Chapter 9
Security

When you have your T.O.M. software fully operational you will no doubt have several people that will want to have access to the information stored in the T.O.M. Database. Whether you are running T.O.M. from a multiple user network or a single computer there will be other people at your district that you would like to give the ability to; lookup information, enter information, or change information. The problem, of course, is that you don't want a situation where just anybody can do just anything in your T.O.M. Software. This is where T.O.M.'s security feature comes in.

With T.O.M.'s security feature you can tell T.O.M. who can get into T.O.M. and what can they do when they're in T.O.M. This prevents both unintentional mistakes and willful sabotaging of information. There are two parts to T.O.M.'s security:

- **Users security:** The main component of T.O.M.'s security is Users. A user is information about a person that is authorized to use the T.O.M. software. By entering Users you are telling T.O.M. both *who* is authorized to run the T.O.M. software and *what* they are authorized to do while running the T.O.M. software.

  See *T.O.M. Security for Users* starting on the next page for complete details about working with Users security.

- **Groups security:** A Group is a short cut for entering User information. A group is nothing more than a set of permissions that can be copied when entering a User. Groups let you establish sets of common permissions that can be copied to a new user. You can then change these individualize these permissions for a user as you enter them.

  You may always change the permissions assigned to a User by a Group or you may always reset the permissions of a User to the standard permissions of a Group. ***Remember: Groups are not Users. They are only tool that help you create a User quickly.***

  T.O.M. ships with three pre-loaded groups: Administrator, Clerk and Inquiry. These three sample groups are three common profiles of the type of Users you will most likely set up in you T.O.M. security.

  See *T.O.M. Security for Groups* later in this chapter for complete details about working with Groups security.

T.O.M. Security for Users

The main component of T.O.M.'s security is Users. A user is information about a person that is authorized to use the T.O.M. software. By entering Users you are telling T.O.M. both *who* is authorized to run the T.O.M. software and *what* they are authorized to do while running the T.O.M. software. To access Users Security, click on the Security menu, and choose Users (Figure 9-1). The Users List screen is displayed (Figure 9-2).


Figure 9-1. Accessing the Users List Screen to Maintain Users Security

When entering User information you enter among other things a password and the User permissions. The password is the special word that a person would enter with their User when they are running T.O.M. that tells T.O.M. if that person is truly a valid person to run the T.O.M. software.   The user permissions is a detail list of T.O.M. functions that the User can or cannot perform while running T.O.M.

The Users List screen (Figure 9-1) allows you to set up your Users by entering the User's name, description, password, group and detailed permissions.
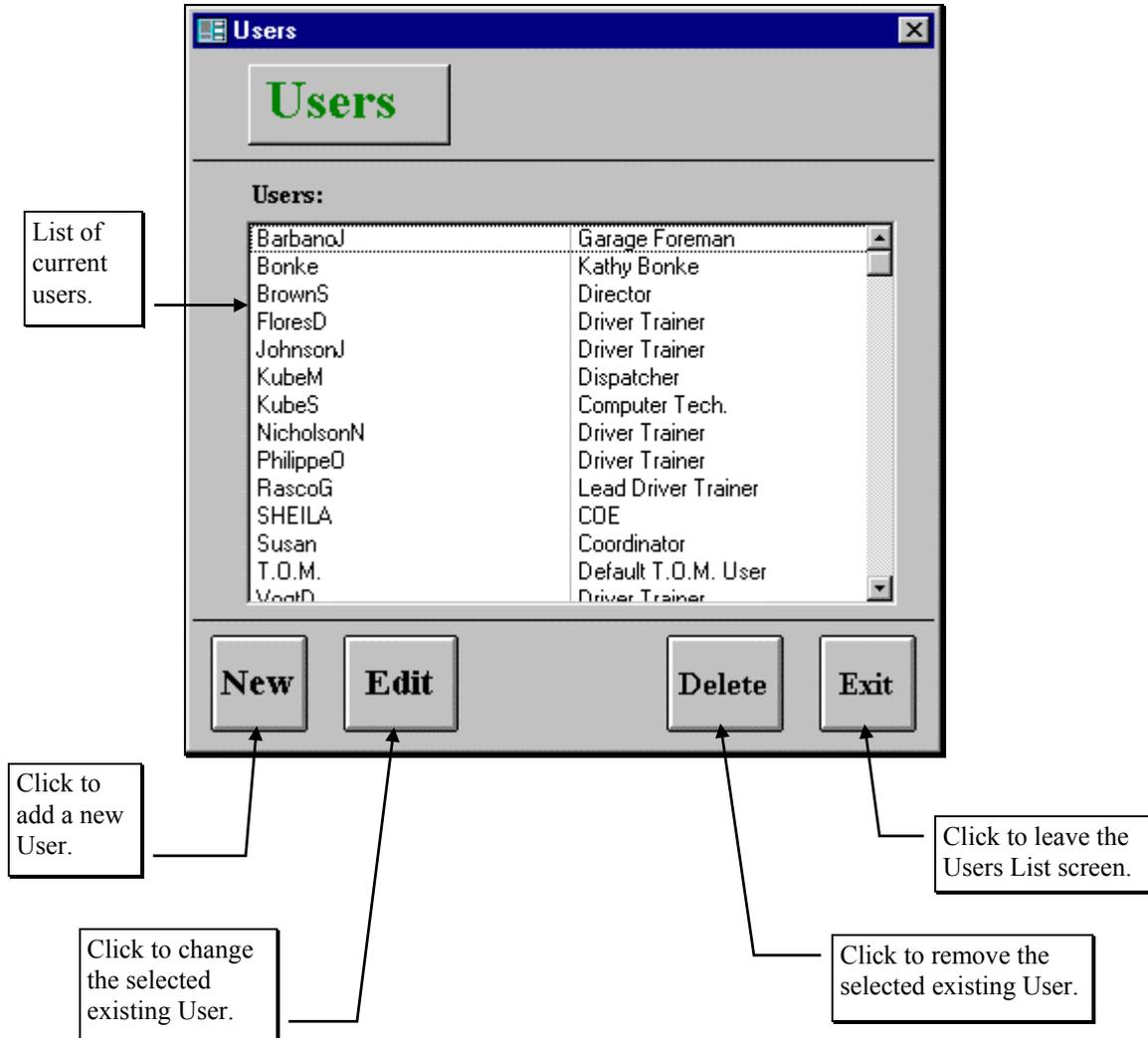
Figure 9-2. The Users List Screen

Figure 9-2 is the list / search screen showing you all of the Users that you have setup with T.O.M. From this screen you tell T.O.M. if you want to add a new User, change an existing User and remove an existing User.

Adding a New User

If you wish to add a new User click the New button and you will be taken to the User Data Entry screen (Figure 9-3). This screen will let you enter all of the User information. To save the User information you have entered, click the OK button. To exit this screen without saving the information you have entered, click the Exit button. See *Users Data Entry Screen Options* below for a complete description of the data entry fields and permissions you can set.

