

RPM Tips & Tricks:

AuctionRPM Security System Demystified!

- **What does the RPM Security System (“RPM-SS”) do for me?**

1. Prevents unauthorized users from using AuctionRPM.
2. For Authorized Users, allows access to only those areas that they are entitled to.

Example: Using RPM-SS, Suzy The Clerk is not allowed to perform Cashier functions. She is not allowed access to the Cashiering screens.

Additionally, access may be allowed/disallowed not only to screens, but to individual fields, boxes and functions. Almost any depth of security may be implemented.

- **Who controls RPM-SS?** Only the ‘ADMIN’ login can maintain the other users.

- **How do I know if the Security System is ON or OFF?**

1. If you start AuctionRPM and are asked for a Login Password, then the Security System is ‘ON’.
2. If you are logged in as ‘ADMIN’ and the top of RPM main screen has ‘File’, ‘Options’, ‘Tools’, ‘Language’ and ‘Help’ options, then the Security System is ‘ON’.

Note: Only the ‘ADMIN’ user will see the ‘Options’ option.

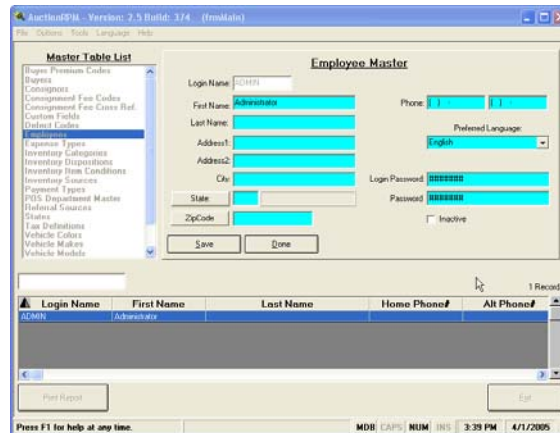
3. If you are logged in as ‘ADMIN’ and the top of RPM main screen has ‘File’, ‘Tools’, ‘Language’ and ‘Help’ options, then the Security System is ‘OFF’.

- **How do I enable or disable the Security System?** See Tools – General tab – Settings and Defaults – Enable Security System (checkbox). Checked = Enabled, Unchecked = Disabled.

- **How do I specify the ADMIN password?**

1. Go to Tools – General tab – Settings and Defaults – Miscellaneous - Enable Security System (checkbox). Click to enable the RPM-SS (checked). A message will appear proclaiming that the ADMIN user has no password. Click OK.
2. Go to Tools – General tab – Master Data – Employees. Find and highlight the ‘ADMIN’ user name. Click on ‘Edit’.

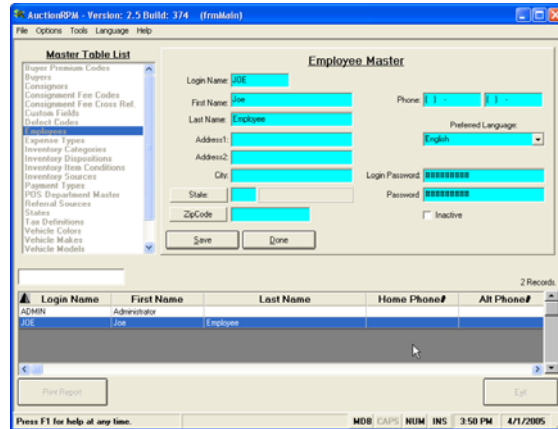
RPM Tips & Tricks: *AuctionRPM Security System Demystified!*



3. On the right-hand side of the screen, two previously unseen fields (blocks) appear, namely 'Login Password' and 'Password'. Enter the 'ADMIN' Login Password', then repeat it in 'Password'. Click on 'Save'.
 4. Exit from AuctionRPM. The RPM-SS will only enable or disable itself after restarting the RPM program.
- **How do I specify employee names and passwords?**
 1. Remember, only the 'ADMIN' user can alter other users' security clearance. Additionally, you need not enter other employees if you simply wish to protect RPM from outsiders.
 2. Go to Tools – General tab – Master Data – Employees. Click on 'New'. Enter at least a Login Name, 'Login Password' and 'Password'. Addition of other employee information may be helpful, but is not required. If you wish to add more employees, click 'Save' (Save current record and Add a new, blank record); if not, click 'Done' (Done with entry) and 'Yes' (Save my changes).

