New World Applications Security Setup

Access to NWS applications –

1. Users group needs to be on authorization list FINPRULST. This will allow the Financial/Payroll Menu option to be on their main menu. This is usually done by Programmer when they create the new user profile.

2. If User Security Form has Name of an Existing Employee:
   A. Type CALL SYSPRDOLIB/PRMENUCALL on command line. Select Dynamic Menu Processing./Work with Users, find existing user and Copy, type in new users user profile, this should be written on the user security form.
   B. Set up in Finance or Payroll, as necessary. To determine whether the user needs Finance, Payroll or both, find user and check the users menus to see if they have finance/payroll/or both. HLHEMP menu is payroll.
   C. To set up in Finance, back out to Main Menu, select Financial Menu, Finance Menu *LIVE*, General Ledger Main Menu, System Administrator Main Menu, Work with User Security, find existing user, select copy, enter the new user profile. Make any necessary changes.
   D. To set up in Payroll, from Main Menu select Human Resources Menu, Human Resources, System Administrator Menu, Work with User Security, find existing user, and select. Enter the new user profile, Prompt and select the employee number(if the employee is not set up in the payroll system, contact the payroll clerk in the Auditors Office to get it set up), and 'Y' to include department info.
   E. When Finance/Payroll user security setup is complete, log time to project accounting(User Security Help Projects are setup under the IS Administrative Secretary including a note, and return to the Security Setup Programmer.

3. If User Security Form does not have Name of an Existing Employee: Always see if a new user that is not determined to be set up like an existing employee, can be by getting permission from the department liaison. We would like to keep from creating too many groups and special menus. This may be handled by the programmer setting up the new user initially, but they programmer may need some assistance in getting this worked out correctly.

Delete Security –

Remove from Dynamic Menu/User, Payroll and Finance

1. Dynamic Menu, Work with Users, find user and check the users menus to see if they have finance/payroll/or both, this will help in determining whether the user needs to be deleted from finance and/or payroll system; delete user.
2. If user has Finance type menus(from Step 1), delete from Finance system, Financial Menu, Finance Menu *LIVE*, General Ledger Main Menu, System Administrator Main Menu, Work with User Security, find user and delete.
3. If user has Payroll type dynamic menus(from Step 1), delete from Payroll system, Human Resources Menu, Human Resources, System Administrator Menu, Work with User Security, find user and delete.