbox"/>	<input type="checkbox"/>	4	N	N
5	WORKSHOP ACADEMY	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	5	N	N
6	PALMER HIGH SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	6	N	N
7	BREBEUF JESUIT PREPARATORY	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	7	N	N
8	CITY CHARTER HIGH SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	8	N	N
9	TAHLEQUAH HIGH SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	9	N	N
10	ST. JOHNSBURY ACADEMY	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	10	N	N
11	WASHINGTON ELEMENTARY SCH...	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	11	N	N
12	SEYMOUR HIGH SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	12	N	N
13	Scheduling High School	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	13	N	N

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ASSISTANT SUPERVISOR /SUPERVISOR

ASST. SUPER./SUPERVISOR = Assistant Supervisor/Supervisor. Double Click on this allows the user to edit the rights.

[Show Assistant Supervisor Rights](#)

Edit Rights For The Highlighted School

Copy Rights From Another User

Copy Rights From Another School

Shortcuts

Print

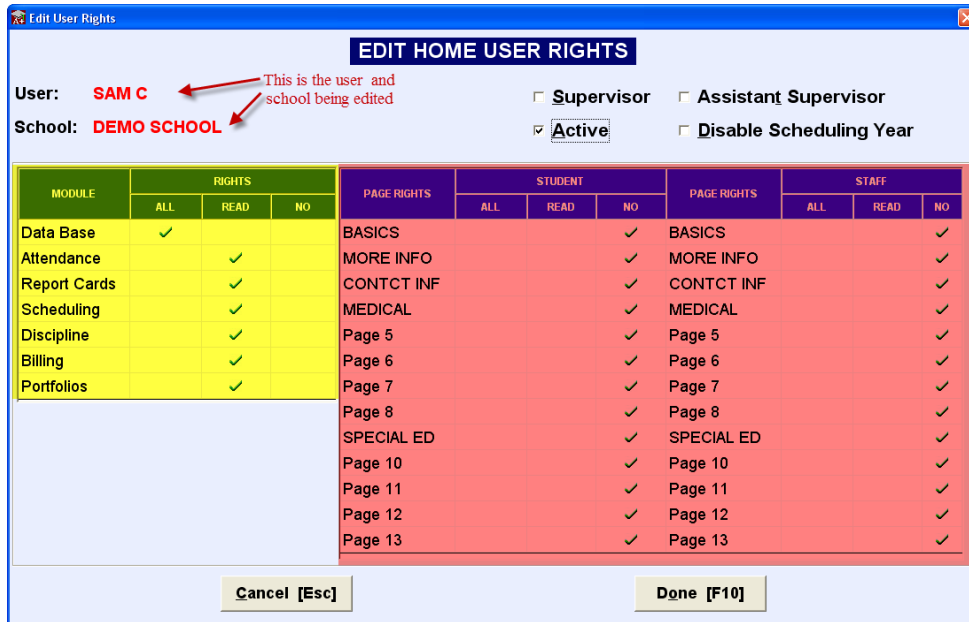
SAM C's Remote Rights

Quit [Esc]

Prev

Done

This is the main screen which shows you the rights the user has. You can't actually edit the rights on this screen directly, but there's a button which will take you to the screen which allows you to edit those rights. It's titled, "Edit Rights for the Highlighted School." It's located at the bottom of the screen, just above shortcuts.



This is the Edit Rights screen. The first thing you'll want to do is check the box at the top which says "Active." This means that the user is active and will be using Administrator's Plus that school year. (The actual screen is not highlighted yellow and red.)

Yellow Area: This is the rights area that you need to edit. Check the box for each module to give the user all rights, read rights, or just leave it as is. By default, the user will have no rights in each module. If you want this user to have access to everything, you can make them a supervisor or assistant supervisor by checking the box in the upper right area of the screen.

Red Area: This area only applies to the Data Base module. If you want the user to have access to only certain pages, this is where you would make those changes.

Example: Most schools will limit Nurses to only see the MEDICAL tab. They have no reason to look at the other tabs, so schools will often give them read rights to just one tab.