Changing an Existing User

If you wish to change an existing User, select a User on the Users List screen (Figure 9-2) by clicking the row containing the desired User. Then click the Edit button. You will be taken to the User Data Entry screen (Figure 9-3). This screen will let you change any of the User information except the User I.D. To save the User information you have changed, click the OK button. To exit this screen without saving the

information you have entered, click the Exit button. See *Users Data Entry Screen Options* below for a complete description of the data entry fields and permissions you can set.

Deleting an Existing User

If you wish to remove an existing User, select a User on the Users List screen (Figure 9-2) by clicking the row containing the desired User. Then click the button labeled **Delete**. T.O.M. will ask you to confirm that you really want to delete this User. If you do confirm to T.O.M. that you want to delete the User, T.O.M. will remove the User from your T.O.M. database.
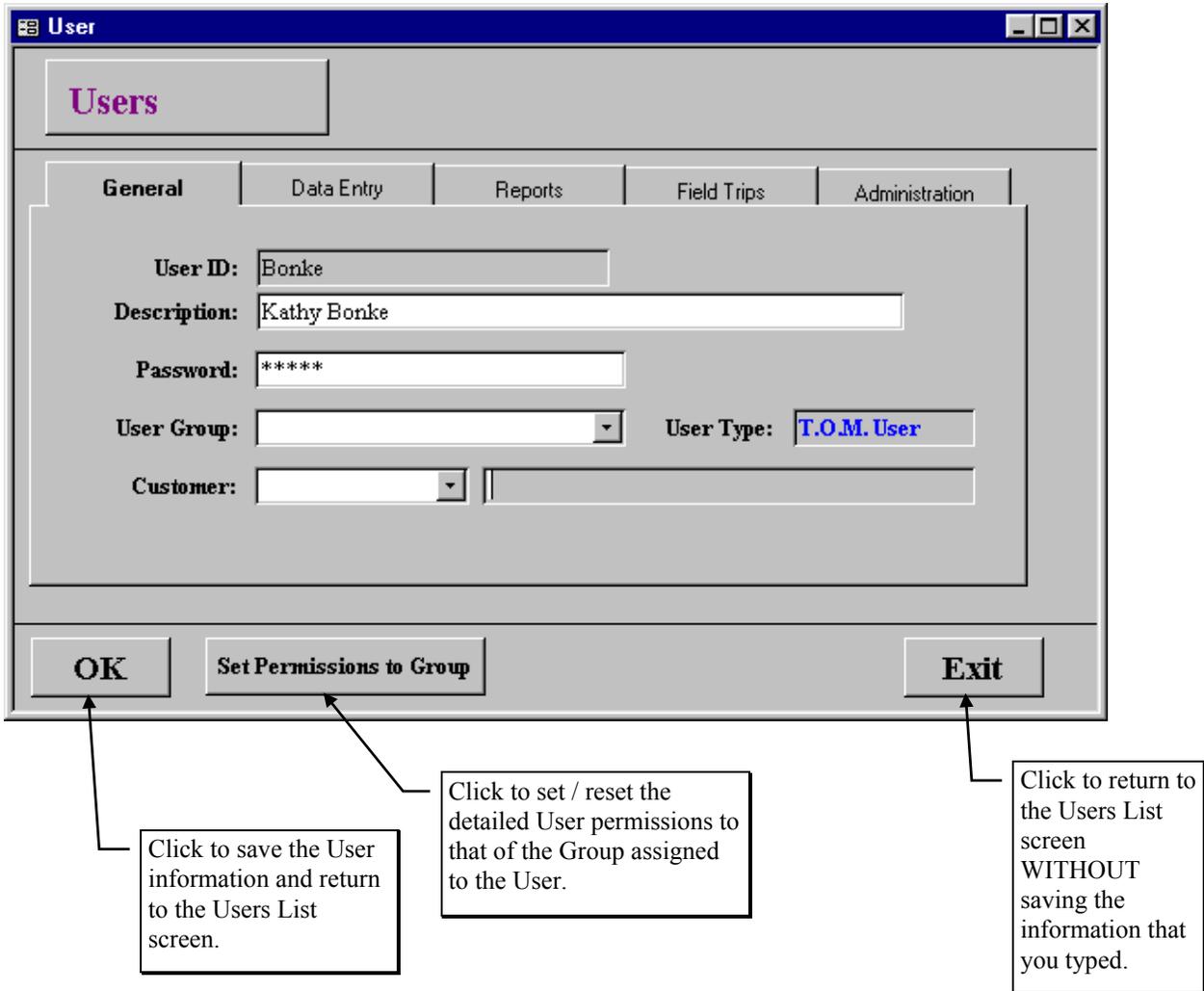
Figure 9-3. The General Tab on the User Data Entry Screen

Users Data Entry Screen Options

The Users Data Entry screen (Figure 9-3) uses five tabs to help you enter data and set permissions in an organized fashion. They are the General tab (Figure 9-3), the Data Entry tab (Figure 9-4), the Reports tab (Figure 9-5), the Field Trips tab (Figure 9-6) and the Administration tab (Figure 9-7). The following describes the data entry fields and options for these tabs.

The General Tab on the Users Data Entry Screen

Click on the General tab in the Users Data Entry screen (Figure 9-3), if it is not already displayed.

User I.D.: This is the unique I.D. assigned to each User. Unlike customers, destinations and employees, T.O.M. does NOT assign a number to Users. The User I.D. can be up to 20 characters or numbers. Each User must have a User I.D. that is unique to that User. You must enter a User I.D.

Description: This is a long description of who or whom this User is for. This field can be up to 50 characters long.

Password: This is the secret word or code that confirms to T.O.M. that the person signing on to T.O.M. is in fact the person assigned to the User I.D. The password can be up to 20 characters or numbers. T.O.M. will not display the password it will merely show an asterisk (*) for each character of the password.

User Group: This is the code of the Group that the User is assigned to. It is an optional field; you do not have to assign the user to a group. Click the drop-down arrow to see a list of existing Groups. If you enter a Group I.D. in this field it must belong to an already existing Group that you have setup with T.O.M.

Customer: This field is to designate a user at a school that would have T.O.M. installed at the school. This field contains the customer number of the school that the user is working from. This must be the number of a valid customer found in the customer list in your T.O.M. database. You can select the customer number from a *drop down list* of customers that will appear when you click the down arrow to the right of the customer field. You may then find the customer that you desire and click on it and T.O.M. will automatically fill in the chosen customer number in this field.

If you enter a valid customer number in this field T.O.M. does not require you to enter any information about the user's security. Once T.O.M. knows that the user is a school type user T.O.M. uses a default set of permissions for that user.

If the user is not a school user and is instead a regular T.O.M. user then you should not enter any information into this field.

