OCCASION

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JAMAICA PROMOTIONS CORPORATION

MANAGEMENT INFORMATION NETWORK

<u>SYSTEM ADMINISTRATOR"S GUIDE</u>

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JAMAICA PROMOTIONS CORPORATION

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INTRODUCTION

This document serves to guide the system administrator or a user so assigned as to how to operate those options that are accessible to the system administrator. This document like all other documentation for the system should be securely stored, even though the options described in this document have been password protected. This document may be described as the administrator's user guide.

SETUP USERS

Purpose

This facility accomodates the setup of users on the system. This option may only be accessed by persons having Systems Administration/Super User privilege.

Input & Validation

The **user** code is a five character code which represents the name by which the JAMINET system recognises it's users. This entry is mandatory and must exist or may be added here.

The **last name** is a twenty character mandatory field which represents the users surname.

The **first name** is a twenty character mandatory field which represents the users first name.

The **middle initial** is a single character optional field which represents the users middle initial.

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SETUP USERS SCREEN

USER I.D. : [XXXXXXXXX]

LAST NAME : [XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX]

FIRST NAME : [XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX]

MIDDLE INITIAL : [X]

PREVIOUS PASSWORD : [XXXXXXXXXX]

PRESENT PASSWORD : [XXXXXXXXXX]

DIVISION CODE : [XXX]

SUPER USER   (Y/N) : [X]

THIS USER IS ALLOWED TO ....:-

     DISPLAY INFORMATION   (Y/N) :   [X]

     ADD NEW DATA   (Y/N) :   [X]

     SAVE CHANGES   (Y/N) :   [X]

     DELETE DATA   (Y/N) :   [X]

     PRINT INFORMATION   (Y/N) :   [X]

HELP-(control-f), SAVE-(control-w),   DELETE-(control-e),   QUIT-(control-t)

The **previous password** is a ten character mandatory field which represents the last password that was assigned to this user.

The **present password** is a ten character mandatory field which represents the users present password.

The **divisional code** is a three character mandatory field which represents the division or department to which the user is assigned.

The following fields represent the privileges which are assigned to the particular user; their value may be either "Y" or "N" depending on whether the user is assigned the particular privilege :

The **super user** field is a single character mandatory field and indicates whether or not this user has the super user privilege. This privilege is the highest level available and allows the user to perform all functions.

The **display information** field is a single character mandatory field which indicates whether or not this user is allowed to display information.

The **add new data** field is a single character mandatory field which indicates whether or not the user is allowed to add new data or to save changes.

The **delete data** field is a single character mandatory field which indicates whether or not the user is allowed to delete data.

The **print information** field is a single character mandatory field which indicates whether or not the user is allowed to print reports.

Processing and Output

A user code is entered. If the user does not exist then the administrator is allowed to add the remaining details for this user otherwise the user's data is displayed.

A popup screen is available for all possible divisional codes from which the administrator may select the desired code.

If the user being assigned to the system is given super user status i.e. if "Y" is entered in the super user field, then all other privileges are granted (i.e. assigned a value "Y"). A user is not allowed to add/save data, delete data or print data if that user cannot display the data (i.e. the add/save, delete or print fields may not have the value "Y" if the display field has the value "N").

SET PROGRAM PASSWORDS

Purpose

This facility is used to assign passwords to sensitive functions. This option may only be accessed by persons having Systems Administration / Super User privilege.

Input and Validation

The **program number** is a ten character programmer assigned name for the particular module/program. This number is displayed on the left hand side of the first row of all screens e.g. JS2300. The entry is mandatory.

The **password** is a ten character field value that the user must enter to execute this module/program. The entry is mandatory.

Processing and Output

A program number is entered and if a password was already assigned, then the password is displayed, otherwise the administrator may proceed to enter the program password.

BACKUP SCREEN

. . . .

. . . .   PLEASE   PLACE   TAPE   IN   DRIVE   . . . .

. . . .   PRESS [RETURN] TO CONTINUE.......   . . . .

. . . .   OR [DEL] TO ABORT   . . . .

. . . .

SYSTEM BACKUP

Purpose

This facility allows the user to create a backup of JAMINET's database.

Processing and Output

The backup tape to be used here must first be labelled with the current date and database name. The user places the backup tape in the tape drive and presses the <ENTER> key to start the backup process. If the option was entered in error, the <DEL> key may be used to abort the process.

RESTORE SCREEN

. . . .

. . . .   PLEASE PLACE TAPE IN DRIVE   . . . .

. . . .   PRESS [RETUIRN] TO CONTINUE............   . . . .

. . . .   OR [DEL] TO ABORT   . . . .

. . . .

SYSTEM RESTORE

Purpose

This facility accomodates the restoration of the JAMINET's database from a backup tape to the system and will be used only when the existing database has been corrupted. Only persons assigned the System's Administrator privilege will be allowed to execute this function.

Processing and Output

A backup of the existing database should be done before this process begins. The administrator must retrieve the most recent backup tape from the archives for use in the restoration process. This tape is placed in the tape drive and the <ENTER> key pressed when the user is absolutely sure that he is ready to begin the process. If the user had entered this option in error, then the <DEL> key may be used to abort the process. Once the restoration process has started however, the use of the <DEL> key may not necessarily abort the process.