NOTE: When assigning rights to the Data Base module, you must assign rights to each page of the database as well as the module itself. Page rights cannot supersede the rights assigned to the Data Base module.

When you have finished assigning the user's rights, click **F10: Done**.

Click Finish to save your changes and exit the Edit Home User Rights screen.

NOTE: In addition to granting your users rights in the current and scheduling year, you can assign rights for the previous years in your RS4 folder. Click the Past Years tab on the Edit Home User Rights screen to assign rights for past years. Denying rights to past years prevents users from accessing modules in past years folders, but it does not prevent them from changing archival information in the current year.

Shortcut Buttons

There are several buttons on the Edit Home User Rights screen that can save you time when assigning rights to your users. The functions of these buttons are detailed below.

Copy Rights from another User: If you want a user to have the same rights as someone else that you've already set up, simply click on this button in the lower left corner. Select the user name which you want to copy from, select Done, and now the new user will have the same rights as the other user.

Copy Rights from Another School: If you have already assigned rights for the current user to one school in your RS4 folder, you can apply them to any other school in your RS4 folder using this button.

Shortcuts: A few shortcuts exist if you want to save time with editing rights. These are the options that you may select from:



Types of Users

There are Four different types of users in Administrator's Plus. They are as follows:

SUPERVISOR: There is only one of these. This is the initial Supervisor account when Administrator's Plus was first installed. This user can do everything in the software.

Supervisor (Power User): This user can do everything that the other Supervisor does. However, the user cannot do one thing: edit user rights. Only the SUPERVISOR can do that.

Assistant Supervisor: If you want to give someone access to a lot of the features, but not quite all of them, you can make them an Assistant Supervisor. If you'd like a list of the Assistant Supervisor's rights, click the circled button shown in the image below:

EDIT HOME USER RIGHTS

Edit user rights for: **JOHNATHAN**
HOME RS4 LOCATION: **C:RS4**

Current And Scheduling Year										Past Years				
#	SCHOOL NAME	DB	AT	RC	SC	DS	BI	PF	ASST./SUPER.	ACTIVE	DISABLE SCH YR	DEMO SCHOOL		
1	DEMO SCHOOL	A	A	A	A	A	A	A	Asst.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	A	A
2	DAWN'S EXCEPTIONAL SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	2	A	A
3	WINCHESTER HIGH SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	3	A	A
4	MCCALL MIDDLE SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	4	A	A
5	WORKSHOP ACADEMY	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	5	A	A
6	PALMER HIGH SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	6	A	A
7	BREBEUF JESUIT PREPARATORY	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	7	A	A
8	CITY CHARTER HIGH SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	8	A	A
9	TAHLEQUAH HIGH SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	9	A	A
10	ST. JOHNSBURY ACADEMY	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	10	A	A
11	WASHINGTON ELEMENTARY SCH...	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	11	A	A
12	SEYMOUR HIGH SCHOOL	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	12	A	A
13	Scheduling High School	N	N	N	N	N	N	N		<input type="checkbox"/>	<input type="checkbox"/>	13	A	A

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 ASST. SUPER./SUPERVISOR = Assistant Supervisor/Supervisor. Double Click on this allows the user to edit the rights.

Show Assistant Supervisor Rights

Edit Rights For The Highlighted School

Copy Rights From Another User Copy Rights From Another School Shortcuts Print JOHNATHAN's Remote Rights

Quit [Esc] Prev Done

General User: This is any user who is not a SUPERVISOR, Supervisor (Power User) or Assistant Supervisor. The SUPERVISOR customizes the rights of the user to whatever they deem appropriate.