User Type: This field is not open for input. It is display only. This field displays the type of user you have defined in T.O.M. Basically, T.O.M. will always display a user type of "T.O.M. User" unless you have entered a customer number in the customer field. If you have entered a customer number then the User Type is changed to "School".

The Data Entry (Permissions) Tab on the Users Data Entry Screen

Click on the Data Entry tab in the Users Data Entry screen (Figure 9-4), if it is not already displayed. These are the permissions that allow users to enter and maintain all information in your T.O.M. database besides field trips and security.

Allow Customer Maintenance: This is a check box field. If checked you are telling T.O.M. that this user has permission to add new Customers, change information about existing Customers and delete existing Customers. If unchecked you are telling T.O.M. that this user may not work with the Customer Maintenance routine.

Allow Destination Maintenance: This is a check box field. If checked you are telling T.O.M. that this user has permission to add new Destinations, change information about existing Destinations and delete existing Destinations. If unchecked you are telling T.O.M. that this user may not work with the Destination Maintenance routine.

Figure 9-4. The Data Entry (Permissions) Tab on the User Data Entry Screen

Allow Employee Maintenance: This is a check box field. If checked you are telling T.O.M. that this user has permission to add new Employees, change information about existing Employees and delete existing Employees. If unchecked you are telling T.O.M. that this user may not work with the Employee Maintenance routine.

Allow Employee Inquiry: This is a check box field. If checked you are telling T.O.M. that this user has permission to view employee information found in the Employee Data Entry screen. (See *Chapter 7 – Employees, Their Hours and Schedules* later in this manual.) If this option is checked, you cannot change any employee information as with the Allow Employee Maintenance option described above. If unchecked you are telling T.O.M. that this user may not even view employee information.

Allow Vehicle Maintenance: This is a check box field. If checked you are telling T.O.M. that this user has permission to add new Vehicles, change information about existing Vehicles and delete existing Vehicles. If unchecked you are telling T.O.M. that this user may not work with the Vehicle Maintenance routine.

Allow Other Maintenance: This is a check box field. If checked you are telling T.O.M. that this user has permission to work with the Billing Rate, Fund, Employee Type, Vehicle Type, Schedule, Destination Category, Money Transaction Type and District Options routines. **NOTE:** If checked the User will also be allowed to run the Clear Schedule Routine and the Purge Assignment Activity Log Routine. If checked the user may add, change or delete information in any of these lists. If unchecked the user may not access any of these routines.

The Reports (Permissions) Tab on the Users Data Entry Screen

Click on the Reports tab in the Users Data Entry screen (Figure 9-5), if it is not already displayed. These are the permissions that allow users to display and print all of T.O.M's reports.

Figure 9-5. The Reports (Permissions) Tab on the User Data Entry Screen

Allow Master Files Reports Access: This is a check box field. If checked you are telling T.O.M. that this User has permission to run the reports in the Master Files section of the Reports Menu. These reports are the Customer Directory, the Destination Directory, the Employee Directory and the Vehicle Directory. If unchecked the User will not be allowed to run these reports.

Allow Management Reports Access: This is a check box field. If checked you are telling T.O.M. that this User has permission to run the reports in the Management Reports section of the Reports Menu. These reports are the typically reports containing field trip information, assignment information or money information. Reports such as the Field Trip report, the Driver Activity Report, the Recap Report, The Detailed Budget Report and the Money Owed Report are examples of some of the Management Reports. If unchecked the User will not be allowed to run these reports.

Allow Other Reports Access: This is a check box field. If checked you are telling T.O.M. that this User has permission to run the reports in the Other Reports section of the Reports Menu. These reports are the typically listings of the lookup lists that you created in the Data, Other menu option.   Reports such as the Billing Rates List, the Vehicle Type List, the Employee Type List, and the Fund List are examples of some of the Management Reports. If unchecked the User will not be allowed to run these reports.

The Field Trips (Permissions) Tab on the Users Data Entry Screen

Click on the Field Trips tab in the Users Data Entry screen (Figure 9-6), if it is not already displayed. These are the permissions that allow users to perform all key field trip administration activities in T.O.M.

Allow Field Trip Add/Change: This is a check box field. If checked you are telling T.O.M. that this User has permission to add new field trips or change existing field trips. If unchecked the User will not be allowed to enter new field trips or change existing field trips.

Figure 9-6. The Field Trips (Permissions) Tab on the User Data Entry Screen

Allow Field Trip Delete: This is a check box field. If checked you are telling T.O.M. that this User has permission to delete existing field trips. **NOTE:** If checked the user will also have permission to run the Field Trip Purge Routine. If unchecked the User will not be allowed to delete existing field trips or run the Field Trip Purge Routine.

Allow Field Trip Cancel: This is a check box field. If checked you are telling T.O.M. that this User has permission to cancel existing field trips. **NOTE:** If checked the user will also have permission to cancel individual drivers assigned to an existing field trip. If unchecked the User will not be allowed to cancel existing field trips or cancel individual drivers assigned to an existing field trip.

Allow Additional Trip Dates Access: This is a check box field. If checked you are telling T.O.M. that this User has permission to add or delete a field trip's additional trip date information. If unchecked the User will not be allowed to add or delete a field trip's additional trip date information.

Allow Single Field Trip Auto Assignment: This is a check box field. If checked you are telling T.O.M. that this User has permission to have T.O.M. automatically assign drivers and vehicles to a single field trip by clicking the Auto Assign button on the field trip screen. If unchecked the User will not be allowed to have T.O.M. automatically assign drivers and vehicles to a single field trip.

Allow Field Trip Mass Assign: This is a check box field. If checked you are telling T.O.M. that this User has permission to run the Mass Assign routine that will automatically assign drivers and vehicles to a group of field trips. If unchecked the User will not be allowed to run the Mass Assign routine.

Allow Single Field Trip Billing: This is a check box field. If checked you are telling T.O.M. that this User has permission to calculate a bill amount, print a bill and mark the field trip as billed for a single field trip by clicking the Bill Trip button on the Detailed Field Trip screen. If unchecked the User will not be allowed to bill a single field trip.

Allow Pymts / Adj. Access: This is a check box field. If checked you are telling T.O.M. that this User has permission to access the Payments and Adjustments Information screen for a single field trip. Through this screen the user may add payment and A/R adjustment information against a field trip to affect its A/R balance. If unchecked the User will not be allowed to access the field trip Payments and Adjustments Information screen.

Allow Additional Driver Info. Access: This is a check box field. If checked you are telling T.O.M. that this User has permission to access the Trip Driver Information screen by clicking the Trip Driver Info. button on the Detailed Field Trip screen. Through this screen a User can add additional drivers and vehicles both manually and automatically. A user may also change a driver's status from assigned to refused, passed, canceled or pass-makeup. If unchecked the User will not be allowed access to the Trip Driver Information screen.

