Solution-IV® Accounting
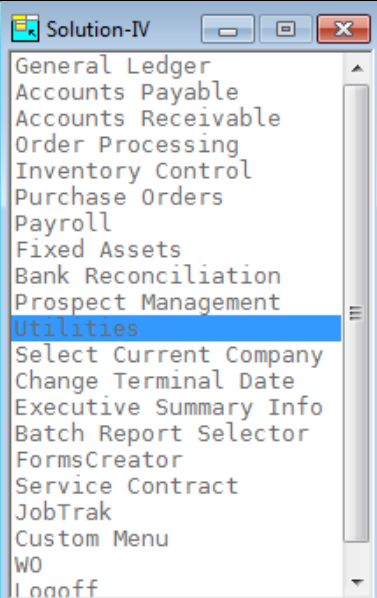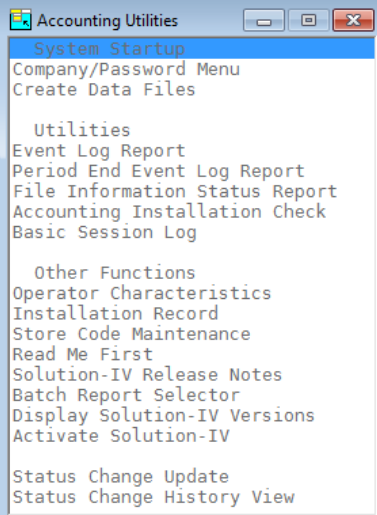# System Utilities
Operator Code Setup

The Thoroughbred logo, Swash logo, and Solution-IV Accounting logo, OPENWORKSHOP, THOROUGHBRED,
VIP FOR DICTIONARY-IV, VIP, VIPImage, DICTIONARY-IV, and SOLUTION-IV are registered trademarks of
Thoroughbred Software International, Inc.

Thoroughbred Basic, TS Environment, T-WEB, Script-IV, Report-IV, Query-IV, Source-IV,
TS Network DataServer, TS ODBC DataServer, TS ODBC R/W DataServer, TS DataServer for Oracle,
TS XML DataServer, TS DataServer for MySQL, TS DataServer for MS SQL Server, GWW Gateway for
Windows, Report-IV to PDF, TS ReportServer, TS WebServer, TbredComm, WorkStation Manager,
FormsCreator, T-RemoteControl, Solution-IV Accounting, Solution-IV Reprographics, Solution-IV ezRepro,
Solution-IV RTS, and DataSafeGuard are trademarks of Thoroughbred Software International, Inc.

Other names, products and services mentioned are the trademarks or registered trademarks of their respective
vendors or organizations.

Operator Code Setup

For help with any option or field please refer to the System Utilities Manual or press **F6** on your keyboard.

From the Solution-IV Main Menu, select **Utilities**	
From Utilities Menu, select **Operator Characteristic**	

Operator Code

Enter the 3-character operator code for whom you wish to maintain the password or preferences. Operator codes are used to control access into IDOL-IV. A valid operator code and password must be entered when logging into IDOL-IV.

Each operator should have his/her own operator code, especially since operator codes are used on the Error Log Report and are kept in files to keep track of who did what.

You cannot maintain operator codes here, only passwords or preferences. To add/maintain operator codes, go to the IDOL-IV Utilities Menu (IDMENU2), Option 10 - Operator Information.

Name

This is the 30-character description for the operator code as entered in IDOL-IV System Utilities Menu - Operator Information.

Password

Enter an operator password of up to 3 alphanumeric characters to provide access control in addition to the operator code. Passwords are not echoed on the screen during login to maintain security. Operators should be instructed to keep their passwords secret. Passwords are not mandatory.

Default Printer

This field allows you to enter the name of a printer that will be displayed as the default printer for all printer select prompts. By pressing **Enter** at these prompts, that printer is selected.

Field Edit Clear

This feature allows you to automatically clear a data input field when the first keystroke is a character and not a field editing key. A good example of this feature is when numeric data is being re-entered. When the first digit of the new number is entered, the old number is automatically cleared.

Y	On all data inputs, the entire field will be cleared when the first keystroke is NOT a field editing key (Char Insert, Char Delete, etc.).
N	The field is not cleared.

