User Administration

The FaxNow! User Administration program is only installed during the FaxNow! server installation and therefore, by default, is only accessible at the FaxNow! server computer.

User Administration is used to register FaxNow! users and assign rights, properties and also to control system security.

Note   Only the system administrator will normally have access to the FaxNow! User Admin. facilities, and you may need to enter a password before you are granted access. If you need to perform any of the tasks detailed in this section, please contact your System Administrator.

To open the User Admin. facility, select FaxNow! Version 3\User Admin. from the Windows Start menu. This will display the User Admin window.

The main body of the screen contains a list of registered FaxNow! users. Users can be selected by clicking the required entry. The grey area to the right shows further details of the currently selected entry.

Each user is allocated a User ID when added to the system, and users can be grouped to allow easy maintenance.

The following User Administration tasks can be performed:

Browsing user records

Adding users

Importing users from FaxNow! version 2.5

Assigning user rights

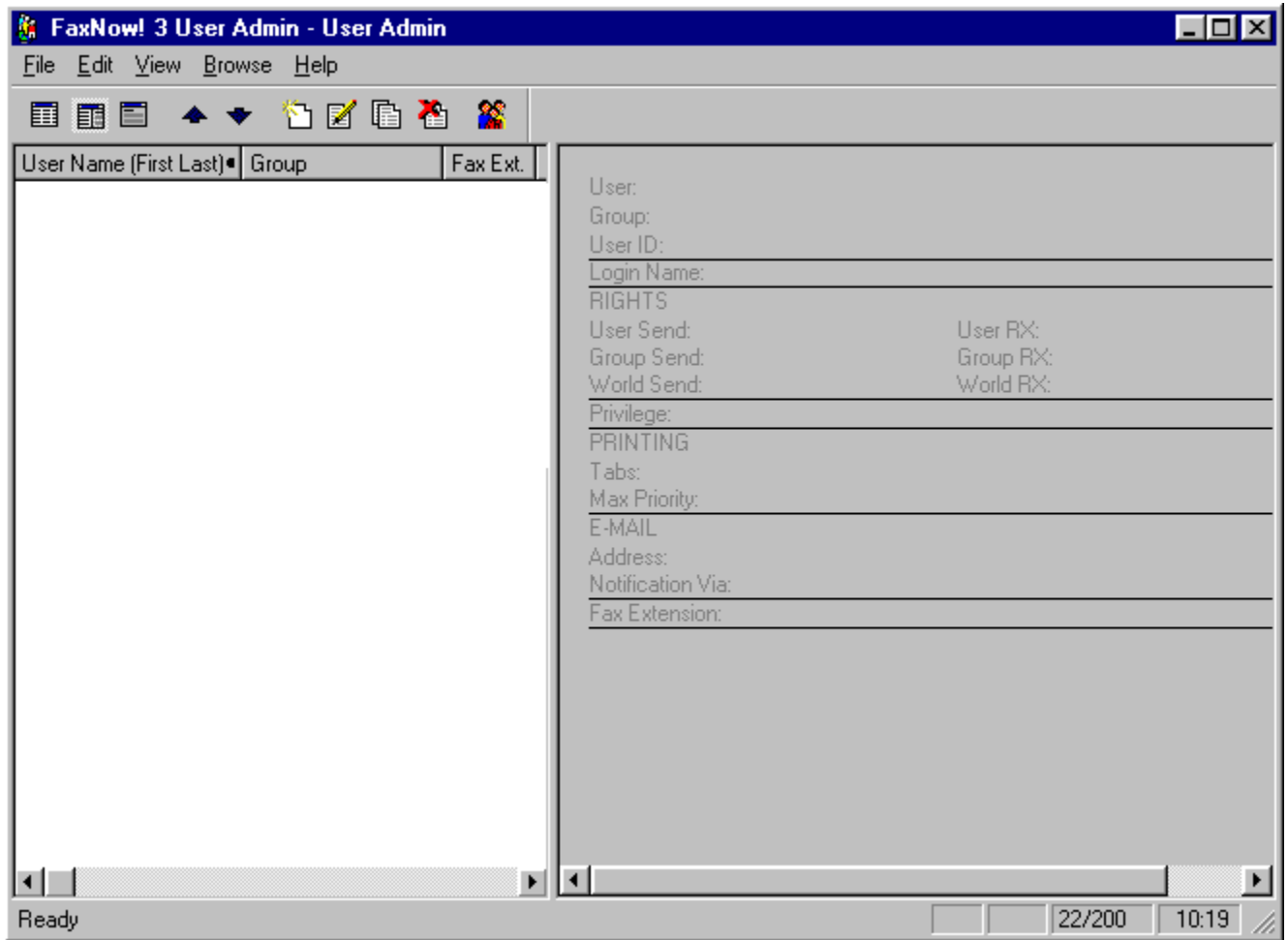Setting user options

Adding users to groups

Copying users

Removing users

Working with user groups

Group administration

Using passwords

User Admin. window

The following illustration shows the User Admin. window. Click areas of the window to see what they do.

Menu bar

The menus contained in the menu bar give access to user administration features. Clicking a menu name will display the options available in the menu.

Toolbar

The tools on the toolbar give access to the most common user administration facilities.

User list

This area holds a complete list of the users registered with FaxNow! You can sort the entries by clicking the buttons at the top of the list. Clicking the Name button will toggle between first name and last name order.

Current user details
  This area shows the full entry for the selected user.

Importing users from FaxNow! version 2.5

If you have an existing installation of FaxNow! version 2.5, the users that have been configured can be imported to FaxNow! version 3. This feature, and other migration tools are described in the appendix *Migrating from FaxNow! v2.5* of the FaxNow! User Handbook.

Browsing user records

You can examine the user records, sorting them into the required order, and the full entry of each user. You can also select the way information is displayed in the User Admin. window.

Sorting user records

Selecting the displayed information

Browsing contact entries
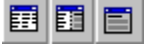
Sorting user records

You can sort the records for display by clicking the title buttons. Records can be sorted by:

- Name, including surname order or forename order.

- Group order, with all members of the same group shown in sequence.

- Fax extension order.

- User ID number.

Selecting the displayed information

Three View tools on the toolbar allow you to view the list of records, the list and current record entry details together (the default setting) or entry details only within the User Admin. window.

View tools

Browsing contact entries

The Next/Previous tools allow you to display entry details of successive user records, viewing either the previous record or next record respectively.

Selecting a tool will display the appropriate record in the User Admin. window. Note that you must have entry details visible to use these tools.

Next/Previous tools

Adding users

When you add a user, you can also assign the access rights the user will need. You can also add new e-mail addresses.

