CoachSys

Security System

Manual

Publication date - Monday, 06 February 2017

Version 1.0.0

Contents

Introduction

CoachSys Security is the security management system for the CoachSys suite of programs. Fully networkable it permits users to have full or restricted rights to the system.We highly recommend that you read the manual fully or checking on the web site for help before contacting support.

# Starting The CoachSys Security System

After installation click on the icon on your desktop or select the *CoachSys Security* entry in your program list from the Start Menu. From the main screen select your User Name from the text box (*Select User Name*), enter your password into the box below (*Enter Password)* and enter your authorisation code in the next box then press the *Enter* or *Return* key on your keyboard. This will allow you entry into the system.

Overview of the system
To navigate to different parts of the system click on the relevant icon on the *Navigate* panel at the top of the window; *fig. 1* shows all the icons available on the navigation ribbon and what each icon does when selected.

fig. 1
Add and/or edit user details.

Make back ups of your data
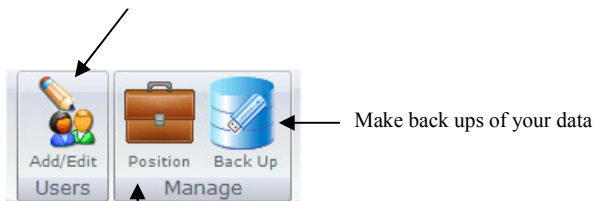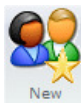
Enter the work positions of users.

Security

The Security section allows you to enter, edit and update users and the password log.

Add/Edit User Accounts

Adding A New User
At the top is the *New* button. This button will show the *Add New User Account* window.
Enter the user name in forename surname order remembering that this is how they will appear in confirmation letters if you use the user option in a template. Click on the *OK* button to add the new user or *Close Window* to return to the window without making the addition.
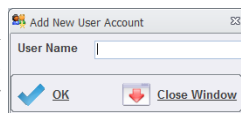
Edit An Existing User
Click on the *Find* button at the top of the window. This will show the *Find User* window. Double click on the user and the details will be displayed in the main window.

Enter/Edit User Details
User Details Panel
Enter or edit the user details in the top panel. To see the *User Password* or *User Authorisation* in alphanumeric form rather than in the hidden form click on the padlock to the left of each box.

To create a password or authorisation automatically click on the key or the safe to the right of the padlocks. Only enter a code into the *User Authorisation* box if you intend that that user should have access to the CoachSys *Security* system.

Select the *User Position* (this will also be shown in the confirmation letters if selected for a template) from the drop down list.

The final part of the panel is at the side which determines which system the user is allowed into. A tick in the box grants access to that system and will be displayed in the tabs below.
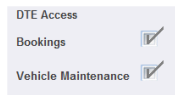
Granting User Permissions
Select the tab that you want to enter permissions for the user. Click on each checkbox to show a tick or to untick the box. A ticked checkbox will allow that user into that window. A quicker method is to click on the *All* or *Cancel* button on the toolbar at the top of the screen which will fill (tick) all the checkboxes or remove all the ticks from them.

Save A User's Changes
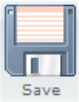
Click on the *Save* button when you have finished to commit the record to the database.

Delete A User

Click on the *Delete* button to delete the user from the database.

Position Lists

Add A New Position

At the top is the *Add* button. This button will show the *User Positions* window. Enter the position in the box and click on the *OK* button to add it to the list. This list supplies the drop down list for the user position in the *Add/Edit User* section and will also appear on any confirmation lists where it has been set.
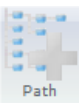
Edit A Position

Highlight the item that you want to edit and right mouse click to show a pop up menu. From that menu select *Edit* and make your changes as required

Delete A Position

Highlight the item that you want to delete and right mouse click to show a pop up menu. From that menu select *Delete* to remove the position from the list.