Note: If you have just clicked 'Save' (Save current record and Add a new, blank record), then wish to exit the Employee Master, click 'Done' (Done with entry) and 'No' (Do Not Save this new, blank record).

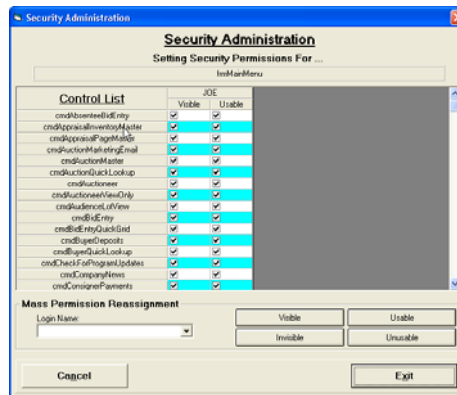
RPM Tips & Tricks: AuctionRPM Security System Demystified!



Note: Changes do not take effect until the 'ADMIN' user exits the RPM program.

- Now that I have entered more employees, how do I limit their access to RPM?

1. RPM Main Screen Access Control is explained here, but handling of other menus follows the same rules.



2. At the RPM main screen, click on 'Options'. The Security Screen appears.
3. On the right, there is a 'Control List' comprised of command, button, image and other RPM function name, each with a special prefix. Example: 'cmdAbsenteeBidEntry' controls the 'command button' for Absentee Bid Entry. 'lblAppraisalsMenuOptions' controls the 'label' (descriptive textual label) that reads 'Appraisals'.
4. To the left is a list of employee login names from the Employee Master table. For each Control List Option, e.g., 'commands', 'buttons', etc., you may specify whether or not the Control List Option is 'Visible' to the Login User, or 'Usable' by the Login User. For any Option, if both checkboxes are checked, the Option is both Visible and Usable. Unchecked, the Option would be Invisible and Unusable. Any combination of Visible and Usable may be used.

RPM Tips & Tricks: AuctionRPM Security System Demystified!

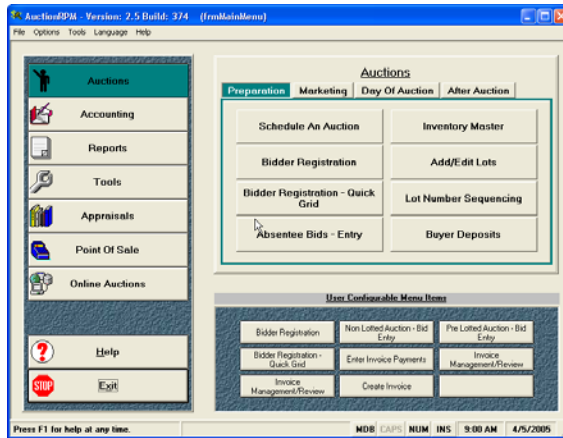
After modifying appropriate checkboxes, click on 'Exit', answer 'Yes' to save the changes. That's all there is to it!

Note: "Mass Permission Reassignment" is explained in separate section, below.

