13 User Administration

13.1 Users Administration Overview

The two Users Administration screens are available only to Administrators and Super Users. Authorized users can use these screens to update the list of users by changing existing User information, adding new users and deleting old ones. This function was modified for the DIRAMS Version 5 release.

Notes: This Administration function negates the need to have a database administrator (DBA) enter new users.

You cannot enter apostrophes.

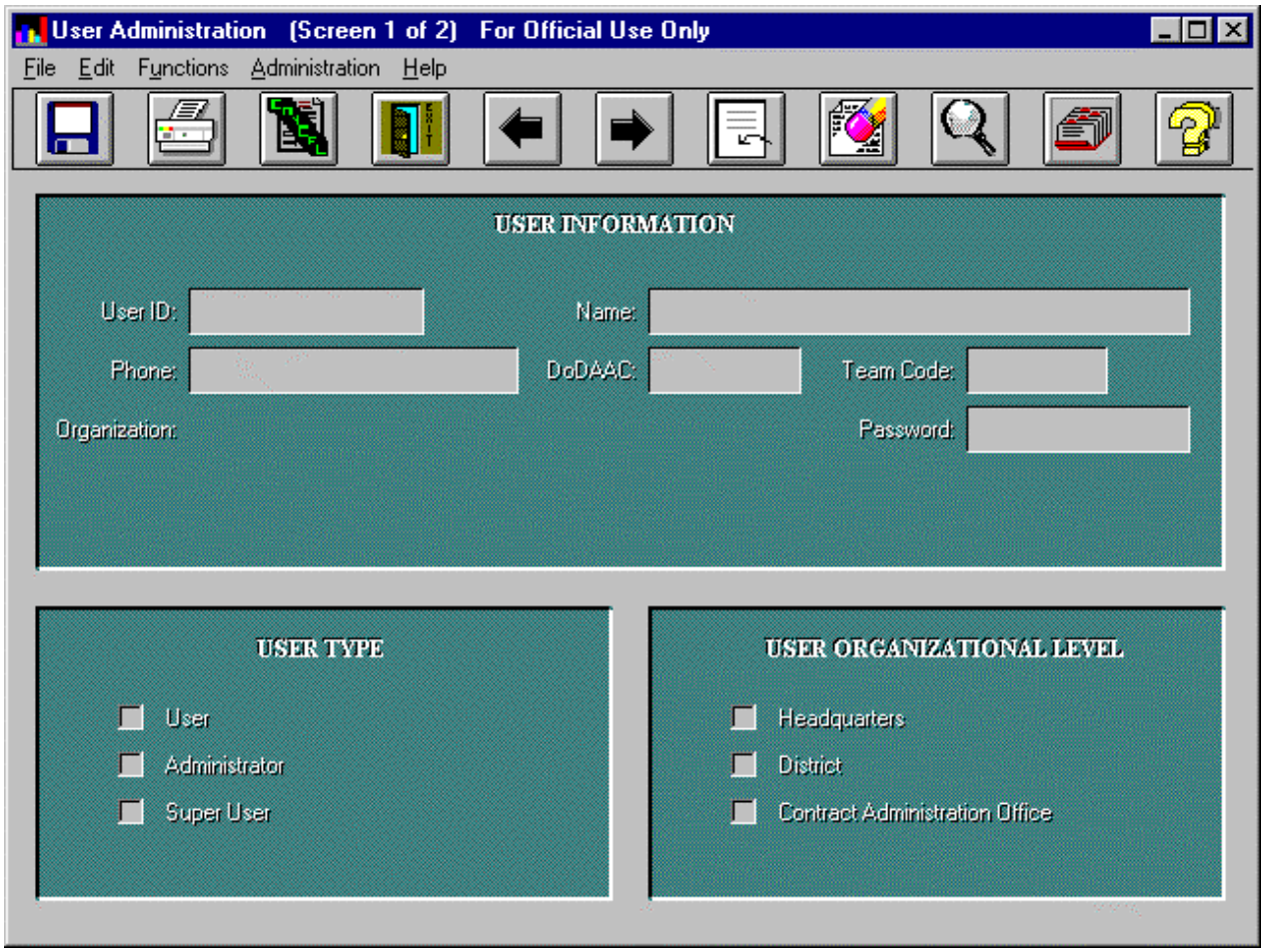

Figure 13-1 User Administration Screen 1

13.1.1 To Add or Create New Record

Insert Icon

1. Click the **Insert** icon on the tool bar or select **File: New** from the menu bar. The cursor appears in one of the data boxes on the screen for you to begin entering the requested information.
2. Enter the requested information, then save your work.
3. After you enter the information requested on screen 1, click the **Next Page** icon on the tool bar or select **Edit: Next Page** from the menu bar to open screen 2.

Next Page Icon

If you have to enter multiple new records, enter one record. Then save the current record by clicking the **Save** icon on the tool bar or selecting **File: Save** from the menu bar. Then to clear the screens for your next new record, either click the **Cancel** icon or select **Edit: Cancel**.

or

Cancel Icon

Click on the **Insert** icon on the tool bar or select **File: New** from the menu bar. A message box appears informing you that unsaved changes exist, and asking you if you want to save them. Click **Yes** to save. If you click **Yes**, a message informs