

## Production Wizard™ Administrator

### Features Covered

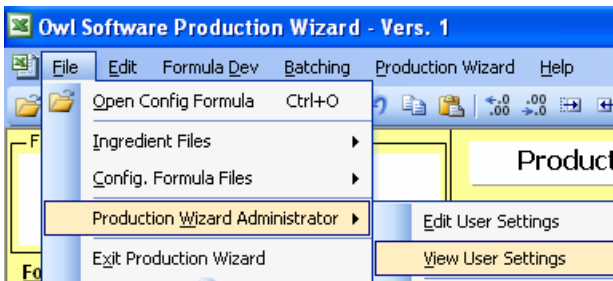
- Viewing User Settings
- Logging On Production Wizard™ as a Particular User
- Adding a New User
- Modifying User Settings
- Delete a User
- Create a New User by Copying Information

## Description of the Production Wizard™ 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.

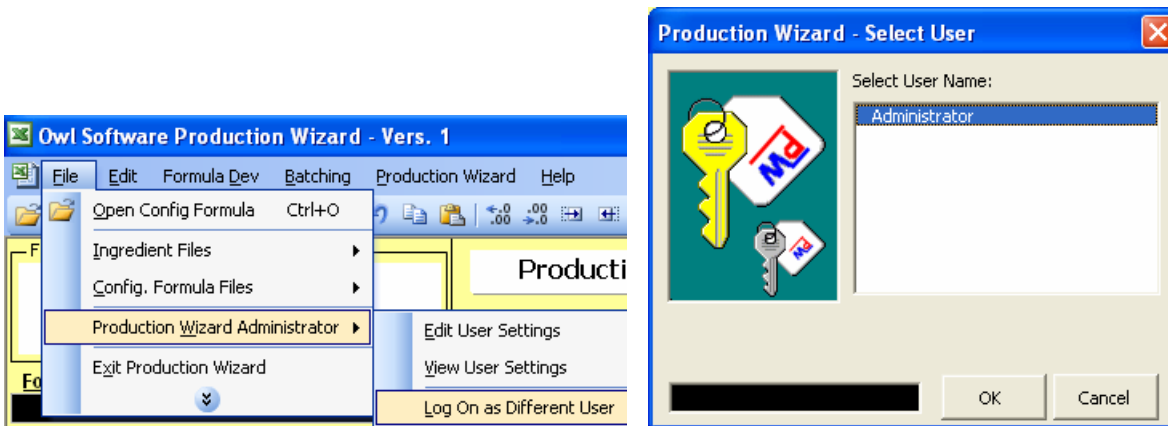
## Viewing User Settings

1. To view user settings for the current user select **View User Settings** from the **Production Wizard Administrator** menu.



## Logging On Production Wizard™ as a Particular User

1. After starting the Production Wizard™, you can log on as another user by selecting **Log On as Different User** from the **Production Wizard Administrator** menu.

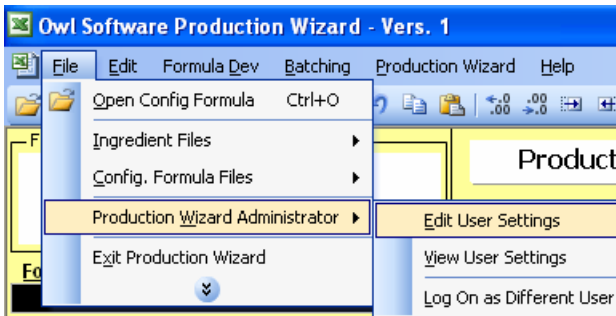


2. Select the user from the list, enter a password if required, and press the **OK** button.

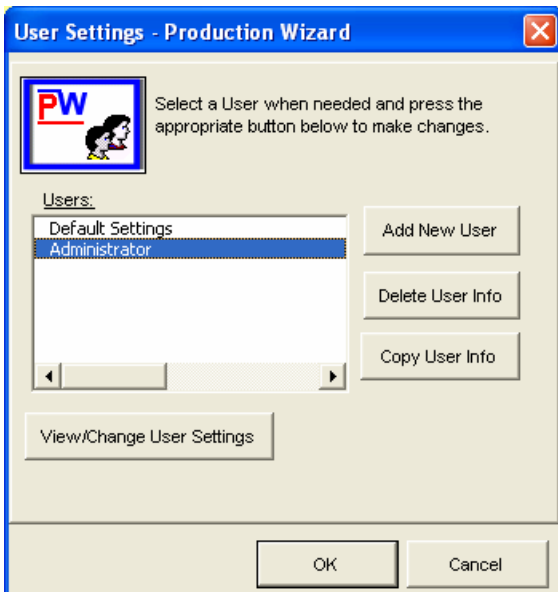
## Adding a New User

The user must be logged on as the administrator.

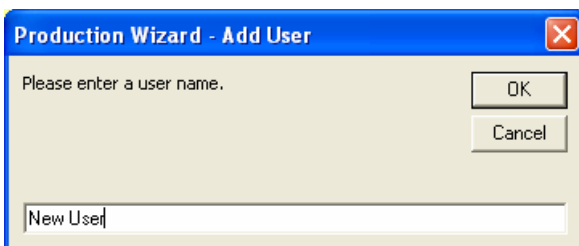
1. To edit user settings, select **Edit User Settings** from the **Production Wizard Administrator** menu.



