



Admin user guide

1. proCAM ADMIN USER GUIDE

The *proCAM* Admin user guides describes the setup and database management features available to the database administrator.

The features covered in this document are as follows:

- Password control - managing user passwords
- Managing backups of the database
- Managing people records - moving people between companies
- Database organisation
- Managing processors allowed to access the database
- User licencing
- Troubleshooting problems

2. PASSWORD CONTROL - MANAGING USER PASSWORDS

PASSWORDS - OVERVIEW

The user password entered on the initial Password Entry form determines the features that user can access.

The top level user is the administrator, and the initial password sent with a new database is the administrator user Admin, with a password of admin.

It is recommended that if several people are to use the database, then the admin password is changed.

Each user should be assigned a new username and password. When updates are made to the database, the user name is appended to the update, so a record is kept of who made the change.

Each user is assigned a level as follows:

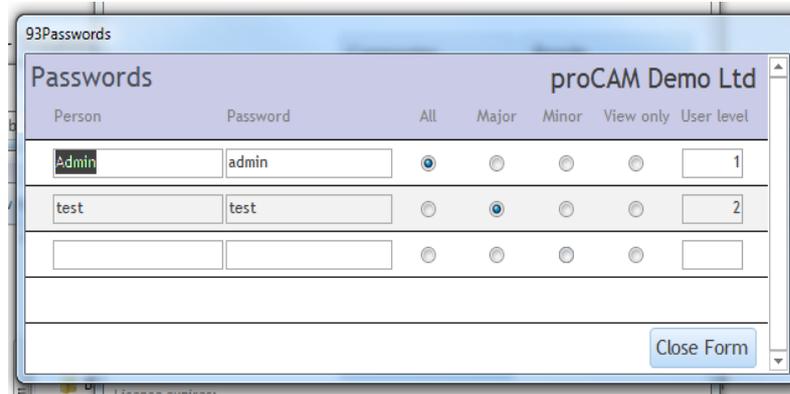
1. Administrator - has access to all features
2. Major user - has access to all normal features except password management
3. Minor user - can add new and amend existing records in the database
4. View only - can only look at the data

Even if only one user is to use the database, then it is recommended that they assign themselves a normal log on password and name set at level 2, and keep admin for solely administration tasks.

PASSWORDS - CREATING / AMENDING A USER PASSWORD

If logged on at admin level 1 then the Password option button is available on the main menu form.

Clicking this brings up the following form.



The screenshot shows a window titled "93Passwords" with a header "Passwords" and "proCAM Demo Ltd". The form contains a table with columns: Person, Password, All, Major, Minor, View only, and User level. There are three rows in the table. The first row has "Admin" in the Person column, "admin" in the Password column, and the "All" radio button is selected, with "1" in the User level column. The second row has "test" in the Person column, "test" in the Password column, and the "Major" radio button is selected, with "2" in the User level column. The third row has empty fields. A "Close Form" button is located at the bottom right of the form.

Person	Password	All	Major	Minor	View only	User level
Admin	admin	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1
test	test	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	2
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

This form is simple to use. Type in a new user name and password and click the relevant user level button, and the new user is created.

MANAGING BACKUPS OF THE DATABASE

Backing up the database is an important part of securing the database. It should be done regularly, indeed a warning is displayed if the database hasn't been backed up for 5 days.

It is simple to do, but provides a comprehensive backup system against corruption of the data.

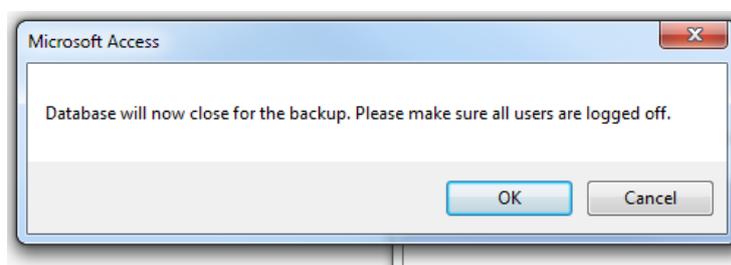
Note that the files are only backed up to another folder, so if the hard drive fails, or the building burns down, then the data will still be lost. It is assumed that there is in place an offsite data backup being maintained independently of the *proCAM* backup, to secure all the data on the hard drive.

When the backup is run, an image is taken of the data, timed and named as required and placed in the folder Backup_files, which was created when the database was originally installed.