you of a successful save. Click **OK** to close this message. The system prepares the screen for another entry. (Or click **No** on the unsaved changes message box if you do not want to save. Or click **Cancel** to return to the current record instead of inserting a new one.)

13.1.2 To View or Edit Existing Record

Search Icon

1. Click the **Search** icon on the tool bar or select **File: Open** from the menu bar. When you do, a Search window (Figure 13-2) appears.

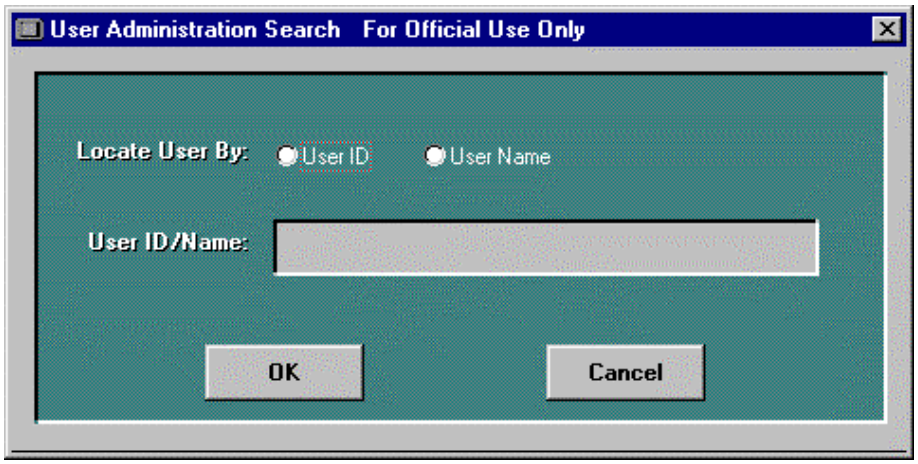

Figure 13-2 User Administration Search Pop-Up Window

- To search for a **User ID**:
  2. Select the circle in front of **User ID**.
  3. Type in the desired **User ID** (up to 8 alphanumeric characters).
  4. Press **Tab** or **Enter**.
  5. Click **OK** or press **Enter**. If a record is found, it is displayed on the User Administration screens.

     or

     Click **Cancel** to close the Search window.
- To search for a **User Name**:
  2. Select the circle in front of **User Name**.
  3. Type in the desired **User Name** (up to 28 alphanumeric characters).

     Note: The name you type must exactly match the name as it exists in the database.

  4. Press **Tab** or **Enter**.
  5. Click **OK** or press **Enter**. If a record is found, it is displayed on the User Administration screens.

     or

     Click **Cancel** to close the Search window.

Note: If no record is found matching the information you entered, a pop-up window appears (Figure 13-3). Click **OK** to close the window. You can then choose to search for a record again, add a record, go to another Metrics function or exit the Metrics application.