2. The **User Settings** window appears. If the administrator 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.

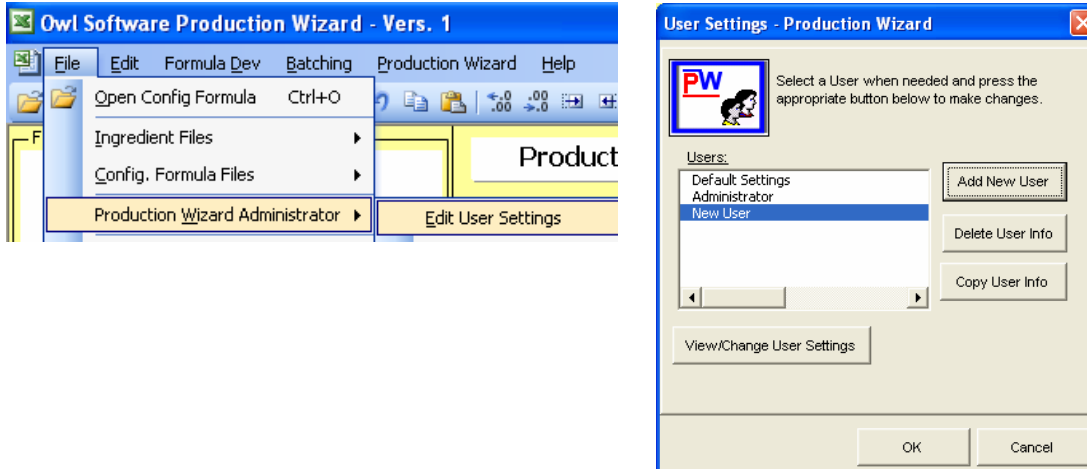


3. The **Add User** window appears. Enter a username and press the **OK** button.



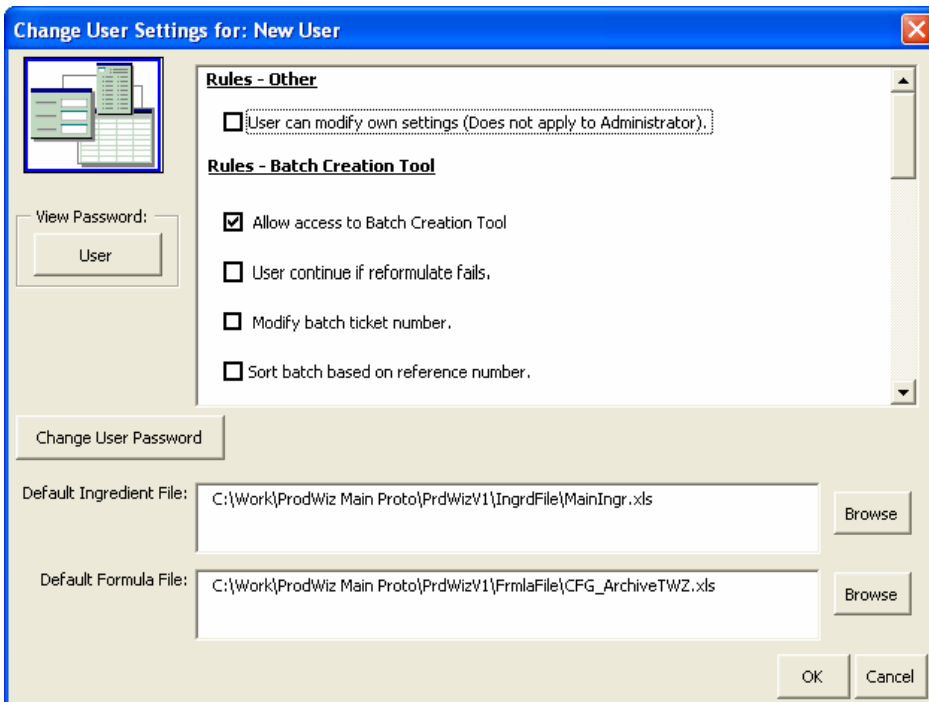
## Modifying User Settings

1. To edit user settings, select **Edit User Settings** from the **Production Wizard Administrator** menu.



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. Modify settings as need and press the **OK** button.





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

Topic	Setting	Description
<b>Rules - Other</b>	User can modify own settings (Does not apply to Administrator)	
	This would allow the user to select a different default ingredient or formula file.	
<b>Rules - Batch Creation Tool</b>	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 Sheet 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 allow batch sheet formats.
	Sort batch based on reference number.	This feature does not apply to allow batch sheet formats.
	Force batch sheet to print on a single page.	
	Company description for batch sheet.	This feature does not apply to allow batch sheet formats.
	Characters to remove from batch sheet ingredient description.	This feature does not apply to allow batch sheet formats.
<b>Rules - File Access</b>	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.		
<b>Rules - Formula Development</b>	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 Sheet Creation Tool.
	Prompt user before updating ingredient price.	This has no affect on the Batch Sheet Creation Tool.
	Prompt user before updating ingredient.	This has no affect on the Batch Sheet Creation Tool.

## Delete a User

The user must be logged on as the administrator.

1. To edit user settings, select **Edit User Settings** from the **Production Wizard Administrator** menu.



2. The **User Settings** window appears. If the administrator 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.



## Create a New User by Copying Information

The user must be logged on as the administrator.

1. To edit user settings, select **Edit User Settings (A)** from the **Production Wizard Administrator** menu.



2. The **User Settings** window appears. If the administrator 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.