[Adding a user](#)

[Adding an e-mail address](#)

Adding a user
  To add a user:

1. Click the <u>Add</u> tool from the toolbar or select the Add User option from the Edit menu to display the <u>User Admin</u> dialog.

2. Enter a name for the new user. You can enter up to 30 alpha and or numeric characters including spaces.

3. If you want to enter an e-mail address for the user, follow the procedure in <u>Adding an e-mail address</u>.

4. Click the OK button to add the user to the list in the User Admin. window.
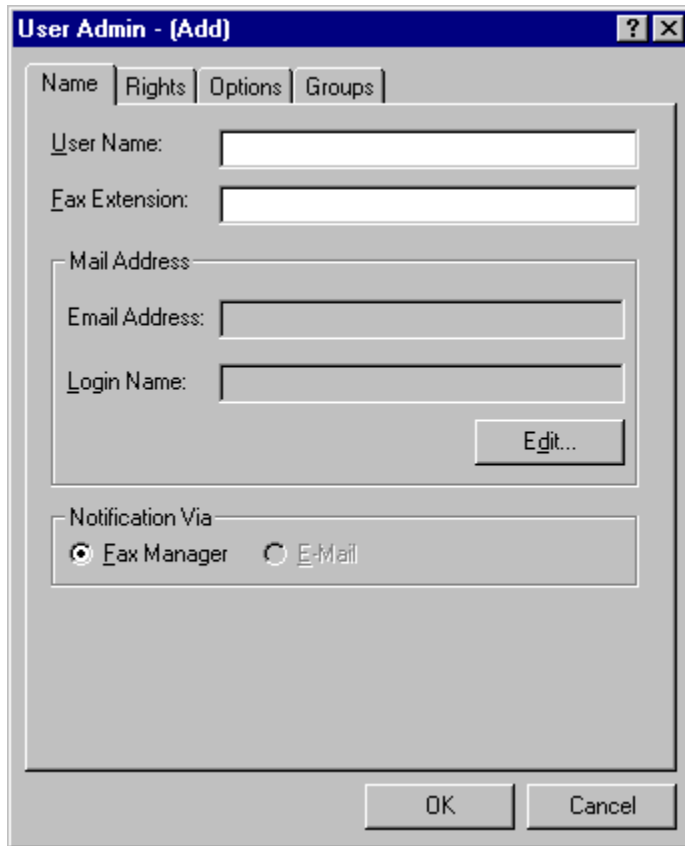
Add tool

User Admin. dialog - Name tab

The following illustration shows the User Admin. dialog with the Name tab selected. Note that the same dialog tabs are used to add and amend user details.

Click areas of the dialog to see what they do.

User Name

You can enter the user's name in this field, up to 30 alphanumeric characters (including spaces).

Mail Address

You can select an e-mail address for the user by clicking the Edit button. This procedure is described in [Adding an e-mail address](#).

Notification Via

Select the appropriate option button to set the method that will notify the user of received faxes and send confirmations.

OK button

Click this button to close the dialog, implementing all selections and entries.

Cancel button

   Click this button to close the dialog ignoring all selections and entries.

Adding an e-mail address

FaxNow! can route faxes and confirmations to users via e-mail.

1. If you want to add a user's e-mail address details, you can do so directly from an existing fax address book. Click the Edit button in the Mail Address area. This will display the Choose Profile dialog in which you can select the user from whose address book the address will be taken.

2. Click OK. The Address Book dialog will be displayed showing all contact names in the address book.

3. Select the required name and click the E-Mail user name button, then click the OK button. The appropriate user name and address will be placed in the Mail Address area.

4. Select the notification properties, which will let the user know when a fax notice is received either through Fax Manager or by e-mail. Fax notices refer to incoming faxes in addition to sent confirmations.

5. Click the OK button to accept the e-mail address details.

Choose Profile dialog

The following illustration shows the Choose Profile dialog. Click areas of the dialog to see what they do.

Choose Profile

Profile Name: Paul Mitchell

New...

OK   Cancel   Help   Options >>

Profile Name

This shows the name of the user whose profile will be used to derive the e-mail address. You can select a different user from the drop-down list.

New button

Click this button to set up a new user profile. The actual process will depend upon your mail system.

Help button
  Click this button to see help on the dialog.

Options button

Click this button to display two checkboxes which will allow you to:

- set the current profile as the default for this dialog

- show log-on screens for all information services.

Address Book dialog

The following illustration shows the Address Book dialog. Click areas of the dialog to see what they do.

Address Book

Show Names from the: Personal Address Book

Type Name or Select from List:

Paul Mitchell (RedRock)
Richard Harris (RedRock)
Robert Turner (RedRock)
Simon Thompson (RedRock)
Valerie Smith (RedRock)
VJ Connor (Westings)

E-Mail user name: ->

New...   Properties   Find...

OK   Cancel   Help
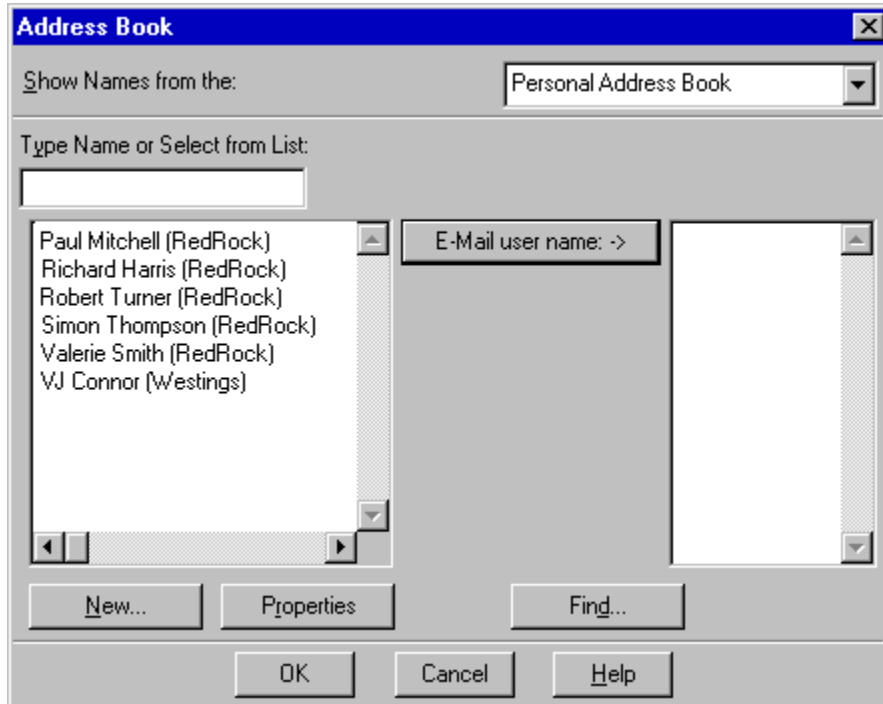
Address book list

You can select the address book from which the e-mail user will be chosen.