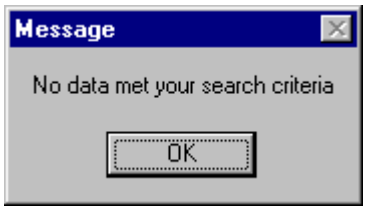

Figure 13-3 No Data Found Pop-Up Message

13.1.3 To Delete Existing Record

Delete Icon

To delete a displayed record, click on the **Delete** icon (tool bar) or select **Edit: Delete** (menu bar). A pop-up message (Figure 13-4) asks you to confirm the deletion. Click **Yes** if you want to delete the selected record, or click **No** if you do not want to delete.

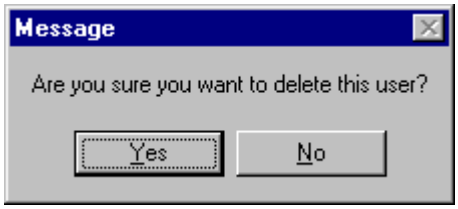

Figure 13-4 Delete Confirmation Window

If you click **Yes**, the system evaluates the record displayed to determine whether or not the **User** is stored in any Metrics table. If it is not stored, the system deletes it, then displays a message (Figure 13-5) informing you that the record was successfully deleted. Click **OK** to close the window.

Figure 13-5 Delete Successful Pop-Up Message

If the **User** is stored as part of a record, the system displays a series of messages (Figure 13-6). Click **OK** to close each window.

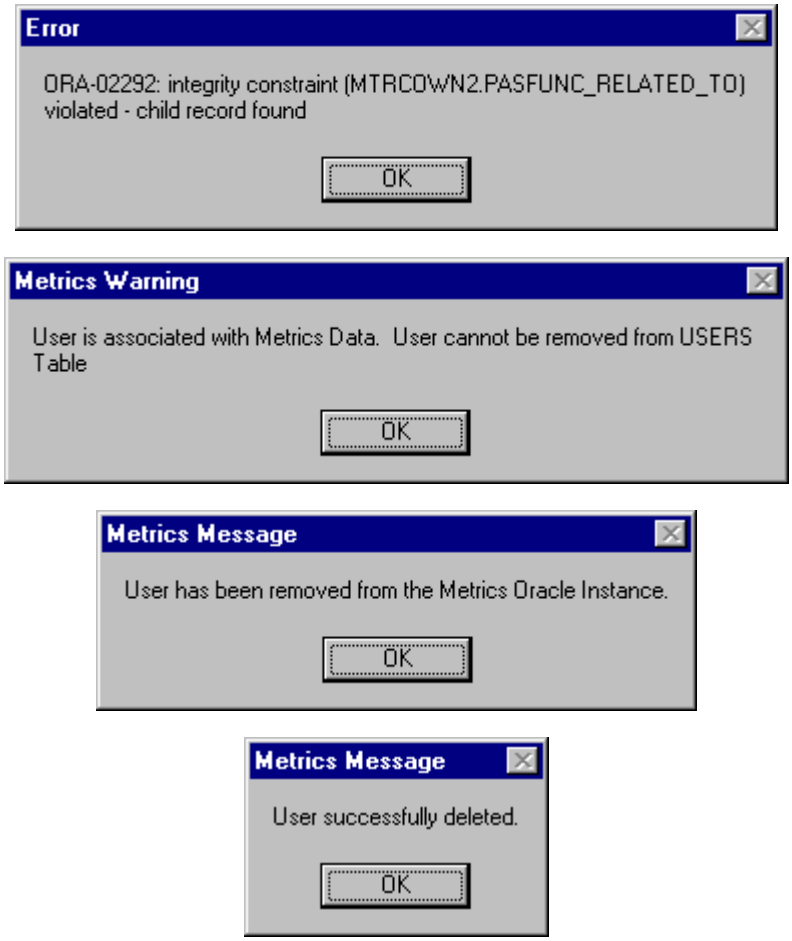

Figure 13-6 Delete Pop-Up Messages

The first (top) message is an Oracle error message. It alerts you to the fact that the User is part of an existing record (i.e., there is an integrity constraint). The next message informs you that because the User is stored elsewhere, it cannot be removed from the Metrics Users Table. The third message lets you know that the user you deleted is on longer listed as a Metrics user (i.e., the UserID and Password associated with the user you deleted no longer gains entry into the Metrics application). The final (bottom) message signals the completion of the deletion process.