Allow Access to Driver Notes: This is a check box field. If checked you are telling T.O.M. that this User has permission to view notes about drivers as entered in the screen. (See *Chapter 5 – Entering Driver Field Trip Miles and Hours and Billing Field Trips* in the *T.O.M. Getting Started Manual*.) If this option is checked, you can change any driver notes. You may also print the Driver Notes Report in the Managmenet Section of T.O.M's Reports. *See Chapter 8 – Management Reports for more information about the Driver's Notes Report.* If unchecked the User will not be allowed to even view these notes. **NOTE:** Since driver notes can contain sensitive (and perhaps even personal or personnel-type) information, you should use caution when allowing user access.

The Administration (Permissions) Tab on the Users Data Entry Screen

Click on the Administration tab in the Users Data Entry screen (Figure 9-7), if it is not already displayed. These are the permissions that allow users to perform key administration functions within T.O.M. Following is a detailed discussion of the Administration Permissions.
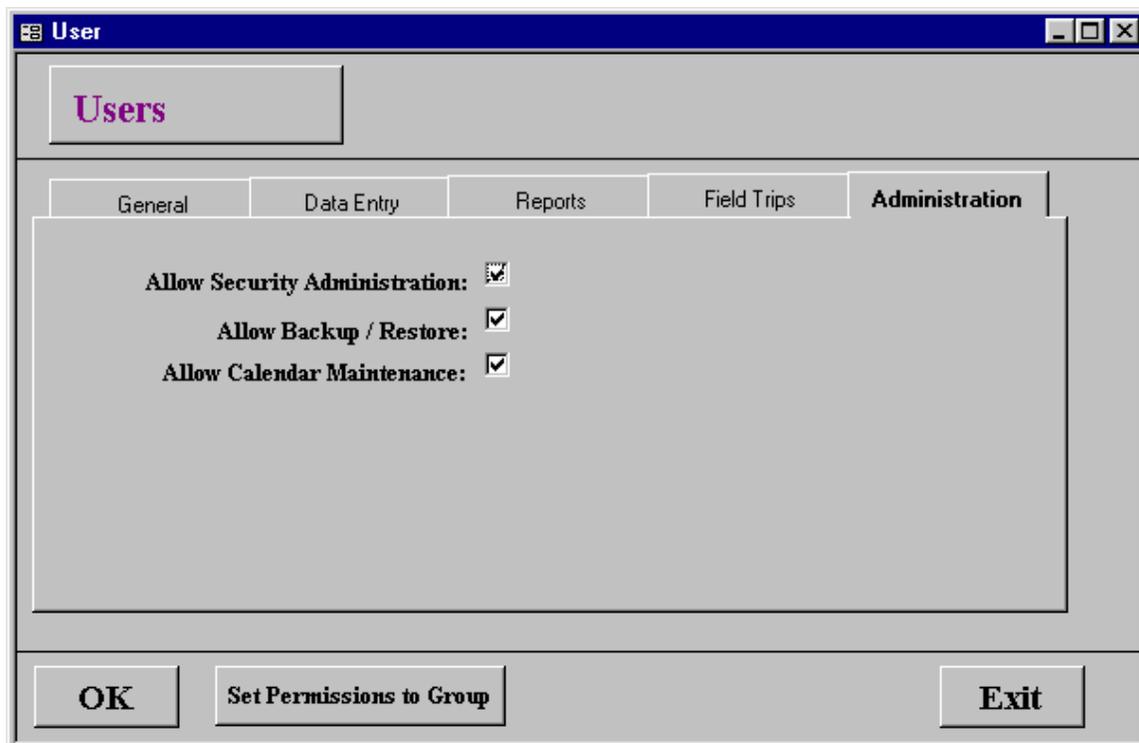

Figure 9-7. The Administration (Permissions) Tab on the User Data Entry Screen

Allow Security Administration: This is a check box field. If checked you are telling T.O.M. that this User has permission to add, change or delete Users and Groups. If unchecked the User will not be allowed to add, change or delete Users and Groups.

Allow Backup / Restore: This is a check box field. If checked you are telling T.O.M. that this User has permission to run the T.O.M. Backup and T.O.M. Restore Routines. If unchecked the User will not be allowed to run the T.O.M. Backup and T.O.M. Restore Routines.

Allow Calendar Maintenance: This is a check box field. If checked you are telling T.O.M. that this User has permission to use the Master Calendar. The Master Calendar provides a calendar that monitors field trip activity for everyone using the database. You can enter comments about days, close days for field trip entry and enter warning days that will display to anyone attempting to enter a field trip on that day. (See *Appendix C - Using the T.O.M. Master Calendar* later in this manual). If unchecked the User will not be allowed to use the Master Calendar.

T.O.M. Security for Groups

A Group is a short cut for entering User information. A group is nothing more than a set of permissions that can be copied when entering a User. Groups were created to allow you to establish sets of common permissions that can be copied to a new user. You can then change these individualize these permissions for a user as you enter them. You may always change the permissions assigned to a User by a Group or you may always reset the permissions of a User to the standard permissions of a Group. ***Remember: Groups are not Users. They are only tool that help you create a User quickly.***

T.O.M. ships with three pre-loaded groups: Administrator, Clerk and Inquiry. These three sample groups are three common profiles of the type of Users you will most likely setup in you T.O.M. security. The Administrator is a Group User that has permission to "do it all." This user has permission to perform any function in T.O.M. The Clerk is a Group User that has permission to do some functions in T.O.M. but not all of them. The Clerk can work with customers and destinations but not employees and vehicles. The Clerk can also enter, change and assign field trips but cannot run the mass assign or bill the field trip. The Inquiry is a Group User that can only run the Field Trip Inquiry, Management Reports and Other Reports. You can use these groups as examples for to create your own groups. You can also modify them.