The circled button in the image above shows a table which indicates the programs and utilities Assistant Supervisors can access that other users cannot. The table is also on the following page:

Module	Options
DB	Customize DB-> Setup family feature-> Setup family fields
DB	Customize DB-> Setup family feature-> Setup initial family accounts
DB	Customize DB-> Setup family feature-> Synchronize families
DB	Address-> Setting the following field properties: field validation, field type and change case.
DB	Address-> Other options-> Import fields from ASCII file
DB	Address-> Other options-> Move field data
AT	HR Foms-> Homeroom attendance fom specifications-> Homeroom field for GQ rosters
RC	Customize RC-> Edit report card comments
RC	Customize RC-> Edit number grade print table
RC	Customize RC-> Enter department names
RC	Customize RC-> Enter skills and concepts
SC	Customize SC-> Enter scheduling rotation #1
SC	Customize SC-> Enter/Edit period meeting times for rotation #1
SC	Customize SC-> Enter scheduling rotation #2
SC	Customize SC-> Enter/Edit period meeting times for rotation #2
SC	Customize SC-> Enter/Edit day of week headings for rotation #2
SC	Customize SC-> Enter department names
SC	Customize SC-> Enter course requests spec. Changing the 'Ability to add sections' option.
BI	Invoices-> Spec-> Change last invoice No
BI	Invoices-> Edit invoice
GNL	File-> maintenance-> Rebuild-> Abbreviated Names
GNL	File-> maintenance-> Rebuild-> Report Card Names
GNL	File-> maintenance-> Rebuild-> Archival Names
GNL	File-> maintenance-> Rebuild-> Discipline Names
GNL	File-> maintenance-> Rebuild-> Billing Names
GNL	File-> maintenance-> Rebuild-> Skills Names
GNL	File-> maintenance-> Rebuild-> SuperDB tables
GNL	File-> maintenance-> Rebuild-> Extended RC file
GNL	Print-> Reports conversion/restore utility
GNL	E-Mail -> Initial setup wizard
GNL	Tools-> GQ-> Send Attendance to Grade Quick: Specifications-> Settings Home room field

Remote Access

Why Remote Access?

Remote access allows one school to access information of another school. This can be very useful when students are about to undergo the transition to a new school. For example: a 9th grade social worker from a high school may want to access a student's 8th grade information in the middle school. Having remote access enabled will allow the social worker to get the student's information easily.

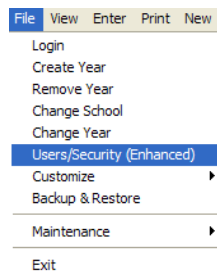
The process of giving your Remote Users access to Remote Schools involves three steps. First, the Home School grants access to Remote Users. Second, the Home School also assigns rights as to what modules and schools the Remote Users may access. Finally, the Remote Supervisor makes your school visible to his users.

NOTE: If you currently use multiple desktop icons to access schools on different drives, use the following process to set up remote access to those schools. After you have finished, delete your extra icons and manage all of your schools from a single icon.

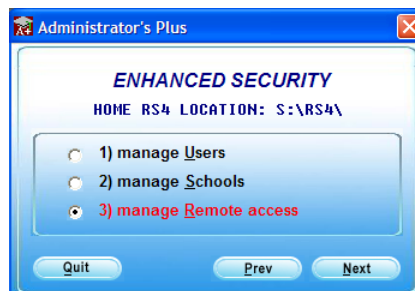
Granting Access to Remote Users

Before Remote Users can access a Remote School, you must first grant permission to be accessed remotely. To grant Remote access to your school:

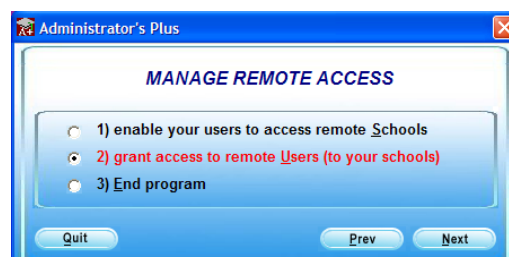
Go to **File**⇒ **Users/Security (Enhanced)**