In effect, you removed a previously established Metrics User. This means no one can access Metrics with that User's UserID/Password. However, all records referencing that User remain intact within the Metrics database.

13.2 User Administration Screen 1 of 2

The Users Administration screen 1 (Figure 13-7) allows you to enter general information about a new user, including assigning the User Type and User Organization Level. This screen also allows you to enter the initial Password for the user. When the Users Administration screen opens, you can either insert a new record (Section 13.1.1) or search for an existing one to open (Section 13.1.2).

Note: After you enter information for a new user and save the record, the Password data box is no longer displayed on this screen for the "saved" user; only a DBA can change the user's password if the user forgets it.

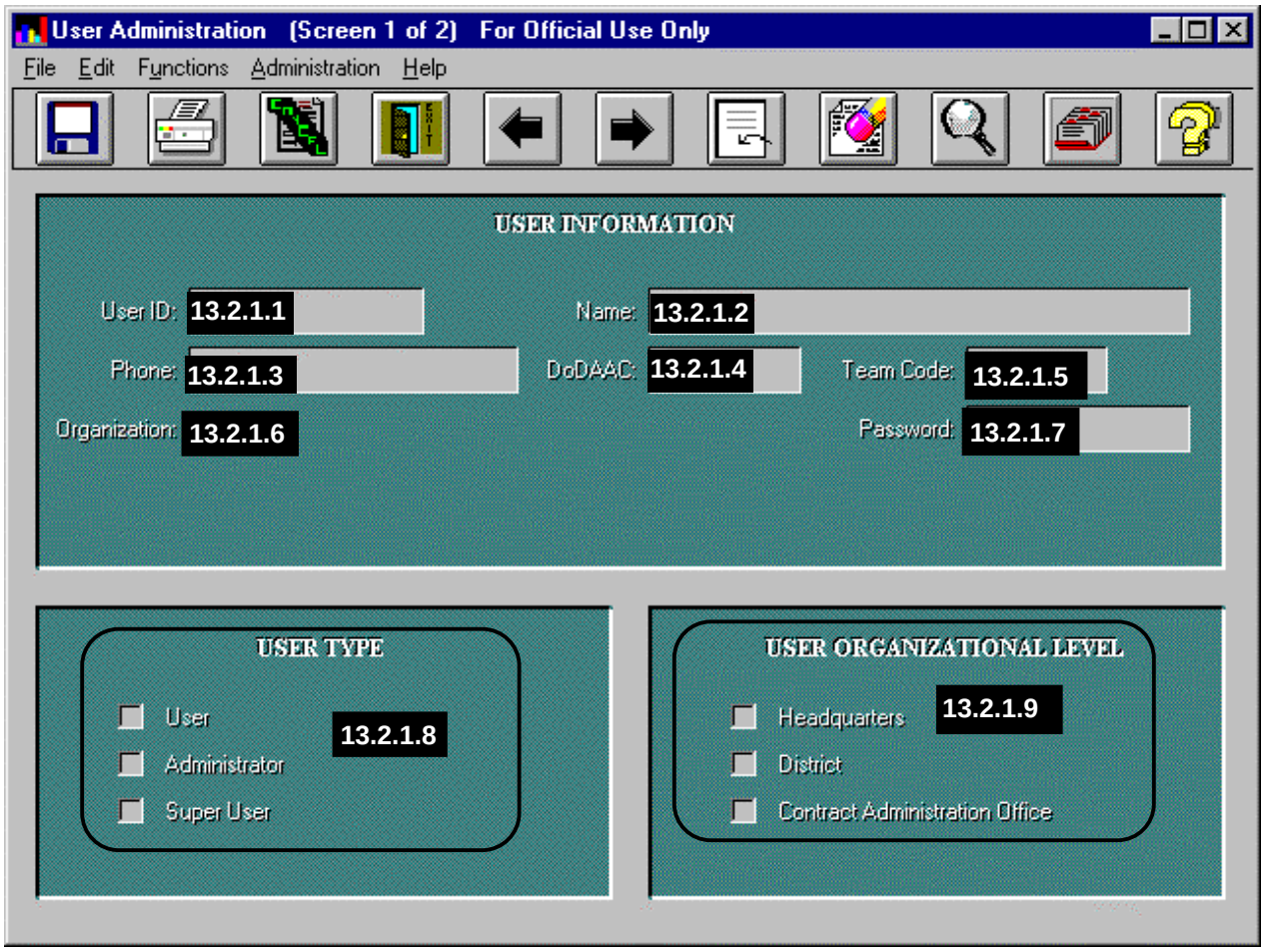

Figure 13-7 User Administration Screen 1 of 2
(Numbers in data boxes refer to section numbers.)

13.2.1 User Administration Screen 1 of 2 Fields

13.2.1.1 User ID

Enter the identifier (up to 8 alphanumeric characters) for the user. This is a required field.

13.2.1.2 Name

Enter the name (up to 28 alphanumeric characters) of the user. The suggested format is as follows: Last name, (space) first name (space) MI. (e.g., SMITH, JOHN T.). This is a required field.

13.2.1.3 Phone

Enter the telephone number (10-26 digits) of the user. If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits (as to include an extension number), the number appears exactly as you type it. This is a required field.

13.2.1.4 DoDAAC

Enter the user's Department of Defense Activity Address Code (DoDAAC) (6 alphanumeric characters). The DoDAAC must be a valid code. The value you enter is validated against SDW/SICM. This is a required field.

13.2.1.5 Team Code

Enter the identifier (2 – 5 alphanumeric characters) for the Team to which the user belongs.