When entering User information you enter among other things a Group I.D. and the Group User permissions. The user permissions is a detail list of T.O.M. functions that the User that belongs to the group can or cannot perform while running T.O.M. Figure 9-8 illustrates how to run the Group Maintenance section of T.O.M.
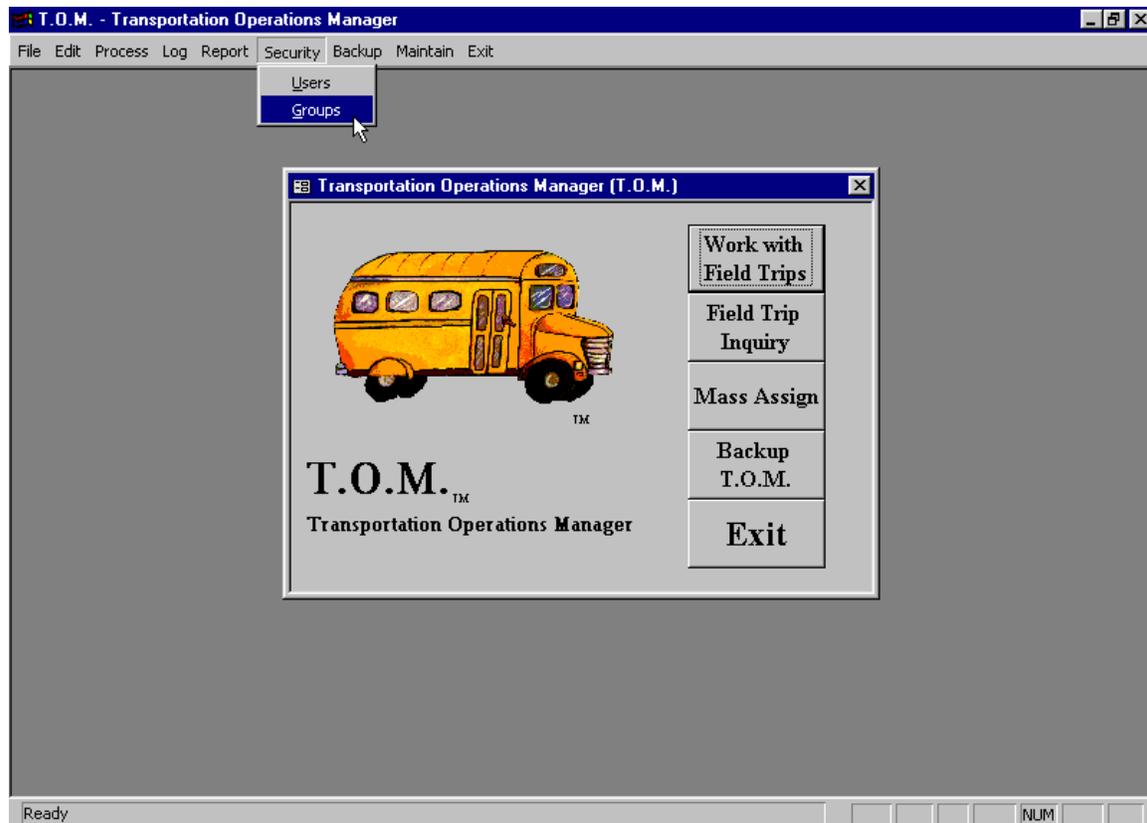
Figure 9-8. Accessing the Groups List Screen to Maintain Groups Security

When you select the Group Maintenance Routine the Group List screen displays (Figure 9-8). When setting up your Groups you can enter the Group's description and detailed permissions.
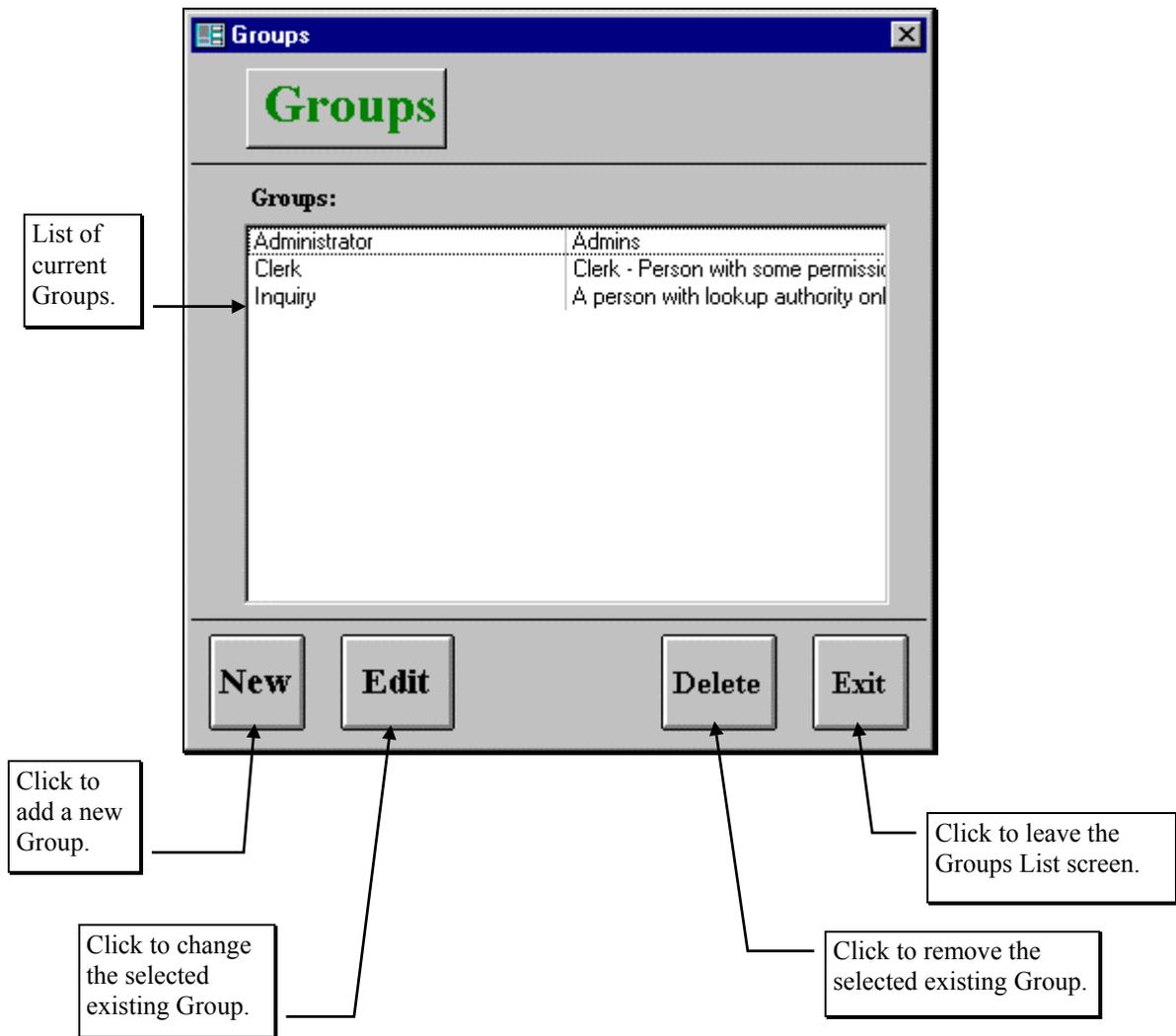
Figure 9-9. The Groups List Screen

Figure 9-9 is the list / search screen showing you all of the Groups that you have setup with T.O.M. From this screen you tell T.O.M. if you want to add a new Group, change an existing Group and remove existing Group.

Adding a New Group

If you wish to add a new Group click the New button and you will be taken to the Group Data Entry screen (Figure 9-10). This screen will let you enter all of the Group information. To save the Group information you have entered, click the OK button. To exit this screen without saving the information you have entered, click the Exit button. See *Groups Data Entry Screen Options* below for a complete description of the data entry fields and permissions you can set.

