

Production Wizard™

Production Wizard™ User Administrator

The Production Wizard™ Administrator allows the creation of various user accounts (referred to as a user). User accounts are the main means of controlling access to Production Wizard™ features. A new user can be created to allow full access to all features or limited access. For example, a mix maker would most likely have limited access. He or she would be able to access the tank contents editor and the batch creation tool but not create or delete formulas or ingredients.

Administrator - Viewing Current User Information

To view information for the user currently logged on Production Wizard™:

(Excel 2000 – 2003) Click the **File** menu, select **Production Wizard Administrator**, and click **View User Settings**.

(Excel 2007 or higher) Click the **File** tab and click **View User Settings** from the **Administrator** group.

Administrator - Logging On as a Different User

The **Log On as a Different User** feature is self-explanatory. It allows the user to log on as a different user from within Production Wizard™. The log on window is the same one that appears when you first enter Production Wizard™. This also allows you to log on again so you can access settings that may have been changed.

To log on as a different user:

(Excel 2000 – 2003) Click the **File** menu, select **Production Wizard Administrator**, and click **Log On as a Different User**. The Select User window appears. Select a user and click **OK**. Note: Enter a password if required.

(Excel 2007 or higher) Click the **File** tab and click **Log On as a Different User** from the **Administrator** group. The Select User window appears. Select a user and click **OK**. Note: Enter a password if required.

Administrator - Modifying User Settings

To have full access to user settings you must be logged on as Administrator.

1. Open the User Settings Window.
(Excel 2000 – 2003) Click the **File** menu, select **Production Wizard Administrator**, and click **Edit User Settings**.
(Excel 2007 or higher) Click the **File** tab and click **Edit User Settings** from the **Administrator** group.
2. The **User Settings** window appears. If the Administrator is logged on then all the users including Default Settings are included in the list. Select a user and press the **View/Change User Settings** button.
3. The **Change User Settings** window appears.

The following are the Administrator settings that can be applied to user accounts.

Topic	Setting	Description
Rules – Other	User can modify own settings (Does not apply to Administrator)	This would allow the user to select a different default ingredient or formula file.
Rules - Batch Creation Tool		
	Allow access to Batch Creation Tool	
	User continue if reformulate fails.	This would allow the user to continue to the next step in the Batch Creation Tool if the formulation fails. This is typically not allowed.
	Modify batch ticket number.	This allows the user to change the batch ticket number that is displayed on the batch sheet. This feature does not apply to all batch sheet formats.
	Sort batch based on reference number.	This feature does not apply to all batch sheet formats.
	Force batch sheet to print on a single page.	
	Company description for batch sheet.	This feature does not apply to all batch sheet formats.
	Characters to remove from batch sheet ingredient description.	This feature does not apply to all batch sheet formats.
Rules - File Access		
	Modify tank file.	
	Modify a formula file.	
	Select a different formula file.	
	Modify an ingredient file (full access).	
	Modify an ingredient file (Composition Update Tool only).	This feature would allow the user to modify tank content ingredients using the Ingredient Composition Update Tool
	Select a different ingredient file.	
	Add, delete, or modify available production units.	
	Create a new folder.	
Rules - Formula Development		
	Batch sheet display, number of decimal places.	This affects the batch sheet in the formula development section only. It has no affect on the batch sheet created using the Batch Creation Tool.
	Prompt user before updating ingredient price.	This has no affect on the Batch Creation Tool.
	Prompt user before updating ingredient.	This has no affect on the Batch Creation Tool.
	Formulate button active.	This effects the Formulate button in the formula development section
	Print button active.	This effect the Print menu.

Administrator - Adding a New User

The user must be logged on as Administrator. If you are creating a new user with similar privileges to an existing user then use the **Copy** feature described in the next section.

1. Open the User Settings Window.
(Excel 2000 – 2003) Click the **File** menu, select **Production Wizard Administrator**, and click **Edit User Settings**.

(Excel 2007 or higher) Click the **File** tab and click **Edit User Settings** from the **Administrator** group.
2. The **User Settings** window appears. If the Administrator user is logged on then all the users and Default Settings are included in the list. Furthermore, all the buttons will be active. Press the **Add New User** button. When you add a new user the default settings are applied to the user. Note: The administrator can modify default settings.
3. The **Add User** window appears. Enter a username and press the **OK** button.

Administrator -Delete a User

The user must be logged on as Administrator.

1. Open the User Settings Window.
(Excel 2000 – 2003) Click the **File** menu, select **Production Wizard Administrator**, and click **Edit User Settings**.

(Excel 2007 or higher) Click the **File** tab and click **Edit User Settings** from the **Administrator** group.
2. The **User Settings** window appears. If the Administrator user is logged on then all the users and Default Settings are included in the list. Furthermore, all the buttons will be active. Select the user you wish to delete and press the **Delete User Info** button.

Administrator -Create a New User by Copying Information

The user must be logged on as Administrator. This is the best method to use for creating a new user with similar privileges as an existing user.

1. Open the User Settings Window.
(Excel 2000 – 2003) Click the **File** menu, select **Production Wizard Administrator**, and click **Edit User Settings**.

(Excel 2007 or higher) Click the **File** tab and click **Edit User Settings** from the **Administrator** group.
2. The **User Settings** window appears. If Administrator user is logged on then all the users and Default Settings are included in the list. Furthermore, all the buttons will be active. Press the **Copy User Info** button. This will add a new user based on the copied user's settings.