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Tips & Tricks TecLocal 3.0 – Setup of users

A new colleague needs access to TecLocal or one of your colleagues needs their profile changed because of new responsibilities – but you do not know what to do! This edition of Tips & Tricks will show you how to setup a new user, what access rights are available and how to change current user profiles.

Different access rights

A person needs appropriate rights in TecLocal to create a new user account. Four different roles can be distinguished:

- A **System Administrator** changes settings for the whole company. He has every access right and can change anything.
- **TEC-Administrators** have similar rights as System Administrators but they are not allowed to setup or change interfaces to the merchandise management system (MMS). For further information please contact TecCom Support. A TEC-Administrator is relevant for suppliers only.
- **Administrators** are responsible for settings within one organization.
- Users (**Default**) do not have rights to change settings and can only use TecLocal.

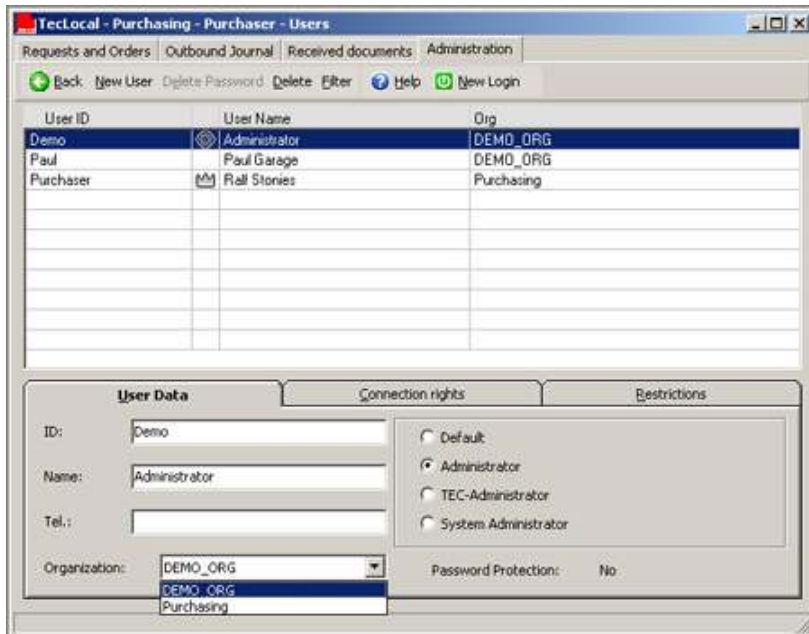
All administrators are allowed to setup users up to their own access level, e.g. an Administrator can create and change settings for Administrators and Users but not for System or TEC-Administrators.

There are two major differences between Administrators and System Administrators: An Administrator is responsible for one organization whereas the System Administrator is responsible for the complete company and the communication between MMS and TecCom network. Besides he has all the rights Administrators obtain for their organization:

- Create and assign user names and user rights
- Maintain partner directory
- Maintain list of delivery addresses
- Maintain access to electronic catalogues
- Maintain MMS interface
- Define specifications and rules for archiving
- Additional system and user relevant settings

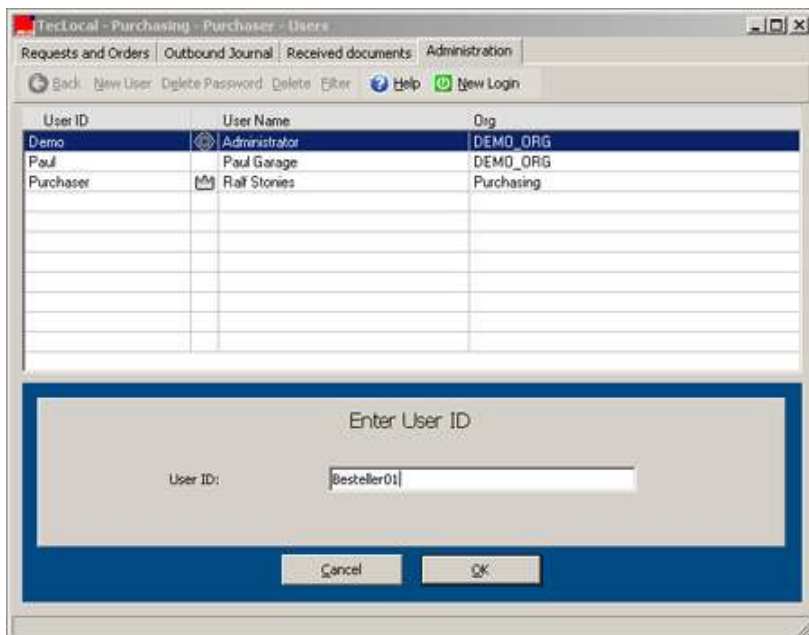
Create new users

-
- ▶ Home
- ▶ Company
- ▶ Products&Services
- ▶ News&Press
- News
 - Newsletter
 - Events
 - Archiv
 - Press
- ▶ TecCom Users
- ▶ CAP-Standard



So that employees of your company can use TecCom, they need to be included as users in the software. Go to the function **Administration** and select **My TecCom** and then the menu item **Users**.