Type Name field

You can enter the user's name directly into this field. Alternatively, you can select the user from the name list immediately below the field.

Name list

You can select the user from the name list. Alternatively, you can enter the user's name directly into the Type Name field.

E-Mail user name button

Click this button to place the selected user into the e-mail user list. Note that you can add only one e-mail address for each FaxNow! user.

E-mail user list

This area shows all the selected e-mail users. Note that you can add only one e-mail address for each FaxNow! user.

New button

Click this button to add a new user to the address book. A dialog will be displayed allowing you to select the user properties.

Properties button

Click this button to change the properties of the selected user. A dialog will be displayed allowing you to amend the properties.

Find button

Click this button to find a user within an address book. A dialog will be displayed into which you can enter part or all of the name to be found. All users containing the entry will be shown in the Address Book dialog.

Assigning user rights

The User Rights dialog defines FaxNow! user privileges. The settings here define what access rights the user has in FaxNow!

To define user rights:

1. Select the Rights tab display the user's rights details in the <u>User Admin</u> dialog.

2. Set the rights of the user by making the appropriate selections under each category from the drop-down list. See the <u>User category rights</u> and <u>Custom user rights</u> for an explanation of the options available.

   User rights are divided into categories: User, Group and World. Separate rights can be configured for sending and receiving in each category.

3. From the Privilege box, select or deselect Manage Unrouted Faxes. Selecting this option will display the unrouted faxes folder in the user's Fax Manager folder view and allow the user to view all unrouted faxes.

4. Select View Log if you want the user to be able to view activity reports using the FaxNow! Activity Log Reporter program.

User Admin. dialog - Rights tab

The following illustration shows the User Admin. dialog with the Rights tab selected. Note that the same dialog tabs are used to add and amend user details.

Click areas of the dialog to see what they do.

```
User Admin - (Amend)                              [X]

 Name │ Rights │ Options │ Groups │

 ┌─User Rights──────────────────────────────────┐
 │  User Send                              [▼]    │
 │                                                │
 │   (•) All rights                               │
 │   ( ) No rights                                │
 │   ( ) Custom rights                            │
 │        ☐ Send                                  │
 │        ☐ Receive                               │
 │        ☐ View                                  │
 │        ☐ Move / Copy                           │
 │        ☐ Delete                                │
 │        ☐ Authorise                             │
 │        ☐ Manage Group Phonebook                │
 └────────────────────────────────────────────────┘

 ┌─Privilege:───────────────────────────────────┐
 │  ☑ Manage Unrouted Faxes    ☑ View Log         │
 └────────────────────────────────────────────────┘

              [   OK   ]      [  Cancel  ]
```
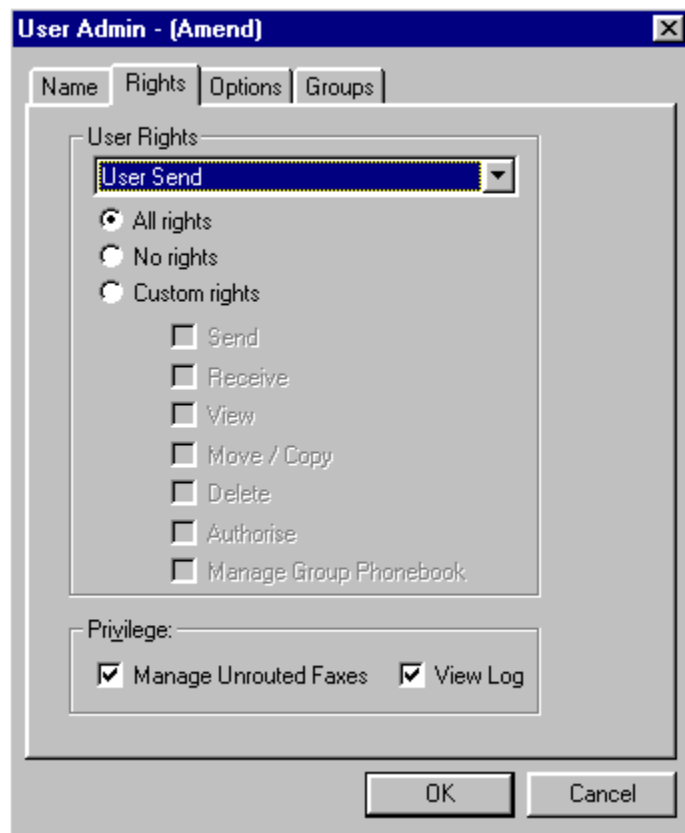
User rights list

From this drop-down list you can select the category for which rights are to be assigned. You can assign separate send and receive rights at user, group and world levels.

All rights button

  Select this option button if the user is to be given access to all rights in the selected category.

No rights button

  Select this option button if the user is to be given no access rights in the selected category.

Custom rights options

Select this option button if the user is to be given access to some rights in the selected category. You can then select the appropriate checkboxes to assign the rights.

Privilege checkboxes

You can select checkboxes to allow this user to manage unrouted faxes and to access the activity log.

User category rights

User rights are available in User Admin. and define what privileges a user has within FaxNow!. A list of the available settings are described below. There are six categories within user rights, they are:

Category	Refers to:
User Send	Access to the users own Outbox and Sent folders .
User Receive	Access to the users own Inbox folder.
Group Send	Access to the group Outbox & Sent folders of which the user is a member. This includes the Outbox and Sent folder belonging to each member of the group.
Group Receive	Access to the group Inbox folder of which the user is a member. This includes the Inbox folder belonging to each member of the group.
World Send	Access to the Global Outbox and Sent folder. This includes the Outbox and Sent folder belonging to each user.
World Receive	Access to the global Inbox folder. This includes the Inbox folder belonging to each user.

Custom user rights

Rights to each of the six categories above are defined as All rights, No rights or custom rights. Custom rights allows you to be flexible when defining a users access to folders. They are:

| Privilege	When selected, a user can:
Send	Submit faxes to their Outbox folder.
Receive	Receive faxes to their Inbox folder.
View	View the folder in the folder view. In a Send category, this includes both Outbox and Sent folders .
Move/Copy	Can move or copy a fax.
Delete	Can delete a fax.
Authorise	Can authorise a fax within the users group.
Manage Group PhoneBook	Can amend a group PhoneBook.