Language Code

This field allows you to specify a language code that will determine which IDOL-IV definitions will be displayed from the dictionary. You will not be allowed to select a language code that has not been enabled by System Administration. If a disabled language code or an invalid language code is entered, a selection view of enabled language codes will be displayed.

DN – Danish	IT - Italian
DU - Dutch	NR - Norwegian
EN - English	SP - Spanish
FN - Finish	SW - Swedish
FR - French	X1 - Other 1
GR - German	X2 - Other 2
Default Value-: EN	

Starting Menu

This field defines the starting menu that will be displayed when OPENworkshop is executed. The default menu name is OOM0.

Entry Program

This field allows you to specify a program to be run when the operator code is entered, but the program MUST "RUN OO" when it is terminated.

Exit Program

This field allows you to specify the program to be run when OPENworkshop is terminated.

Hotkey Menu

This field allows you to specify the hotkey menu to be displayed when CTL-P is entered from any prompt. A hotkey menu is a pop-up menu, which is an .MN. type of window help. For more information on pop-up menus please refer to the on-line help available when defining window help. An example is the standard OPENworkshop hotkey menu OOMU10.There are several considerations to keep in mind when defining a hotkey menu.

A standard pop-up menu allows you to define a selection value to be returned to the calling program. Since a hotkey menu is invoked by and processed by IDOL-IV/OW, any returned selection values not supported by the hotkey processing will be ignored.