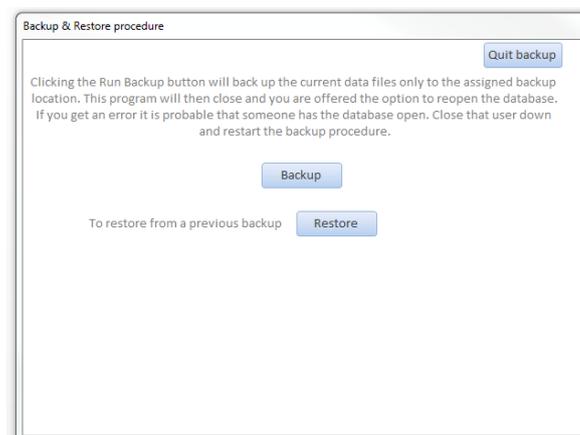
At any time a file from this folder can be used to restore a corrupted live database.

RUNNING THE BACKUP

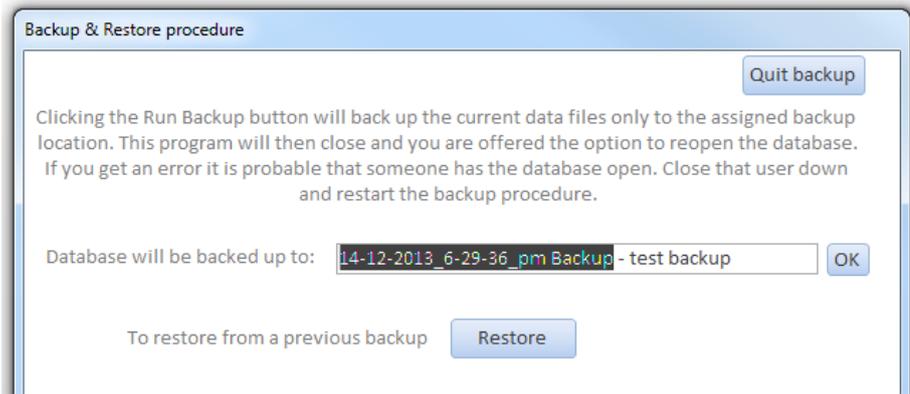
Clicking the Backup/restore main menu button displays the following:



Make sure all other users are logged off before clicking OK. The database will now close and automatically open the backup program which displays the following form.

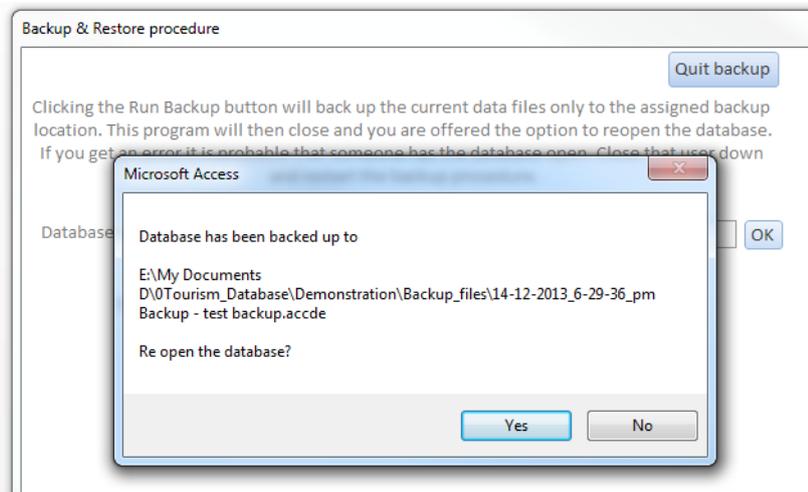


Click the backup button.



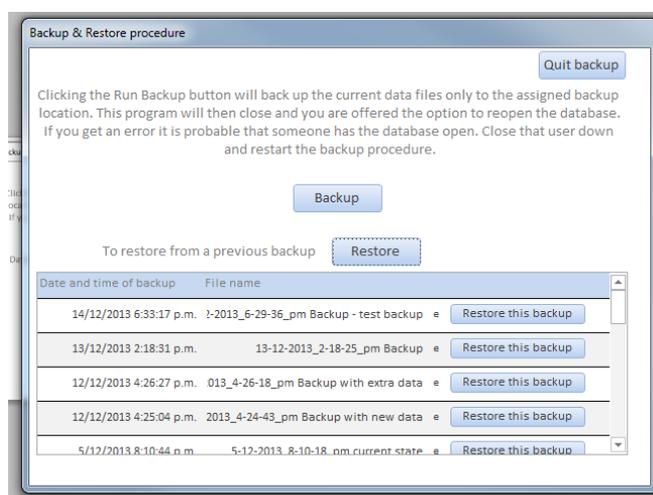
The dark area is defaulted by the program, it can be changed if required.

It is worth adding at least some text to describe why the backup was done, in this case - test backup. Clicking OK should result in the following:



RESTORING A FILE

Clicking the restore button displays the files available to be restored, click the one you want and it will overwrite the existing database.



MANAGING PEOPLE RECORDS - MOVING PEOPLE BETWEEN COMPANIES

A feature of the Tourism industry is that people leave companies and sometime later pop up somewhere else, working for another tourism company.