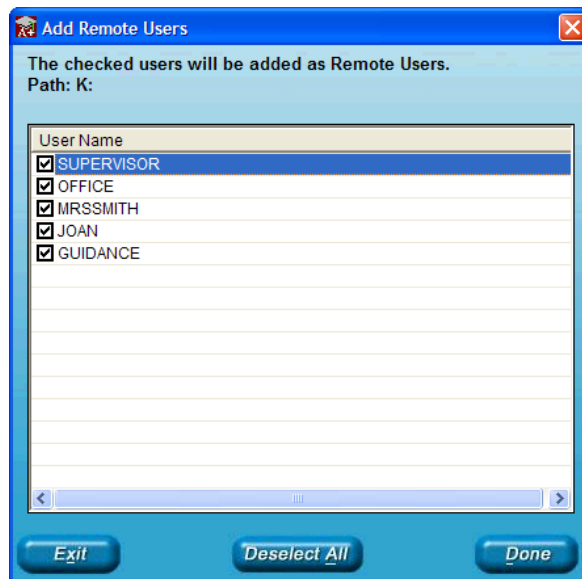
Choose **Manage Remote Access**



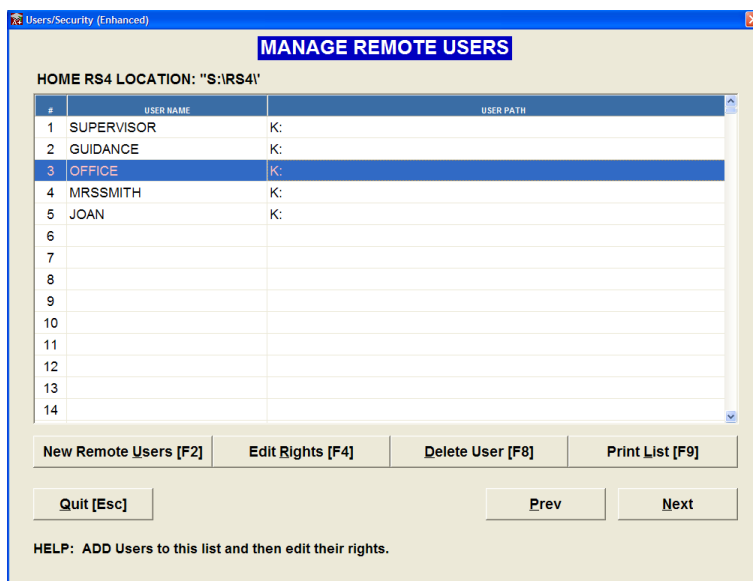
Choose **Grant Access to Remote Users**.



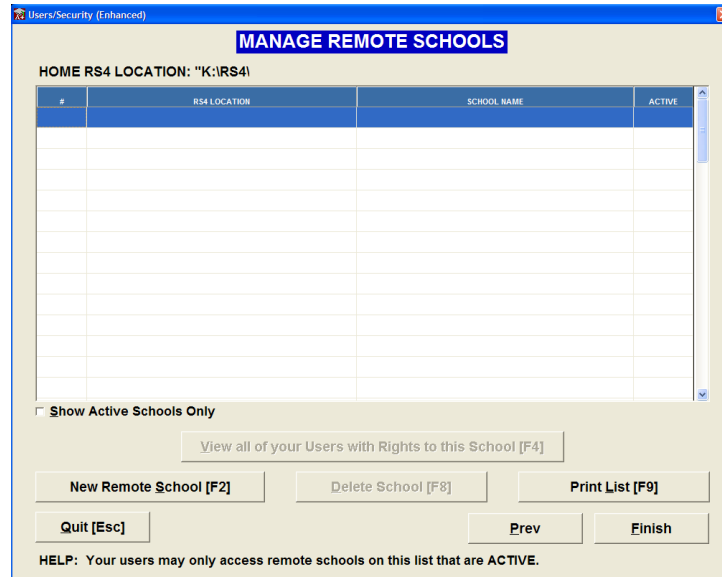
The Add Remote Users screen appears. Click the F2: New Remote Users button. Browse to the location of the RS4 folder containing the Remote Users to whom you wish to grant access. This can be a mapped drive or UNC path. Once you have indicated the appropriate path, a screen opens showing you the users available on that drive.