Back Up

When the window first opens the path to *copy from* will be displayed at the top of the window. The path to back up to will initially be unknown to the system. To add a path click on the *Path* button on the toolbar at the top of the screen and find the folder where you want to store your back ups. This can be on another computer, memory stick, CD or any medium that you can store the data. If you are not intending to change the path for subsequent back ups then you will only need to enter the details once.

To back up your data click on the *Back Up* button on the toolbar at the top of the screen. Databases that have been successfully backed up will be shown in the bottom box and any that have failed will also be shown. The system, when possible, will also show the reason for the failure. Please note that if you have users running the system then the system cannot make a back up. You should make sure that there are no users on the system.
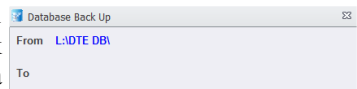
Appendices

i) System Requirements
<u>Windows XP upwards</u>

Widescreen monitor—the program is not set up to be displayed on the older 4:3 monitors.

For speed it is suggested that you use a SSD disk drive for the data particularly if it is part of a network. The greatest bottleneck for speed is with mechanical storage.

Do not rely on automatic back ups to protect your data. If your data fails at 16.30 and your back up backs up at 18.00 then the data that is backed will also be corrupted. This goes for ANY data and for any database. Unless you are prepared to keep several days back ups around then it is advised that you back up to a memory stick every day. This is easy to do via the *CoachSys Security* program.

Licence Agreement

The term 'CoachSys suite' refers to all and any individual program that comprises the suite. They are CoachSys Booking System, CoachSys Maintenance System and CoachSys Security System. More programs may be added to the suite at later dates.

1   Licence Grant

Michael Fox grants to the customer a non-exclusive, non-transferable right to use the software in accordance with the period of the licence purchased. The licence is non-recurring and only for the period purchased. It is the customer's responsibility to purchase any further licences. Each licence allows the customer to only activate the software according to the details of the licence. These licences are non-transferable.

2   Access to the Internet

The system requires internet access to validate the licence. If there is no access to the internet the customer understands that the system will not start until the system can make a connection to one of our host sites. The customer also understands that there is no workaround for the software should a connection not be present and that Michael Fox will not be responsible should an internet connection fail or not work due to anything within the customer's control, responsibility and domain.

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You agree that no attempt will be made to reverse engineer any CoachSys Suite system by any method of decompilation, translation, or disassembly in whole or in part, except as permitted under Article 6 of EU Software Directive 91/250.

7   Warranty

Michael Fox warrants that the software will perform substantially in accordance with the accompanying manual for a period of 90 days. Any period after 90 days is at the discretion of Michael Fox and may be chargeable.

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If the CoachSys Suite does not conform to the warranty in Section 5 above

('Warranty') Michael Fox's liability and your sole remedy shall be, at Michael Fox's option, either a) to correct the error or b) help you work around or avoid the error. The Warranty is void if failure of the CoachSys Suite has resulted from accident, abuse or misapplication. Any replacement software will be warranted from the remainder of the original Warranty period.

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13 **Governing Law**

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Terms & Conditions

Maintenance Obligations Michael Fox

1 Michael Fox will provide e-mail support via support@coachsys.co.uk. The e-mail help facility is free at all times with no restriction. Support may not always be continuously available. General enquiries about any part of the system can be sent via e-mail to enquiries@coachsys.co.uk.

2 Although every effort is made to respond to support requests within 24 hours this cannot be guaranteed nor will it be part of any contract or part of any terms and conditions between Michael Fox and yourselves (the licence holder).

3 Terms Of Support

3.1 Maintenance is available for all versions of the CoachSys suite

3.2 Maintenance is only provided under the following provisions

a) Software must be used in accordance with the licence agreement.

b) Licenced software has not been altered or modified (including any underlying database structures and files) by the customer, the customer's agent or any third party.

c) The customer's operating system, network or any other integral part of the customer's computer environment has remained the same as when the system

was installed.
d) No payment is overdue

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