Setting user options

1. Click the Options tab to set up the sending and Maximum priority options for the user. This will display the options information in the User Admin dialog.

2. In the Sending Options area, select the checkboxes corresponding to facilities (tabs) that will be available to this user when sending a fax. The selected facilities will be displayed in the Send Fax or Express Fax dialogs.

3. In the Max Priority area, select the option button corresponding to the highest priority that the user can assign to an outgoing fax.

4. In the Fax Extension field, enter the user's fax extension to allow faxes to be routed automatically to the user. If direct inbound routing is used, this is the number that must correspond with the users DID number.

5. Click the OK button. The new user will be added to the list in the User Admin. window, and will be available to be installed as a client for the system.

User Admin. dialog - Options tab

The following illustration shows the User Admin. dialog with the Options tab selected. Note that the same dialog tabs are used to add and amend user details.

Click areas of the dialog to see what they do.
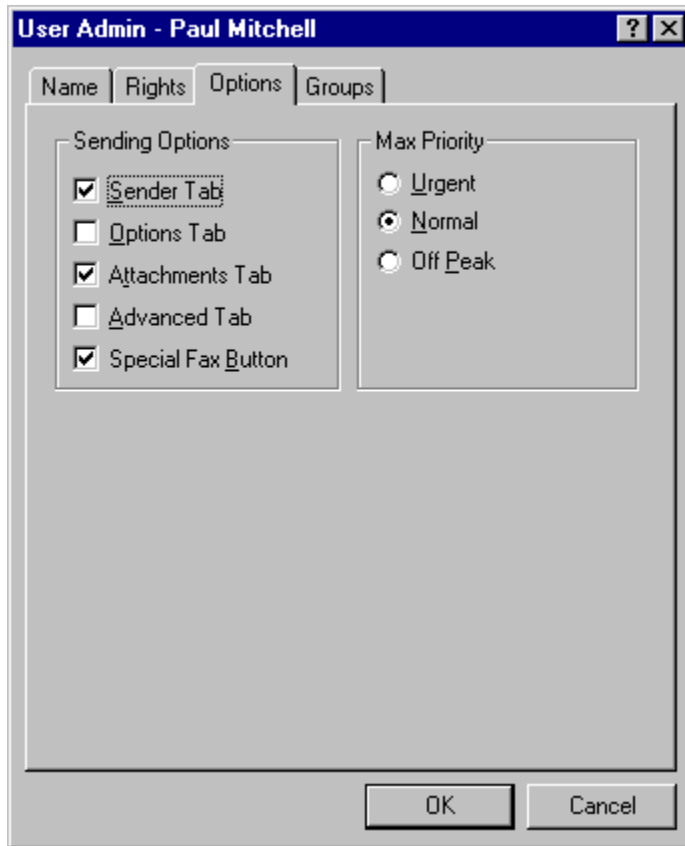
Sending Options

In this area you can select the checkboxes corresponding to facilities (tabs) that will be available to this user when sending a fax. The selected facilities will be displayed in the Send Fax or Express Fax dialogs.

Max Priority

You can select the option button corresponding to the highest priority that the user can assign to an outgoing fax.

Fax Extension

You can enter the user's fax extension to allow faxes to be routed automatically to the user. If direct inbound routing is used, this is the number that must correspond with the users DID number.

Adding users to groups

Click the Groups tab to assign the user to a group or groups. This will display the group information for the user in the User Admin dialog.

Selecting the groups to which the user will belong

Click the selected group in the Non Member of list and click the single left arrow. The group name will move to the Member of list.

Removing a user from a group

To remove a user from a group, click the selected group in the Member of list and click on the single right arrow. The group name will move to the Non Member of list.

Further details of the group facilities available are given under the heading *Working with user groups*.

User Admin. dialog - Groups tab

The following illustration shows the User Admin. dialog with the Options tab selected. Note that the same dialog tabs are used to add and amend user details.

Click areas of the dialog to see what they do.
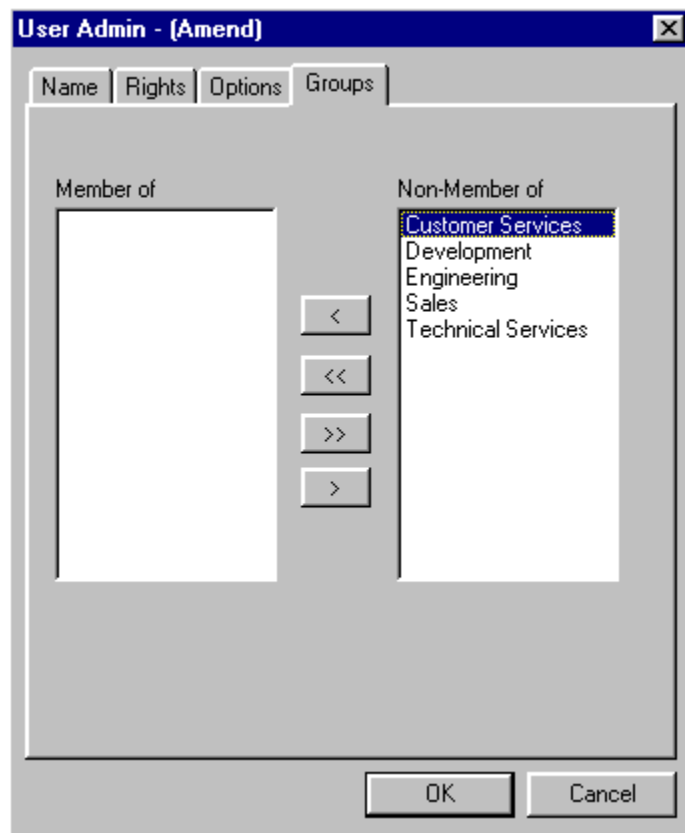
Name tab

  Click this tab to display identity information for the user in the User Admin dialog.

Rights tab

Click this tab to display access rights information for the user in the User Admin dialog.

Options tab

Click this tab to display options information for the user in the User Admin dialog.

Groups tab

Click this tab to display group information for the user in the User Admin dialog.

Member of area

This area lists all the groups to which the user belongs. You can select a group in this area either using the ARROW keys or by clicking it.

Non Member of area

This area lists all the groups to which the use does not belong. You can select a group in this area either using the ARROW keys or by clicking it.

Add to group button
  Click this button to add the user to the highlighted group in the Non Member of area.

Add to all groups button
  Click this button to add the user to all the groups in the Non Member of area.

Remove from group button
  Click this button to remove the user from the highlighted group in the Member of area.