13.2.1.6 Organization

Select (click on or highlight) the Organization to which the user belongs from this list. This is a required field.

13.2.1.7 Password

Enter the user's initial password (up to 30 alphanumeric characters). This password must contain at least one number and be at least 6 characters long. This is a required field.

Note: After you save this record, you cannot access (view or edit) the user's password.

13.2.1.8 User Type

Click in the box that corresponds to the user's position (User Type). The choices are **User**, **User Admin** and **Super User**. You may select only one box per user. This is a required field.

Note: User Administrators can create Users or other User Administrators; however, only Super Users can create other Super Users.

13.2.1.9 User Organization Level

Click in the box that corresponds to the user's Organization Level. The choices are **Headquarters (HQ)**, **District** and **Contract Administration Office**. This is a required field.

13.3 User Administration Screen 2 of 2

The User Administration screen 2 (Figure 13-8) allows you to assign the functions to which a user has access. The functions you can select depend upon 1) your User Type and 2) the User Type (13.2.1.8) and Organization Level (13.2.1.9) of the user to whom you are assigning rights. For example, only a Headquarters (HQ) Super User can assign someone access rights to Process Improvement Network Metrics, and that someone must be a Headquarters (HQ) user (any User Type).

The functions available for access rights depend on the User Type and Organization of the user you are creating. For example, if you are create a user with the User Type of **User** on screen 1, you will only be allowed to grant the person access to the applications available to **User**. In this case, you will not be able to grant the user access to Process Improvement Administration or other functions not normally open to **User** .

