

# User Manual for “User Management Module”

**The Data Corporation  
(Pvt.) Ltd**  
Suit No. 506,  
5th Floor,  
Progressive Centre,  
30-A, Block-6,  
P.E.C.H.S,  
Shahrah-e-Faisal,  
Karachi 75400,  
Pakistan

T +92 21 3 4322025-26  
W [www.datacoglobal.com](http://www.datacoglobal.com)



# Contents

<b>USER RIGHTS</b> .....	3
<b>CHANGE PASSWORD</b> .....	4

## USER RIGHTS

13

User Code\*:  1
 Active

User Name\*:  2
 Dashboard 10

User Email\*:  3
 Sending Email 11

User ID\*:  4

User Password\*:  5

User Password Re-Type\*:  6

User Type\*:  7

Site Reference:  8

Store Reference:  9

Select All

Page Name	Module Name	Page Type	View	Insert	Update	Delete	Report	Approve	Post	Rev. Post
Company Detail	Setups	Setup	✓	✓	✓		✓			
Business Unit Detail	Setups	Setup	✓	✓	✓		✓			
Project Detail	Setups	Setup	✓	✓	✓		✓			
Site Detail	Setups	Setup	✓	✓	✓		✓			
Currency Detail	Setups	Setup	✓	✓	✓		✓			
Chart of Account Detail	Setups	Setup	✓	✓	✓		✓			
Cash Account Detail	Setups	Setup	✓	✓	✓		✓			
Bank Account Detail	Setups	Setup	✓	✓	✓		✓			
Customer Detail	Setups	Setup	✓	✓	✓		✓			
Supplier Detail	Setups	Setup	✓	✓	✓		✓			

<b>1.</b> Auto-generated Number (Entry Reference No.)	<b>2.</b> Enter the name of the user
<b>3.</b> Enter the official email of user where he/she can send and receive emails	<b>4.</b> Enter a unique user ID
<b>5.</b> Enter a password with specified rules	<b>6.</b> Re-enter the password for confirmation
<b>7.</b> Select the type of user (Admin, Power User, Data Entry User, Posting user, Viewer Only or customized role)	<b>8.</b> Select the site name of the user (if any)
<b>9.</b> Select the store name where user is working (if applicable)	<b>10.</b> Check the Dashboard if you want to enable the user to see the reporting dashboard
<b>11.</b> Check the sending email if you want to enable the user to send the emails from the software using his/her entered email	<b>12.</b> These options will work according to role assigned to user. You can set custom roles if you select "Custom User" as user type (7)
<b>13.</b> Actions buttons to SAVE, Update, FIND, CLEAR (REFRESH), REPORT VIEW, and Sending Email	

## CHANGE PASSWORD

The screenshot shows a form titled 'CHANGE PASSWORD'. At the top left is a dark blue button with a pencil icon and the word 'UPDATE' in white, with a red number '5' to its right. Below this are four input fields, each with a red number to its right: 'User Code\*' containing 'USE-0001' (1), 'User ID\*' containing 'Administrator' (2), 'User Password\*' containing a series of dots (3), and 'User Password Re-Type\*' containing a series of dots (4). To the right of the password fields, the text 'Strength: Strong' is displayed.

1. Auto-generated Number (Entry Reference No.)	2. Your user ID will appear here automatically
3. Enter the new password to update it	4. Re-enter the password for confirmation
5. Actions buttons to UPDATE the password record	