Remove from all groups button
  Click this button to remove the user from all the groups in the Member of area.

Copying users

You can make a copy of user details. This feature is particularly useful if you need to make a number of similar entries, for example, for different personnel details but with the same access rights and options. You can amend entries for each user to create the different entries.

1. Select the user to be copied in the User Admin. window.

2. Click the Copy tool from the toolbar. This will display the Copy dialog containing details of the selected user.

3. Make any changes required. Note that you **must** change the entry in the User Name field, as each user must have a unique name. You can select the tabs to amend the rights and options assigned to the user in the same way as you would when adding a new user.

4. Click the OK button. The new user will be shown in the User Admin. window.

Copy tool

Copy dialog - Name tab

The following illustration shows the Copy dialog. Click areas of the dialog to see what they do.

User Admin - (Copy of Paul Mitchell)	? X

Name | Rights | Options | Groups

User Name: [Copy of Paul Mitchell]

Fax Extension: [ ]

Mail Address

Email Address: [ ]

Login Name: [ ]

Edit...

Notification Via

⦿ Fax Manager   ○ E-Mail

OK   Cancel

Group

This area shows groups to which the original user belongs. Clicking the Groups button will allow you to amend the group membership for the copy.

Removing users

To remove a user from the list in the User Admin. window:

1. Select the user in the User Admin. window.

2. Click the Delete tool from the toolbar. A message box will be displayed asking you to confirm the deletion and offering you the chance to save the user's files.

3. If you want to save the user's files, select the Retain User Files checkbox. This will mark the user as uninstalled and remove the user from the list, but will retain the faxes and original user number. This option useful when a user is being moved from one client machine to another.

4. Click the Yes button. The user will be removed from the User Admin. window, and will no longer be available for selection as a client for the system.

Delete tool

Delete User message box

Delete User

Delete Paul Mitchell from user database?

☑ Retain User Files?

[Yes] [No]
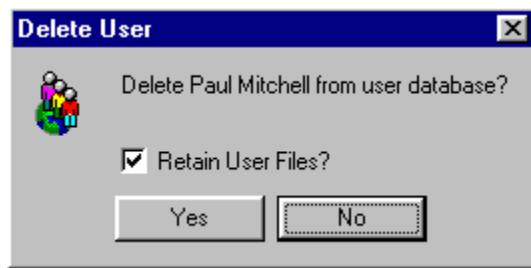
Working with user groups

You can associate your users into groups to make them more manageable. You can then assign rights to users allowing them access to faxes sent to and received by other members of their group.

A group can also be used to define restrictions. FaxNow! can restrict "barred" and "unauthorised" numbers. These numbers can be defined within the group administration option and will then apply to each member of that group.

To access the User Admin. groups facility, select the Groups option (Edit menu). This will display the Edit Groups dialog showing all current groups.

You can Add, Delete and Rename groups, then add and remove members using the Administer option.
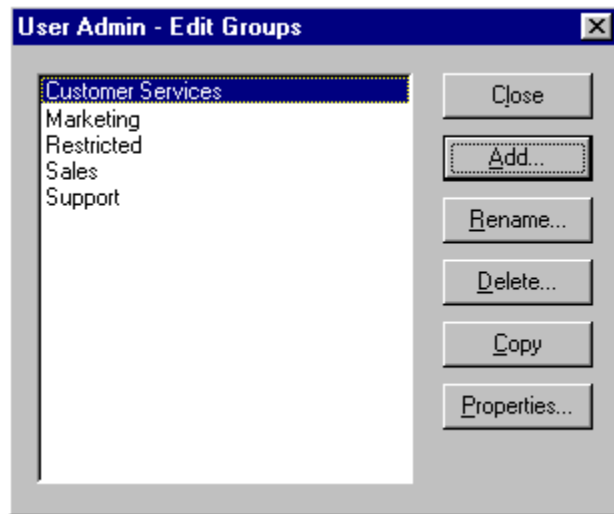
Adding a Group

Deleting a Group

Renaming a Group

Group administration

Edit Groups dialog

The following illustration shows the Edit Groups dialog. Click areas of the dialog to see what they do.

User Admin - Edit Groups ☒

Customer Services
Marketing
Restricted
Sales
Support

Close

Add...

Rename...

Delete...

Copy

Properties...

Group list

This list contains all the groups that have been set up for FaxNow! User Administration. You can select a group in this area either using the ARROW keys or by clicking it.

Close button
  Click this button to close the dialog.

Add button

Click this button to add a new group. Details of the procedure are given in [Adding a group](#).

Rename button

Click this button to rename the selected group. The procedure is given in Renaming a group.

Delete button

Click this button to delete the selected group. The procedure is given in Deleting a group.

Copy button
 Click this button to copy the selected group.

Administer button
 Click this button to enter group administration.

Adding a group
  To add a new user group:

1. Within the Groups dialog, click the Add button. This will display the Create New Group dialog.

2. Enter the name to be used for the new group then click the OK button. The new group will be added.

Create New Group dialog

The following illustration shows the Create New Group dialog. Click areas of the dialog to see what they do.

User Admin - Create New Group

New Group Name:

OK

Cancel
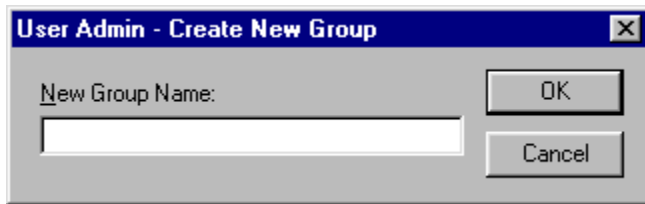
New Group Name

Enter the name for the new group into this field.
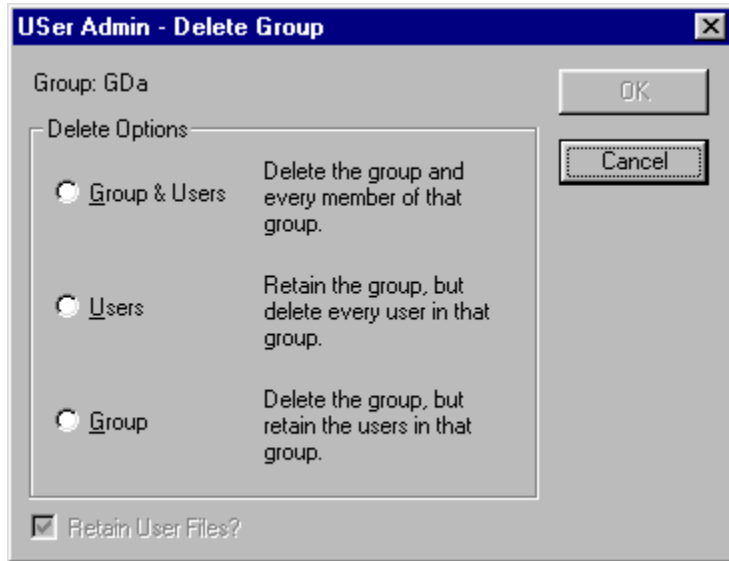
Deleting a group

You can delete any group and/or the users within the group.