Click on **New User**.



Enter a **User ID**, which is used to log on to TecCom and confirm it with **OK**. The new entry can be seen in the list of users. To specify the employee user more detailed insert name and phone number. If more than one organization has been setup, you need to choose the relevant **Organization** for this user.

The screenshot shows the 'User Data' tab for user 'Besteller01'. The user's ID is 'Besteller01', name is 'Besteller01', and organization is 'Purchasing'. The 'Connection rights' section shows 'Default' selected, with other options being 'Administrator', 'TEC-Administrator', and 'System Administrator'. 'Password Protection' is set to 'No'.

User ID	User Name	Org
Demo	Administrator	DEMO_ORG
Paul	Paul Garage	DEMO_ORG
Purchaser	Ralf Stonies	Purchasing
Besteller01	Besteller01	Purchasing

On the tab **User Data**, you can set the individual roles and decide which user(s) can access which function(s).

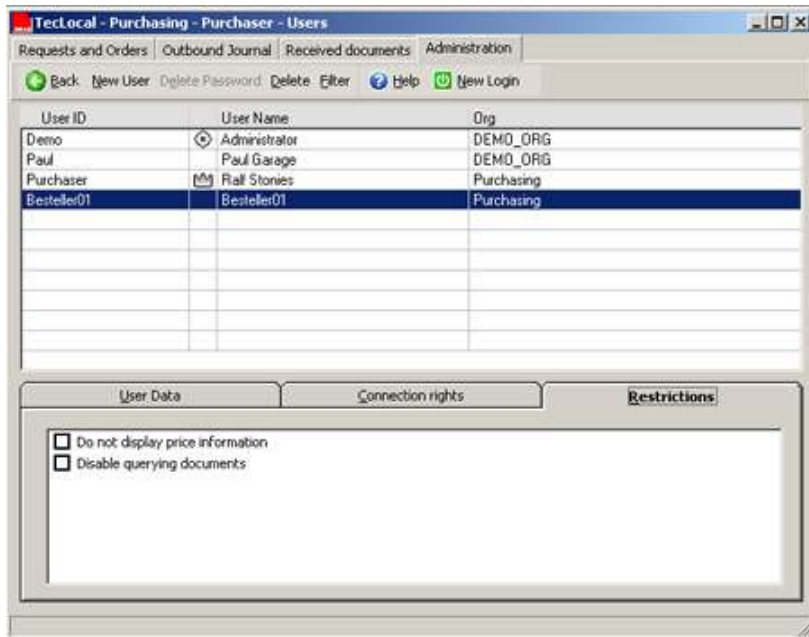
Connection rights control access to the TecCom network:

1. **Dial-Up connections** limit the options available in **Administration - Dialin**. Dependent on the rights users can choose between available dial-up connections to access TecCom.
2. **Administration - Access** as an alternative option to connect with TecCom can be restricted at **TEC-Gate**.
3. Alternatives **ENX or Internet Services Provider** is mainly relevant for supplier installations. At **Administration - Access** it is possible to select between these two options.

The screenshot shows the 'Connection rights' tab for user 'Besteller01'. It contains three sections: 'Dial-Up Connection' with options 'Yes', 'No', and 'Selectable' (selected); 'Use of TEC Gate' with options 'Yes', 'No' (selected), and 'Selectable'; and 'Access TEC Net' with options 'ENX', 'Internet services provider', and 'Selectable' (selected).

User ID	User Name	Org
Demo	Administrator	DEMO_ORG
Paul	Paul Garage	DEMO_ORG
Purchaser	Ralf Stonies	Purchasing
Besteller01	Besteller01	Purchasing

Restrictions limit the access of price information and the download of reverse messages (invoice, dispatch advice and order confirmation).



Additional functions

A **Filter** helps to find users by reducing large amounts of data. Two of the most important criteria are access rights and organizations.

After creating a new user their User ID is active. Each user defines his own password on first login for an individual access to TecLocal. The password needs to be at least six characters. If the password has been forgotten an administrator can reset it (**Delete Password**) so the user can choose a new one. In order to change a password the user needs to click on **Password** at the TecLocal start screen.

If you have any questions contact our Help Desk at support@teccom.de or +49 (0)1805 - 65 65 56.