Copy operator colors from

You have the option of copying color definitions from an operator that has already been defined to this operator.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ▦            Operator Characteristics                          ─ □ ✕     │
├─────────────────────────────────────────────────────────────────────────┤
│                                              03/04/15                     │
│    🐎  DONNELLEY SPORTS, INC. (TST)          03:52:54                     │
│                                              TSI                          │
│ ┌─────────────────────────────────────────────────────────────────────┐ │
│ │ Comp: TST              Operator  Characteristics        03/03/15 T1  │ │
│ │                                                                       │ │
│ │   Operator Code: TSI    Name: Thoroughbred Software Int'l            │ │
│ │                                                                       │ │
│ │   Use 132 Column Screens?     N                                      │ │
│ │   Allow F3 to Maintain?       Y                                      │ │
│ │                                                                       │ │
│ │   Allow Point of Sale Entry? I ▾                                     │ │
│ │   Allow CC Processing:   Orders? N ▾ Invoices? N ▾ CashRcpts? N ▾    │ │
│ │                                                                       │ │
│ │   Company Code:                                                       │ │
│ │   Store Code:             TST TEST                                    │ │
│ │   Payment Code:                                                       │ │
│ │                                                                       │ │
│ │                   Default    Printer    Ask    Delete                │ │
│ │   Order Printing:    A ▾                 N      Y                     │ │
│ │   Invoice Printing:  A ▾                 N      Y                     │ │
│ │                                                                       │ │
│ │   Auto-Scan: Orders? N   Invoices? N                                  │ │
│ └─────────────────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────────────────┘
```

Operator Code

Enter the 3-character operator code for whom you wish to maintain the password or preferences.

User 132 Column Screens?

Y   If you are using a terminal table that permits the terminal to display 132 characters across the screen, when you print reports to the screen that are wider than 80 characters, the screen will automatically go into "132-column mode".

N   If you are using a terminal that cannot go into 132-column mode, or if you do not like to see the tiny characters on the screen, this option will allow you to continue to use the scrolling keys (home, tab) to view the entire wide report.

Until Report-IV provides the feature allowing the report to go into 132-column mode on the screen automatically, you may press **F9** once the report is displayed to force it into 132-column mode.

Allow F3 to Maintain?

Enter **Y** if you wish to give this operator the ability to press **F3**, where available, to be able to maintain other code files. If you do not have lots of security defined on your system, this function can be a real time saver for your employees, especially when you are first starting to use the system and it is possible that many of the codes have not been entered into the system yet.

In order for an operator to be able to utilize the **F3** function, both the operator and the company must answer **Y** to this question.

* * * * * * * * * * * * **W A R N I N G** * * * * * * * * * * * * *
Please note that the **F3** option bypasses the security system, meaning an operator may have access through an **F3** that he may not have accessing the same option from the menu.
* *

Enter **N** if you are concerned about the security issues, or if this is an operator that you would prefer to not have full access to the system.

Allow Point of Sale Entry?

You have the option of entering your payments during invoice entry.

Y   Allow payment entry during order/invoice entry
N   Do not allow payment entry during order/invoice entry
O   Allow payment entry during order entry only
I   Allow payment entry during invoice entry only

Allow CC Processing: Orders? Invoices? Cash Rcpts?

You have the option of using the CC module for credit payments during order entry, invoice Entry, and Cash Receipts.

C	Allow CC payment processing
N	Do not allow CC payment processing
A	Allow CC Authorization only
Q	Ask Authorization or Payment

Company Code

You have the option of assigning a company code to each operator. If left blank, the operator may be in any company. If a company is assigned, the operator will be limited to using only that company.

Store Code

Enter up to three characters for the store code.

Note: Store code 'ZZZ' is reserved.

Payment Code

Enter up to 2 alphanumeric characters for the payment code. The payment code is a file verified code required during entry of payments.

Order Printing
Default

You have the option of defaulting to a particular answer for the Print Order Pick or Neither question at the end of Order Entry. If you choose O, P, K or N, the system will automatically skip the question and perform the option you have chosen.

O	Default to print Order
P	Default to print Pick Ticket
N	Default to print neither
K	Default to print Packing Slip
A	Have the system ask what to print

Printer

Enter the default printer for picking tickets and orders. If this field is left blank the system will use either the warehouse or parameter default printer. If a default printer is used, the Hard Copy question will not be asked.

Ask

You have the option of skipping the Order Print Correctly question at the end of Order Printing.

Y	Ask the question

N   Do not ask the question. The system will presume that the order printed correctly

Delete

You have the option of allowing this operator the ability to delete orders.

Y   Allow order deletion
N   Do not allow order deletion

Invoice Printing

Default

You have the option of defaulting to a particular answer for the Print Invoice? Yes or No question at the end of Invoice Entry. If you choose Y or N, the system will automatically skip the question and perform the option you have chosen.

Y   Default to print Invoice
N   Default to not print Invoice
A   Have the system ask

Printer

Enter the default printer for picking tickets and orders. If this field is left blank the system will use either the warehouse or parameter default printer. If a default printer is used, the Hard Copy question will not be asked.

Ask

You have the option of skipping the *Did the Order Print Correctly* question at the end of Order Printing.

Y   Ask the question
N   Do not ask the question. The system will presume that the order printed correctly.

Delete

You have the option of allowing this operator the ability to delete orders.

Y   Allow order deletion
N   Do not allow order deletion

Auto-Scan: Orders? Invoices?

You have the option of allowing the operator to scan documents during Order/Invoice process.

Y   Allow scanning of document
N   Do not allow scanning

Operator Code

Enter the 3-character operator code for whom you wish to maintain the password or preferences.

AP Checks, AR Invoice, AR Statement, OP Orders, OP Invoices, PO Orders, PR Checks

Forms

This field determines the type of form to be used as follows:

Y   Use FormsXpress to print this form

N   Print most forms on a standard laser or dot matrix printer. A "N" here would indicate that checks are being printed on continuous feed paper.

L   Indicates that checks are to be printed on laser check stock, without FormsXpress.

C   Crystal Report

I   Use the Installation Record.

This field overrides the installation record settings.

Report

Enter the report name to use when printing this report. If you leave this field blank, Solution-IV will use either the Forms record or the standard report.

Copies

Enter the number of copies to print when printing this report.

Printer Name

Enter up to fifteen characters for the printer code.

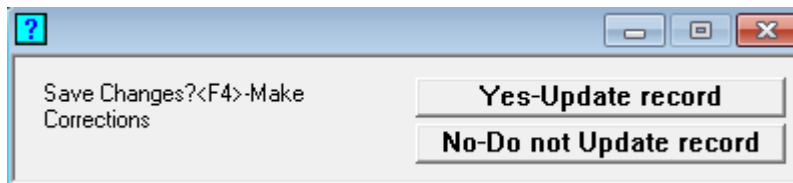Override Preferences

Quote, Order, Invoice, Purchase Order

The field determines whether or not this operator is allowed to override the customer preferences.

Y	Yes. The operator will be asked if the customer's preferences should be overridden.
N	No. The operator will not be asked.
A	Ask the user for an email address or fax number that may be different from the customer file.

Email

Enter the Operator's email address.

The system displays:

Select **Yes**.