To delete a group:

1. With the Groups window open, click the Delete button. This will display the Delete Group dialog.

2. Select the appropriate option button to delete the group with its users, the users only or the group without deleting the users. If you select either of the options that will delete users, you can select the checkbox to retain all files related to those users.

3. Click the OK button to remove the selected items. The items will be deleted.

Delete Group dialog

The following illustration shows the Delete Group dialog. Click areas of the dialog to see what they do.

USer Admin - Delete Group

Group: GDa

Delete Options

Group & Users — Delete the group and every member of that group.

Users — Retain the group, but delete every user in that group.

Group — Delete the group, but retain the users in that group.

☑ Retain User Files?

OK

Cancel

Delete Options area

Select the appropriate option button to delete the group with its users, the users only or the group without deleting the users.

Retain User Files checkbox

If you selected either of the options that will delete users, you can select this checkbox to retain all files related to those users.

Renaming a group

You can change the name of any user group as follows:

1. Within the Groups window, select the required group.

2. Click the Rename button. This will display the <u>Rename Group</u> dialog containing the current name of the group.

3. Enter the new name for the group and click OK.

Rename Group dialog

The following illustration shows the Rename Group dialog. Click areas of the dialog to see what they do.

User Admin - Rename Group ☒

Group Name:

| Sales |

OK

Cancel
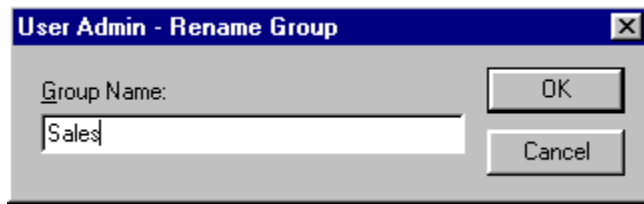
Group Name field

Enter the new name for the group into this field.

Group administration

The group administration option is accessible from the Groups dialog. Group administration provides the following facilities:

[Setting up fax routing for a group](#)

[Restricting members from dialling barred numbers](#)

[Preventing members from dialling numbers without authorisation](#)

[Adding and removing members](#)

Setting up fax routing for a group

A group can be defined with a fax extension. This means that inbound faxes can be routed directly to members of the group. In addition, the fax can routed by FaxNow! or by e-mail.

To setup fax routing to groups:

1. Open the Groups dialog by clicking the Groups tool or selecting Groups from the Edit menu to display the Edit Groups dialog.

2. Select a group from the list and click the Administer button to display the Group Administration dialog.

3. If you want to add the user's details directly from an existing fax address book, click the Edit button in the E-Mail Address area. This will display the Choose Profile dialog in which you can select the user from whose address book the address will be taken.

4. Select the required user profile and click the OK button. The Address Book dialog will be displayed showing all contact names in the address book.

5. Select the required name and click the e-mail user name button, then click the OK button. The appropriate name and address will be placed in the dialog.

6. Enter the fax extension number that will be used for the group. This number must be unique.

7. Enter a group PhoneBook name. This is a private PhoneBook that you can make available to members of the group.

Groups tool

Group Administration dialog - Options tab

The following illustration shows the Group Administration dialog with the Options tab selected. Click areas of the dialog to see what they do.

Email Address area

Click the Edit button to select a user profile from which the e-mail details will be derived. The process is described in [Setting up fax routing for a group](#).

Apply button

Click this button to apply the settings without closing the dialog.

Fax Extension

Enter the fax extension number that will be used for the group. This number must be unique.

Group PhoneBook

Enter a group PhoneBook name. This is a private PhoneBook that you can make available to members of the group.

Restricting members from dialing barred numbers

Members of a group can be barred from dialing specified fax numbers. This means that FaxNow! will not allow a fax to be submitted to a restricted number.

To enter restricted numbers:

1. Click on the Number Restriction tab to display information about restricted numbers in the Group Administration dialog.

2. Click Add to enter a new restricted number. This will display the Add New Number dialog.

3. Enter a number that you want to restrict. FaxNow! will restrict any number that begins with the number you enter. For example, if you enter 0171, all numbers beginning with 0171 will be restricted.

Everything that is not listed as barred is accessible, however, if you enter a 0, all numbers that start with a 0 will be barred. This may be an issue if you want users to be able to fax to some numbers that begin with 0. To allow this, enter a specified number and select Accessible. An example of this type of configuration would be:

001 - Barred

001408 - Accessible

All numbers beginning 001 are barred apart from all numbers beginning 001408.

Click here to see an example

If you want to restrict all numbers, you need to include 10 entries for the numbers 0,1,2,3,4,5,6,7,8 and 9. This will ensure that any recipient address will be restricted. This will actually stop a group from faxing anything.

You can also:

Amend a restricted number

Delete a restricted number

Test a restricted number

Amending a restricted number

Select the restricted number you want to amend and click Edit. Make any changes necessary and click OK to save.

Deleting a restricted number

Select the restricted number you want to delete and click Delete. No warning will be displayed before the number will deleted.

Testing a restricted number

You can test a restricted number after you have created it. To do this, select a number from the restricted number list and click the Test button. Enter digits, when you have entered all the digits of a restricted number, the word Blacked appears to show that the number is restricted.

Click here to see an example
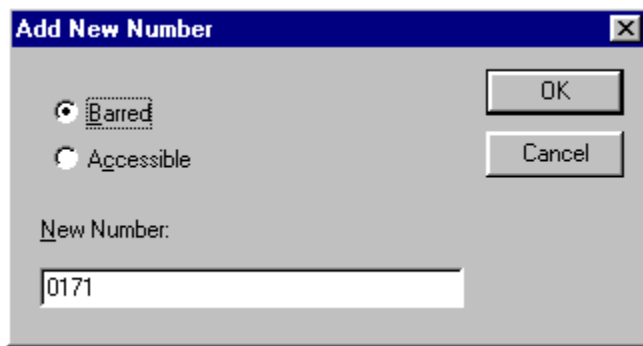
Restricted number test

In the previous example, if you continued entering digits 001408, the word Accessible would be displayed.

