

## Create Tag-n-Trak User Log ID's

This document describes how to set up a login ID for a new user. The user performing the task of creating the new login ID must know the password for the "menu" login ID in order to complete these steps.

- ❑ From any menu in Tag-N-Trak, press **[F10]**.  
Select **8 Unix System Administration Menu**.  
**Password:** (Enter the password for the "menu" login ID.) You might have to enter it twice.  
Select **4 Activity support menu**.  
Select **6 Add a User**.

- ❑ **Please enter user's name or just <ENTER> to quit:**  
Enter the user's full name. Example: **Jane Smith**.

- ❑ When entering a login ID please enter a minimum of 4 characters.  
Enter only letters and numbers. No special characters or spaces. Use lower case letters.

**Please enter user's Login ID or just <ENTER> to quit:**

Enter the user's login, it can be alpha and/or numeric, and must be lower case. **Examples:** (a) First name and initial for last name such as **janes** for Jane Smith; (b) Last name and initial for first name such as **smithj** for Jane Smith; (c) Generic login ID for a PC that will be shared by multiple users such as **sales1** for **Sales Counter 1**.

- ❑ From the **Store List**, enter the primary store number in which user will be working.  
**Please enter store number:**

If you are a single store system, enter **1** as the store number.

For multi-store systems, enter the appropriate store number. When the user logs in, this will be their "default" store. Once logged in, the user can "change" to another store provided they have permission to do so. Permission to "change stores" is discussed on the next page of this document.

- ❑ **Do you want this user to be able to read mail?**  
**[enter "y" for yes, "n" for no]**  
**NOTE:** The user only will be able to read e-mail associated with their login ID. The e-mail notification only occurs at login time. The user must acknowledge that they have e-mail before proceeding. They must either read it or save it to read later. This pertains to the internal email program on the Unixware server such as notification that a spooled print job has been cancelled.
- ❑ **Do you want this user to be able to write mail?**  
**[enter "y" for yes, "n" for no]**  
**NOTE:** The mail program on Unixware servers is no longer available. Reply 'n' for no to this prompt.
- ❑ **Do you want this user to be able to copy or transmit files?**  
**[enter "y" for yes, "n" for no]**

**NOTE:** This controls whether the user can access the **File Copy and File Transfer Menu** to transfer a file **from** a PC to the Tag-n-Trak Server (such as a Price File to update the Tag-n-Trak inventory file) or to transfer a file from the Tag-n-Trak Server **to** a PC such as a csv (comma separated variable) file from Query to import into an Excel spreadsheet or to use with a PC label program to print lighting showroom hang tags.

## Create Tag-n-Trak User Log ID's

- ❑ Do you want this user to be able to change stores?  
[enter "y" for yes, "n" for no]

**NOTE:** This controls whether the user can change to another store when a system has multiple stores. This is more powerful than just being able to do a multi-store lookup. **If you are a single store system, answer "n" for no to this question.**

- ❑ **\*\*\*If you are on a single store system, the prompt below will not display. Go to the next step.\*\*\***

**Enter a comma separated list of stores this user can not change to.  
Leave list blank to allow user access to all stores.**

The most common response is to press ENTER leaving this list "blank." If you have given the user permission to "change stores," then pressing ENTER to leave the list blank will allow the user to do a "change stores" to each of your company's stores.

If this new user should not have access to one more stores, enter those store numbers separated by a comma. For example, if your company has 5 stores and the new user should have access to all but store 3, enter 3 at the prompt. See the example below:

**Enter a comma separated list of stores this user can not change to.  
Leave list blank to allow user access to all stores.**

**3**

If the user should have access to all stores except stores 3 and 4, then enter **3,4** at the prompt as shown in the example below:

**Enter a comma separated list of stores this user can not change to.  
Leave list blank to allow user access to all stores.**

**3,4**

- ❑ As the new user ID is created, the following message will display:

**Please wait while creating new user.**

- ❑ Next, you'll be prompted to enter a password for the new user. When you assign a password, use a mixture of letters and numbers so that the password includes both alpha and numeric characters. It is recommended that you use lower case letters. Example: **js1155** Note: The new user will be able to change their assigned password later.

The password does not display on the screen as you type it. You'll be prompted to enter the password twice to ensure it has been typed incorrectly. (If they don't match, a message will display **"UX:passwd: ERROR: They don't match"** and you'll be prompted to re-enter.)

**Please enter password for newuser. They can change it later.**

**New password:**

**Re-enter new password:**

**Press Enter for menu...**

## Create Tag-n-Trak User Log ID's

- ❑ After pressing ENTER, the cursor returns to the Activity Support Menu. Enter **X to Exit** at the "Select:" prompt.
- ❑ After pressing Enter, the cursor returns to the Unix Administration Menu. Enter **X to Exit** at the "Select:" prompt.
- ❑ After pressing Enter, the cursor returns to the Custom Menu Release screen. Enter **X to Exit** at the "Select:" prompt and the cursor returns to the Tag-n-Trak Main Menu.
- ❑ Ask the new user to log in to Tag-n-Trak using the new user login ID you just created and the password you assigned.

If the user wants to change their assigned password, they can do so AFTER logging in to Tag-n-Trak. Once they are logged in, their assigned password can be changed by pressing the **F10** function key.

The F10 function key displays the Custom Menu. At the "Select:" prompt, enter **5 to Change Password**.

Each user has the ability to change their password at any time providing they know the "old" password. The user will first be prompted to enter the "Old password." If the correct "Old password" is entered, they will be prompted to enter the "New" password twice. The screen prompts will display similar to what is shown below:

### Change Password

**UX:passwd: INFO: Changing password for "username"**

**Old password:**

**New password:**

**Re-enter new password:**

**Press Enter for menu ...**