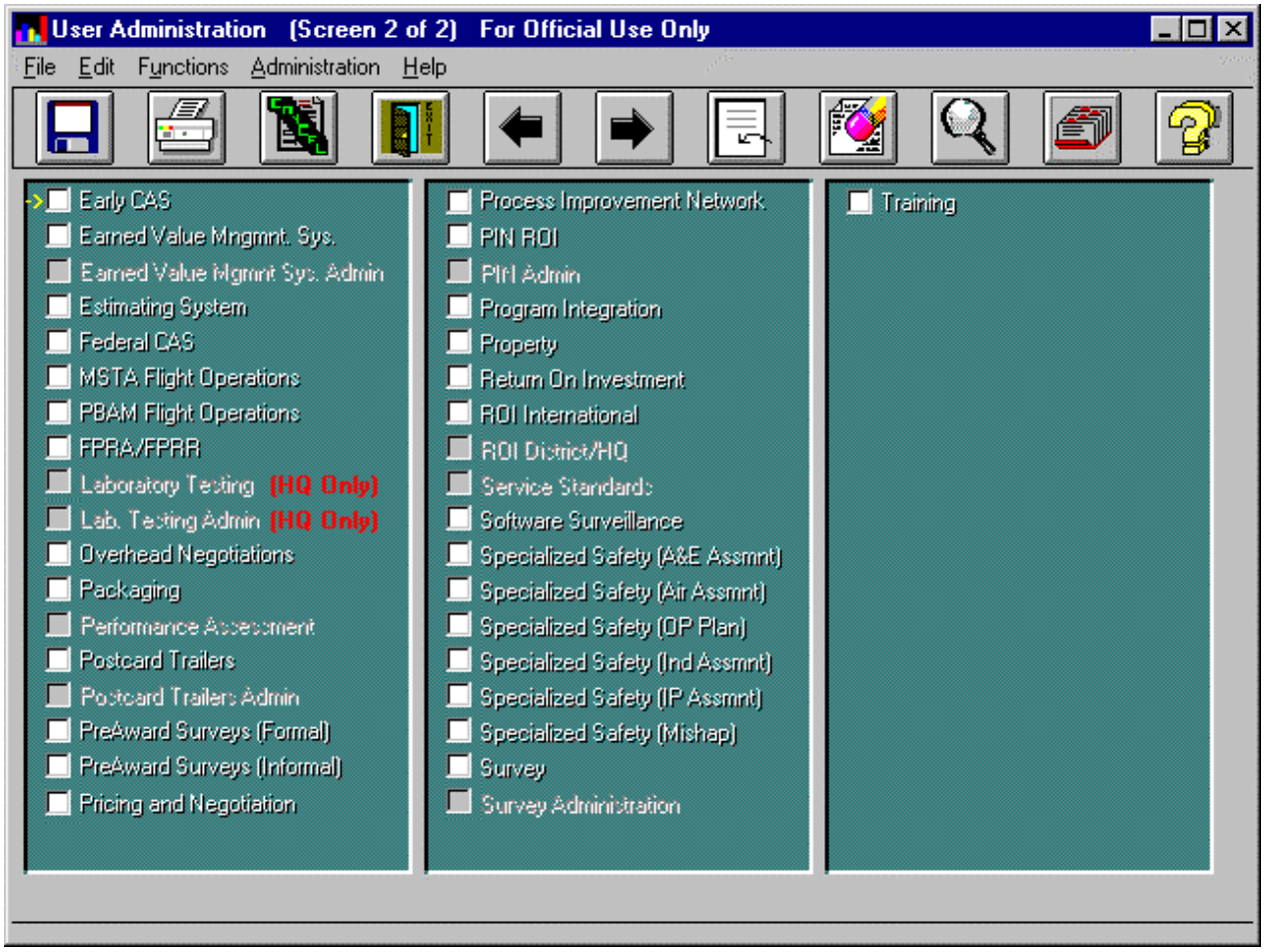

Figure 13-8 User Administration Screen 2 of 2

13.3.1 Selecting Function Access

You can select the function(s) to which a user has access in either of thefollowing ways.

- Click the function's check box. A **check mark** (or an **X**) appears in the box.

or

- Press **Enter** when the yellow arrow is in front of the check box you want to select. A **check mark** (or an **X**) appears in the box.

13.3.2 Deselecting Function Access

You can deselect a function by double-clicking a check box containing a **check mark** (or an **X**). The system removes the **check mark** (or **X**).