Restricted number example

Number Prefixes

Numbers
✗ 001
✔ 001408

Add New Number dialog

The following illustration shows the Add New Number dialog. Click areas of the dialog to see what they do.

Barred button

Select this option button if you want to restrict access to numbers.

Accessible button

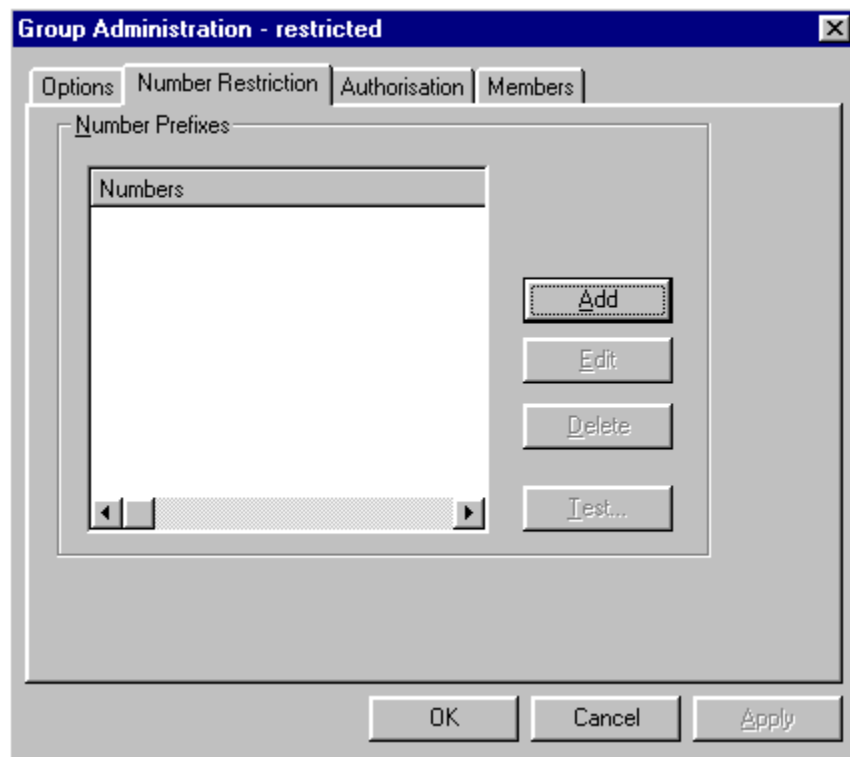Select this option button if you want to make numbers accessible.

New Number

Enter a number that you want to restrict. FaxNow! will restrict or allow access to any number that begins with the number you enter, depending on the option button selected. For example, if you select the Barred button and enter 0171, all numbers beginning with 0171 will be restricted.

Group Administration dialog - Number Restriction tab

The following illustration shows the Group Administration dialog with the Number Restriction tab selected. Click areas of the dialog to see what they do.

Group Administration - restricted	☒

Options | Number Restriction | Authorisation | Members

Number Prefixes

Numbers

Add

Edit

Delete

Test...

OK   Cancel   Apply

Restricted number list

This area contains a list of all restricted numbers. You can select a number in this area either using the ARROW keys or by clicking it.

Add button
  Click this button to add a new restricted number to the list.

Edit button
  Click this button to make a change to the selected number.

Delete button
  Click this button to delete the selected number.

Test button
   Click this button to test a fax number in order to see whether it is restricted.

Preventing members from dialling numbers without authorisation

Members of a group can be restricted from sending faxes to certain fax numbers without authorisation. This means that FaxNow! will not allow a fax to be submitted directly to these numbers without a Manager or Supervisor giving authorisation.

This feature is particularly useful if users can create and submit their own faxes but the contents must be authorised before it is submitted.

To add an unauthorised number:

1. Click on the Authorisation tab to display authorisation details in the Group Administration dialog.

2. Click Add to enter a new restricted number. This will display the Add New Number dialog.

3. Enter a number that you want to restrict. FaxNow! will restrict any number that begins with the number you enter. For example, if you enter 01908, all numbers beginning with 01908 will be restricted.

Everything that is not listed as Requires Authorisation is accessible, however, if you enter a 0, all numbers that start with 0 will be restricted. This may be an issue if you want users to be able to fax directly to some numbers that begin with 0. To allow this, enter a specified number and select Accessible. An example of this type of configuration would be:

01908 - Requires Authorisation

01908354 - Direct Send Without Authorisation

All numbers beginning 01908 are restricted apart from all numbers beginning 01908354.

Click here to see an example

If you want to restrict all numbers, all you need to do is make 10 entries for the numbers 0,1,2,3,4,5,6,7,8 and 9. This will make anything starting with any number restricted. It will mean that no faxes can be sent without authorisation.

You can also:

Amend an unauthorised number

Delete an unauthorised number

Test an unauthorised number

Unauthorised number example

Number Prefixes

Numbers
✗ 01908
✓ 01908354

Amending an unauthorised number

Select the restricted number you want to amend and click Edit.

Make any changes necessary and click OK to save.

Deleting an unauthorised number

Select the restricted number you want to delete and click Delete. No warning will be displayed before the number will deleted.

Testing number authorisation

You can test a restricted number after you have created it.

To test a restricted number select a number from the restricted number list and click the Test button.

Enter digits, when you have entered all the digits of a restricted number, the word Requires Authorisation appears to show that the number is restricted.
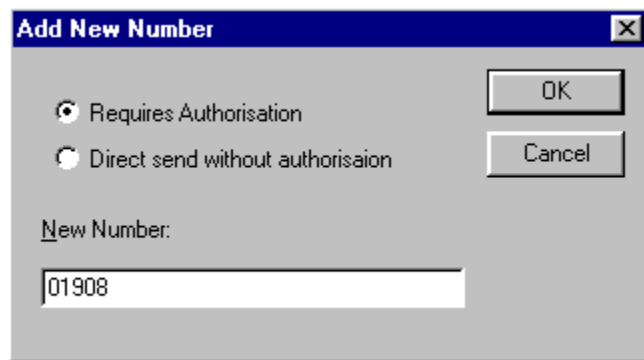
Click here to see an example

Test authorisation example

Test Number Authorisation   [X]

Requires Authorisation   [Close]

Number:

01908

In the previous example, if you continued entering digits 01908354, the word Requires No Authorisation would be displayed.

Add New Number dialog
The following illustration shows the Add New Number dialog. Click areas of the dialog to see what they do.