Changing an Existing Group

If you wish to change an existing Group, select a Group on the Group List screen (Figure 9-9) by clicking the row containing the desired Group. Then click the Edit button. You will be taken to the Group Data

Entry screen (Figure 9-10). This screen will let you change any of the Group information except the Group Id. To save the Group information you have changed, click the OK button. To exit this screen without saving the information you have entered, click the Exit button. See *Groups Data Entry Screen Options* below for a complete description of the data entry fields and permissions you can set.

Deleting an Existing Group

If you wish to remove an existing Group, select a Group on the Group List screen (Figure 9-9) by clicking the row containing the desired Group. Then click the Delete button. T.O.M. will ask you to confirm that you really want to delete this Group. If you do confirm to T.O.M. that you want to delete the Group, T.O.M. will remove the Group from your T.O.M. database.
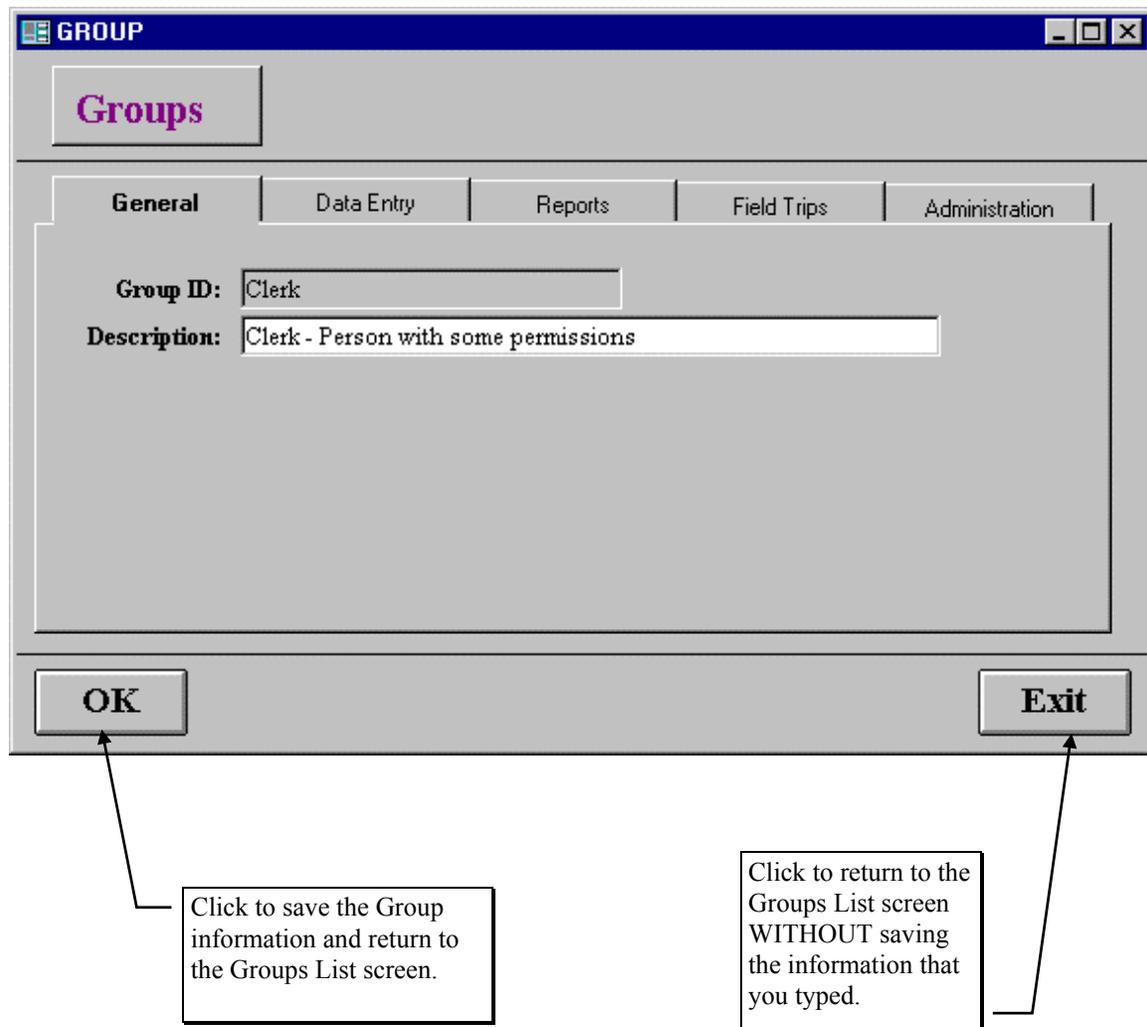
Figure 9-10. The General Tab on the Groups Data Entry Screen

Groups Data Entry Screen Options

The Groups Data Entry screen (Figure 9-10) uses five tabs to help you enter data and set permissions in an organized fashion. They are the General tab (Figure 9-10), the Data Entry tab (Figure 9-11), the Reports

tab (Figure 9-12), the Field Trips tab (Figure 9-13) and the Administration tab (Figure 9-14). The following describes the data entry fields and options for these tabs.

The General Tab on the Groups Data Entry Screen

Click on the General tab in the Groups Data Entry screen (Figure 9-10), if it is not already displayed.

Group ID: This is the unique I.D. assigned to each Group. Unlike customers, destinations and employees, T.O.M. does NOT assign a number to Group. The Group I.D. can be up to 20 characters or numbers. Each Group must have a Group I.D. that is unique to that Group. You must enter a Group I.D.

Description: This is a long description of the Group. This field can be up to 50 characters long.