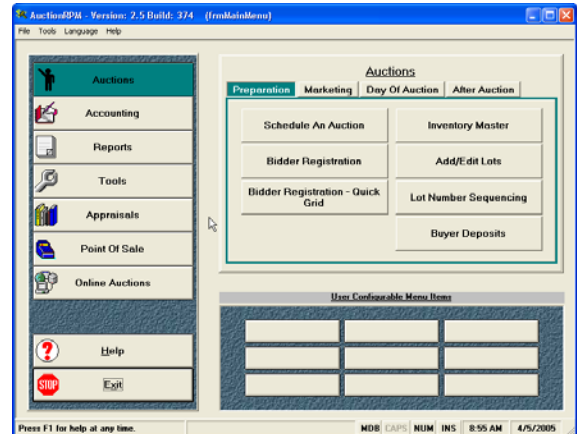
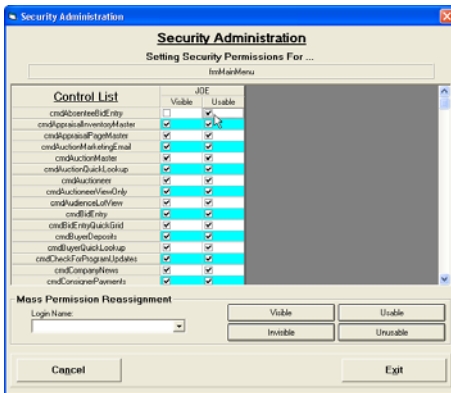
5. Example: Setting Security Permissions for 'JOE':

The default for all Options is 'checked' (Visible and Usable). Joe is not allowed to access the 'Absentee Bid Entry' area of AuctionRPM.

Normal Main Screen →

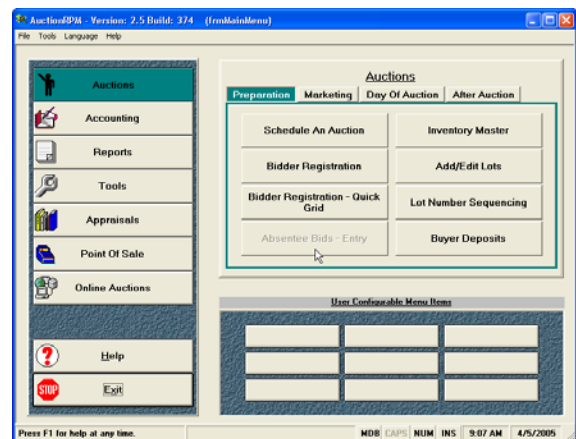
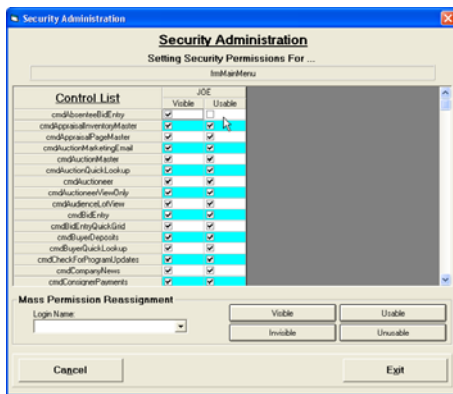


- If 'Visible' is unchecked but 'Usable' is left checked, the 'Absentee Bid Entry' button will be invisible and, therefore, unusable.



RPM Tips & Tricks: AuctionRPM Security System Demystified!

- If 'Usable' is unchecked and 'Visible' is left checked, the 'Absentee Bid Entry' button will still be visible, but will be 'grayed out' and, therefore, unusable.



- Describe the Security Option Prefixes.

Atm	Monetary Entry Field	ssc	Command Button
Brw	Browser Window	sso	Option Button
chk	Check Box	ssp	Panels (Display Panels)
cmb	Combo Box	ssr	Ribbon Buttons (Buttons in a Group)
cmd	Command Button	tim	Timer
dtp	Date Picker	tmr	Timer
fme	Frame	tvm	Tree View (Like Windows Directory)
hsc	Horizontal Scroll Bar	txt	Text Field
img	Image Window (Box That Shows Pictures)	vsb	Vertical Scroll Bar
lbl	Label ('text' or 'words')	vsc	Vertical Scroll Bar
opt	Options (Radio Buttons)	vsp	Print Control Window, Shows Page
schk	Check Box	vst	Tabs, Across Top of Screen
sld	Slider Bars	wbr	Web Browser Window ('HTML Page Display Window')

- What is "Mass Permission Reassignment"? How do I use it?

For any employee, you may enable or disable all Options at once, without the burden of checking or unchecking individual boxes. Simply select the Login Name, then click on Visible, Invisible, Usable or Unusable. All checkboxes for the selected Login are automatically changed.