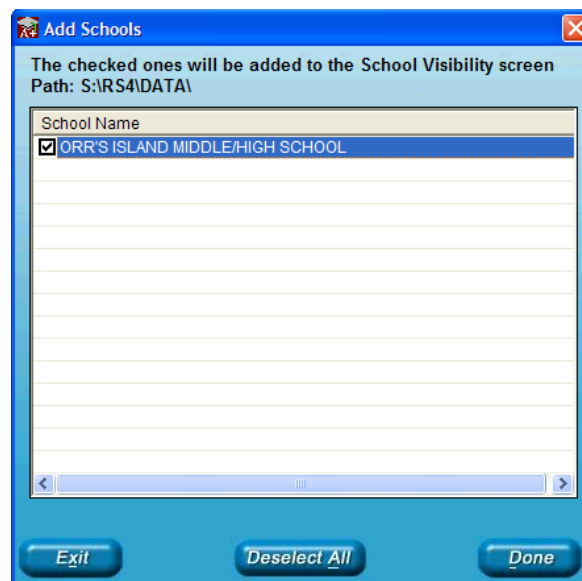
Deselect any users you do not wish to include and click Done. The Manage Remote Users screen is populated with the Remote Users you have enabled.



The Manage Remote Schools screen appears.



Click **F2: New Remote School** to add Remote Schools that have granted access to your Home Users. Select the path to the Remote School. This can be a mapped drive or UNC path. Once you indicate the appropriate location, a screen will open showing you the schools available on that drive. Deselect any schools you do not wish to add to your Remote school list, then click Done.



Viewing Home User Rights to Remote Schools

Remote Schools differ from Home Schools in that you, as the Supervisor, will not grant any rights to the Remote Schools. These rights have been granted at the Remote School, and automatically apply to the user after you have added the Remote School on the Manage Remote Schools list. The rights to the Remote School can only be changed by the Supervisor of the Remote School. To view the rights your Home Users have been given at Remote Schools:

1. Go to **File**⇒ **Users/Security (Enhanced)**
 2. Choose **Manage Users**
 3. Highlight the user whose Remote rights you wish to view and click F4: Edit Rights.
 4. Click the Remote Rights button in the bottom-right of the Edit Home User Rights screen.
- You can now see the rights that user has to each school in your Remote School list.

The screenshot shows a window titled "View Home User Rights" with a sub-header "VIEW HOME USER RIGHTS IN REMOTE SCHOOLS". The user is identified as "JOAN" and the location as "HOME RS4 LOCATION: K:IRS4". The table below shows rights for the "Current And Scheduling Year" and "Past Years".

#	SCHOOL NAME	SCHOOL PATH	DB	DB PAGE RIGHTS													AT	RC	SC	DS	BI	PF	ASST. SUP.	ACTIVE
				1	2	3	4	5	6	7	8	9	10	11	12	13								
1	ORR'S ISLAND ...	S:	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	N	N	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2																						<input type="checkbox"/>	<input type="checkbox"/>	
3																						<input type="checkbox"/>	<input type="checkbox"/>	
4																						<input type="checkbox"/>	<input type="checkbox"/>	
5																						<input type="checkbox"/>	<input type="checkbox"/>	
6																						<input type="checkbox"/>	<input type="checkbox"/>	
7																						<input type="checkbox"/>	<input type="checkbox"/>	
8																						<input type="checkbox"/>	<input type="checkbox"/>	
9																						<input type="checkbox"/>	<input type="checkbox"/>	
10																						<input type="checkbox"/>	<input type="checkbox"/>	
11																						<input type="checkbox"/>	<input type="checkbox"/>	
12																						<input type="checkbox"/>	<input type="checkbox"/>	
13																						<input type="checkbox"/>	<input type="checkbox"/>	
14																						<input type="checkbox"/>	<input type="checkbox"/>	

Accessing Remote Schools

Once you have completed the process of adding the Remote School list, the users that have been granted rights to the Remote School will be able to select it from the school dropdown at the top of the screen. Remote Schools appear on the list in brackets to distinguish them from the Home Schools on the list.