The Data Entry (Permissions) Tab on the Groups Data Entry Screen

Click on the Data Entry tab in the Groups Data Entry screen (Figure 9-11), if it is not already displayed. These are the permissions that allow users to enter and maintain all information in your T.O.M. database besides field trips and security.
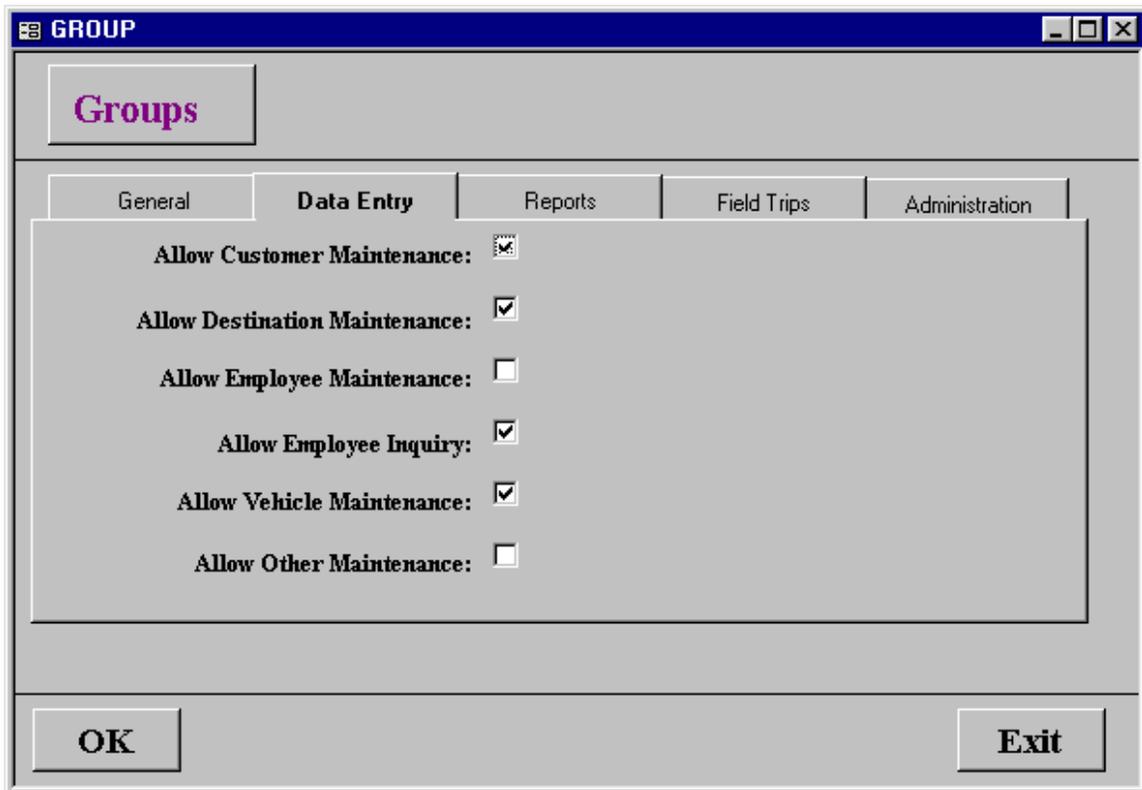
Figure 9-11. The Data Entry (Permissions) Tab on the Groups Data Entry Screen

Allow Customer Maintenance: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to add new Customers, change information about existing Customers and delete existing customers. If unchecked you are telling T.O.M. that this Group User may not work with the Customer Maintenance routine.

Allow Destination Maintenance: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to add new Destinations, change information about existing Destinations and

delete existing Destinations. If unchecked you are telling T.O.M. that this Group User may not work with the Destination Maintenance routine.

Allow Employee Inquiry: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to view employee information found in the Employee Data Entry screen. (See *Chapter 7 – Employees, Their Hours and Schedules* later in this manual.) If this option is checked, you cannot change any employee information as with the Allow Employee Maintenance option described above. If unchecked you are telling T.O.M. that this Group User may not even view employee information.

Allow Employee Maintenance: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to add new Employees, change information about existing Employees and delete existing Employees. If unchecked you are telling T.O.M. that this Group User may not work with the Employee Maintenance routine.

Allow Vehicle Maintenance: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to add new Vehicles, change information about existing Vehicles and delete existing Vehicles. If unchecked you are telling T.O.M. that this Group User may not work with the Vehicle Maintenance routine.

Allow Other Maintenance: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to work with the Billing Rate, Fund, Employee Type, Vehicle Type, Schedule, Destination Category, Money Transaction Type and District Options routines. **NOTE:** If checked the Group User will also be allowed to run the Clear Schedule Routine and the Purge Assignment Activity Log Routine. If checked the Group User may add, change or delete information in any of these lists. If unchecked the Group User may not access any of these routines.

The Reports (Permissions) Tab on the Groups Data Entry Screen

Click on the Reports tab in the Groups Data Entry screen (Figure 9-12), if it is not already displayed. These are the permissions that allow Group Users to display and print all of T.O.M's reports.

Allow Master Files Reports Access: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to run the reports in the Master Files section of the Reports Menu. These reports are the Customer Directory, the Destination Directory, the Employee Directory and the Vehicle Directory. If unchecked the Group User will not be allowed to run these reports.

Allow Management Reports Access: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to run the reports in the Management Reports section of the Reports Menu. These reports are the typically reports containing field trip information, assignment information or money information. Reports such as the Field Trip report, the Driver Activity Report, the Recap Report, The Detailed Budget Report and the Money Owed Report are examples of some of the Management Reports. If unchecked the Group User will not be allowed to run these reports.

Figure 9-12. The Reports (Permissions) Tab on the Groups Data Entry Screen

Allow Other Reports Access: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to run the reports in the Other Reports section of the Reports Menu. These reports are the typically listings of the lookup lists that you created in the Data, Other menu option.   Reports such as the Billing Rates List, the Vehicle Type List, the Employee Type List, and the Fund List are examples of some of the Management Reports. If unchecked the Group User will not be allowed to run these reports.

The Field Trips (Permissions) Tab on the Users Data Entry Screen

Click on the Field Trips tab in the Groups Data Entry screen (Figure 9-13), if it is not already displayed. These are the permissions that allow Group Users to perform all key field trip administration activities in T.O.M.

Allow Field Trip Add/Change: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to add new field trips or change existing field trips. If unchecked the Group User will not be allowed to enter new field trips or change existing field trips.

Allow Field Trip Delete: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to delete existing field trips. **NOTE:** If checked the Group User will also have permission to run the Field Trip Purge Routine. If unchecked the Group User will not be allowed to delete existing field trips or run the Field Trip Purge Routine.

Allow Field Trip Cancel: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to cancel existing field trips. **NOTE:** If checked the Group User will also have permission to cancel individual drivers assigned to an existing field trip. If unchecked the Group User will not be allowed to cancel existing field trips or cancel individual drivers assigned to an existing field trip.

Figure 9-13. The Field Trips (Permissions) Tab on the Groups Data Entry Screen

Allow Additional Trip Dates Access: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to add or delete a field trip's additional trip date information. If unchecked the Group User will not be allowed to add or delete a field trip's additional trip date information.

Allow Single Field Trip Auto Assignment: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to have T.O.M. automatically assign drivers and vehicles to a single field trip by clicking the Auto Assign button on the Detailed Field Trip screen. If unchecked the Group User will not be allowed to have T.O.M. automatically assign drivers and vehicles to a single field trip.

Allow Field Trip Mass Assign: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to run the Mass Assign routine that will automatically assign drivers and vehicles to a group of field trips.   If unchecked the Group User will not be allowed to run the Mass Assign routine.

Allow Single Field Trip Billing: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to calculate a bill amount, print a bill and mark the field trip as billed for a single field trip by clicking the Bill Trip button on the Detailed Field Trip screen. If unchecked the Group User will not be allowed to bill a single field trip.

Allow Pymts / Adj. Access: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to access the Payments and Adjustments Information screen for a single field trip. Through this screen the Group User may add payment and A/R adjustment information against a field trip to affect its A/R balance. If unchecked the Group User will not be allowed to access the field trip Payments and Adjustments Information screen.