So when someone leaves a company, the data is not lost, just the person record is set to closed, and they are now in 'limbo' not assigned to any company.

When they reappear, the 'limbo' area of the database can be searched for the person, and they can be reassigned - with all their previous data to the new company. Note that personal details such as mobile and direct lines need to be manually changed.

A record of their history is kept on the history tab of the person record.

The procedure is outlined below:

Lorna Curry no longer works for Tailor Made, so by clicking on the Status field, the option is provided to put her into the 'limbo' area.

The screenshot shows a web application window titled '12PeopleDetailSubform' with a sub-header 'Contact details update' and 'proCAM Demo Ltd'. The form contains fields for Salutation, First name (Lorna), Surname (Curry), Company (Tailor Made), and Status (Open). A 'Close Form' button is visible. Below the form are tabs for 'Contact details', 'Notes', 'Actions', and 'History', along with a 'Print information' button. A 'Microsoft Access' dialog box is overlaid on the form, containing the following text: 'If you change the status the person will be removed from this company. It will be placed in the closed category and can then be moved to another company. Do you wish to proceed?' with 'Yes' and 'No' buttons.

At some stage later, she reappears working for another company, so by clicking the relocate people button on the main menu form, the following form is displayed and she can be moved to working for ATS in the UK office.

The screenshot shows a web application window titled '43RelocatePerson' with a sub-header 'Relocate people' and 'proCAM Demo Ltd'. The form is divided into three steps: 'Step 1. Search for person.' with fields for First name and Surname; 'Step 2. Search for company' with a Company dropdown menu showing 'ATS Pacific'; and 'Step 3. Choose the office' with an Office dropdown menu showing 'Auckland', 'Australia', and 'UK'. A 'Close Form' button is visible. Below the dropdowns, a table shows the search results for Lorna Curry, with a 'Relocate' button next to the entry.

00Companies

Company details update

proCAM Demo Ltd

Show status
 Open
 Closed
 Suspended

Select company

Company name

Main data | People | Commissions and payment | Notes_Publications | Bookings

First_name	Surname	Direct line	Mobile	Office	
Lorna	Curry	01386 712039		UK	<input type="button" value="Detail"/> <input type="button" value="+ Note"/> <input type="button" value="+ Action"/>
Bronwyn	Dow			Auckland	<input type="button" value="Detail"/> <input type="button" value="+ Note"/> <input type="button" value="+ Action"/>
Nienkel	Jansen	09 918 7179 NI		Auckland	<input type="button" value="Detail"/> <input type="button" value="+ Note"/> <input type="button" value="+ Action"/>

Her History tab shows the move.

12PeopleDetailSubform

Contact details update

proCAM Demo Ltd

Salutation First_name Surname Company Status

Contact details | Notes | Actions | History

History

Archivedate	<input type="text" value="12-Dec-13"/> <input type="button" value="Calendar"/>
Tailor Made Removed from this company by user 'Admin'	
Archivedate	<input type="text" value="17-Dec-13"/>

The ability to set a company record to 'closed' is also available. This can be reset at any time, and searches can be made to include or exclude closed companies.

DATABASE ORGANISATION

There are two databases in *proCAM*, the 'Front end' and the 'Back end'

The Front end database contains all the programs and forms, temporary tables for importing spreadsheets and so on. This is the database which enables access to the data by starting the program *proCAM-vx.x.acdde*.

The Back end database contains all the data.

MANAGING PROCESSORS ALLOWED TO ACCESS THE DATABASE

Most computers are now on a network, and it is likely the database files are held on a server. To enable some control over which computers can access the database, the serial number on the 'c' drive on a computer is interrogated to see if it is an allowed processor. If not, the admin password is required to allow the processor to access the database. Once allowed, it is enabled until the processor serial number is removed from the list.

When a new processor is encountered the following form is displayed.

Processor ID	Computer name	User name	
10	BRIAN-NEW-PC	Brian_work	Delete
11	BRIAN-NEW-PC	Brian_work	Delete

This form can also be reached through the password management form. Note that the only exit from the form is to close the database, and restart.

The processor serial numbers are maintained in the database in an encrypted form.

USER LICENCING

To provide for ongoing support for the database it is licenced on an annual basis. The licence is maintained in the database in an encrypted string.

Prior to the licence requiring renewal, warning messages appear and the Licence button appears on the main menu form. Once a new licence string is obtained from *proCAM*, clicking the licence button displays a form to enable the new licence to be input. At this time the company name can be entered which is the name displayed on each form.

TROUBLESHOOTING PROBLEMS

The processing in *proCAM* is complex, and although every effort has been made to eliminate problems they may well occur.

If a problem is encountered, please take a screen shot by pressing the PrtScn button. And pasting the image into a Word document, adding a description of the problem and e-mailing it to us at support@procam-db.com.