Allow Additional Driver Info. Access: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to access the Trip Driver Information screen by clicking the Trip Driver

Info. button on the Detailed Field Trip screen. Through this screen a Group User can add additional drivers and vehicles both manually and automatically. A Group User may also change a driver's status from assigned to refused, passed, canceled or pass-makeup. If unchecked the Group User will not be allowed access to the Trip Driver Information screen.

Allow Access to Driver Notes: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to view notes about drivers as entered in the screen. (See *Chapter 5 – Entering Driver Field Trip Miles and Hours and Billing Field Trips* in the *T.O.M. Getting Started Manual*.) If this option is checked, you can change any driver. You may also print the Driver Notes Report in the Managmenet Section of T.O.M's Reports. *See Chapter 8 – Management Reports for more information about the Driver's Notes Report.* If unchecked the Group User will not be allowed to even view these notes. **NOTE:** Since driver notes can contain sensitive (and perhaps even personal or personnel-type) information, you should use caution when allowing user access.

The Administration (Permissions) Tab on the Groups Data Entry Screen

Click on the Administration tab in the Groups Data Entry screen (Figure 9-14), if it is not already displayed. These are the permissions that allow Group Users to perform key administration functions within T.O.M. The following is a detailed discussion of the Administration Permissions:
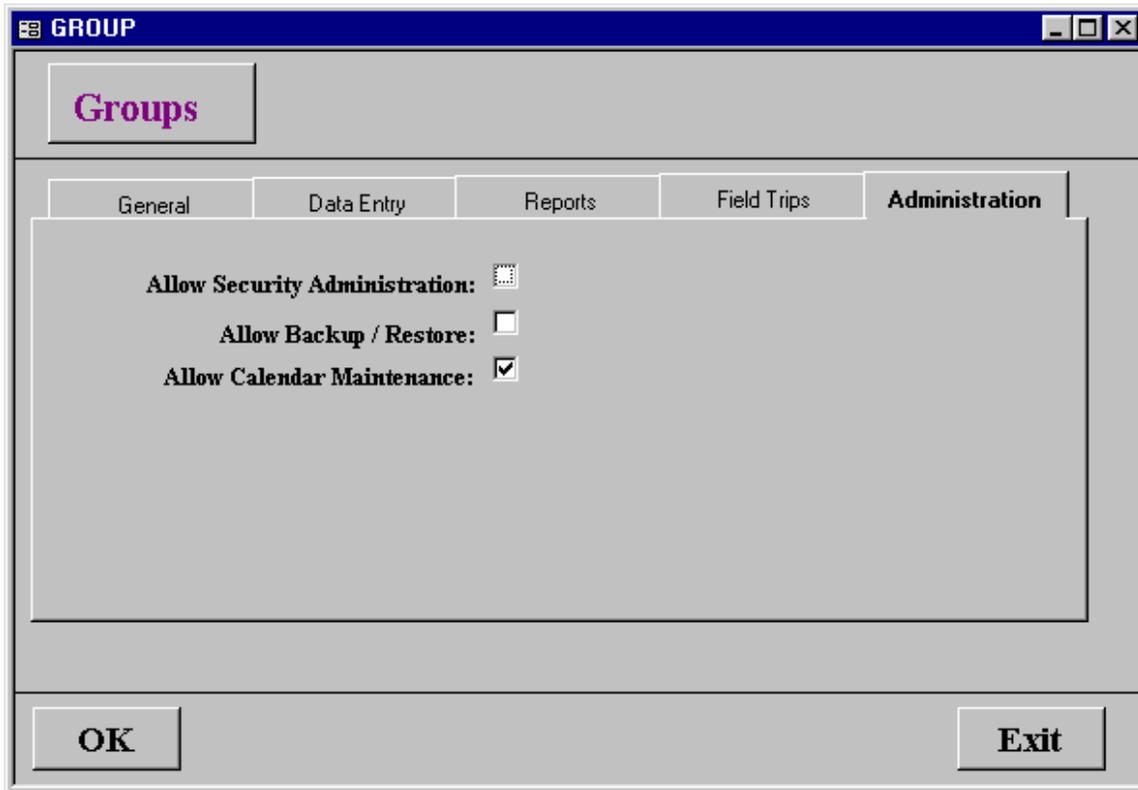
Figure 9-14. The Administration (Permissions) Tab on the Groups Data Entry Screen

Allow Security Administration: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to add, change or delete Group Users and Groups. If unchecked the Group User will not be allowed to add, change or delete Group Users and Groups.

Allow Backup / Restore: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to run the T.O.M. Backup and T.O.M. Restore Routines. If unchecked the Group User will not be allowed to run the T.O.M. Backup and T.O.M. Restore Routines.

Allow Calendar Maintenance: This is a check box field. If checked you are telling T.O.M. that this Group User has permission to use the Master Calendar. The Master Calendar provides a calendar that monitors field trip activity for everyone using the database. You can enter comments about days, close days for field trip entry and enter warning days that will display to anyone attempting to enter a field trip on that day. (See *Appendix C - Using the T.O.M. Master Calendar* later in this manual). If unchecked the Group User will not be allowed to use the Master Calendar.

Turning T.O.M.'S Security On and Off

T.O.M. ships with its security turned off. That is, even though you might enter Users and Groups if the security is off then T.O.M. will not ask the user to log in and anyone using the T.O.M. software can do anything in T.O.M. that they desire. You must turn T.O.M.'s security on if you want T.O.M. to enforce the User Permissions that you have set up. Conversely, you may want to later turn off T.O.M.'s security and allow all persons using T.O.M. to do all things.

Turning T.O.M.'S Security On

When you first install T.O.M. you will find that there is already one user profile setup in T.O.M. That user has a User I.D. of 'T.O.M.'. This user has no password and permission to do any function in your T.O.M. software. You will not be allowed to delete the User 'T.O.M.' from your system. You may change the password of this user and the permissions of this user.

To turn T.O.M.'s Security ON you must give the user 'T.O.M.' a password. Once the software sees that the user 'T.O.M.' has a password it assumes that all users most now enter their User I.D.'s and passwords before they are allowed to run the T.O.M. software. So if you want to have all of the people that are to user T.O.M. enter a User I.D. and password when running T.O.M. you should first create the User I.D.'s and passwords they will use. Once you have created these User I.D.'s and passwords you would then enter a password for the user 'T.O.M.'. Once you have completed this final step the next time someone runs the T.O.M. software it will ask them to logon to T.O.M. (which means enter a User I.D. and password). When the user has logged on T.O.M. will automatically enforce all of the permissions that you have established for that user.

NOTE: Before you change the password of the User 'T.O.M.' it is a good idea to create a new user that has all permissions.   This way if you forget the new password that you give to T.O.M. or you type it incorrectly you will have another User to logon as and change the password you gave to the user 'T.O.M.'.

Turning T.O.M.'S Security Off

To turn T.O.M.'s security off simply remove the password you assigned to the User T.O.M. The next time a person runs the T.O.M. software and the software sees that the User 'T.O.M.' has no password then it will no longer enforce the User Permissions that you have setup.