Add New Number

○ Requires Authorisation
○ Direct send without authorisaion

OK

Cancel

New Number:

01908

Requires Authorisation button

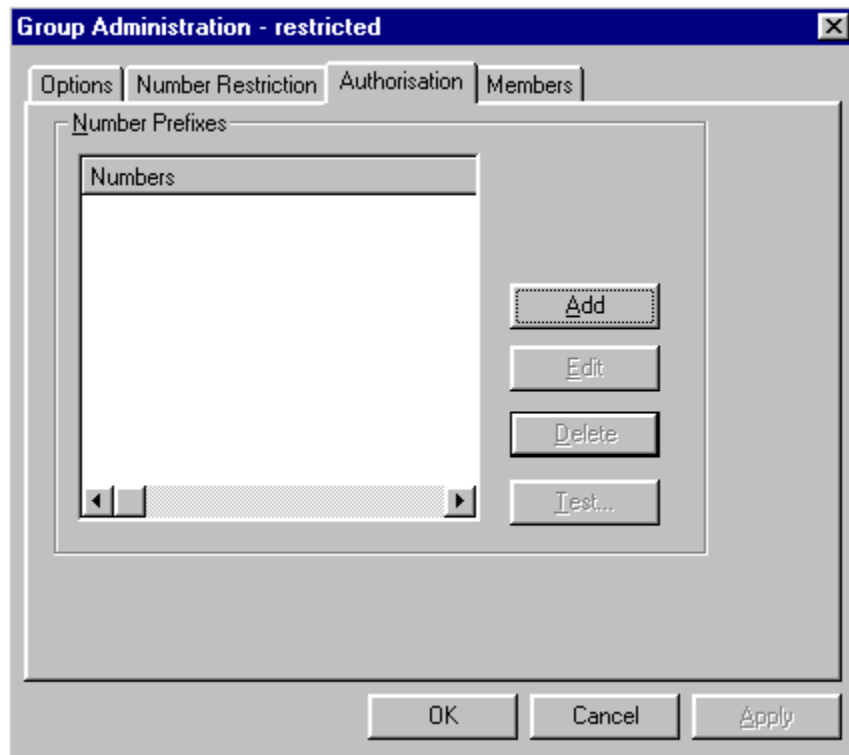Select this option button to enter a number that will require authorisation.

Direct Send button

Select this option button to enter a number that will not require suthorisation.

Group Administration dialog - Authorisation tab

The following illustration shows the Group Administration dialog with the Authorisation tab selected. Click areas of the dialog to see what they do.

Group Administration - restricted   ☒

| Options | Number Restriction | Authorisation | Members |

Number Prefixes

Numbers

Add

Edit

Delete

Test...

OK   Cancel   Apply

Authorisation number list

This area contains a list of all numbers requiring authorisation. You can select a number in this area either using the ARROW keys or by clicking it.

Add button
   Click this button to add a new number to the list requiring authorisation.
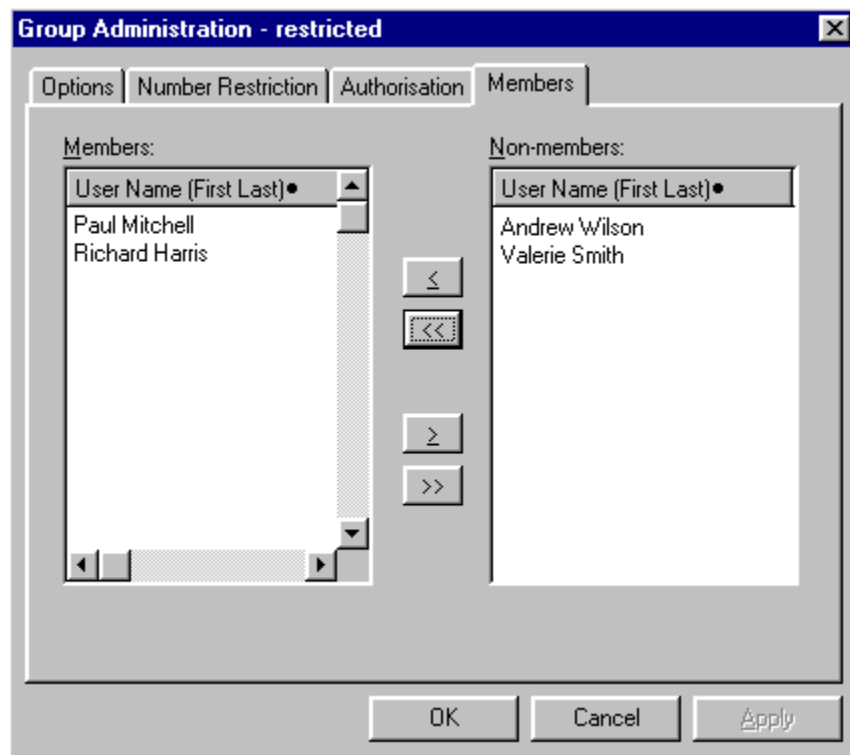
Test button

Click this button to test a fax number in order to see whether it requires authorisation.

Adding and removing members

You can add members to a group from the Group Administration option. To add members to a group, click on the Members tab to display members information in the [Group Administration](#) dialog. The dialog displays a list of members (left) and non members (right). Members can be added and removed by selecting a username and clicking the left or right arrows to move the entry to the alternative list.

Group Administration dialog - Members tab

The following illustration shows the Group Administration dialog with the Members tab selected. Click areas of the dialog to see what they do.

Group Administration - restricted   ☒

| Options | Number Restriction | Authorisation | Members |

Members:

User Name (First Last)● ▲
Paul Mitchell
Richard Harris

Non-members:

User Name (First Last)●
Andrew Wilson
Valerie Smith

<

<<

>

>>

OK   Cancel   Apply

Members area

This area lists all users who are members of the group. You can select a group in this area either using the ARROW keys or by clicking it.

Options tab

Click this tab to display group option information in the Group Administration dialog.

Number Restriction tab
  Click this tab to display information about restricted numbers in the Group Administration dialog.

Authorisation tab

Click this tab to display information about numbers requiring authorisation in the Group Administration dialog.

Members tab

Click this tab to display member information in the Group Administration dialog.

Non members area

This area lists all users who are not members of the group. You can select a group in this area either using the ARROW keys or by clicking it.

Add user button
  Click this button to add to the group the user currently selected in the Non members area.

Add all users button
   Click his button to add to the group all the users in the Non members area.

Remove user button

Click this button to remove from the group the user currently selected in the Members area.

Remove all users button
   Click this button to remove all users from the group.

Using passwords

The User Admin. program is designed for use by FaxNow! administrators to create and assign rights to users. To protect unauthorised access, the User Admin. program can be password protected.

You can set whether a password is required and what the password will be. You can also change the password at any time if you have the correct access rights.

Enabling password protection

Changing a password

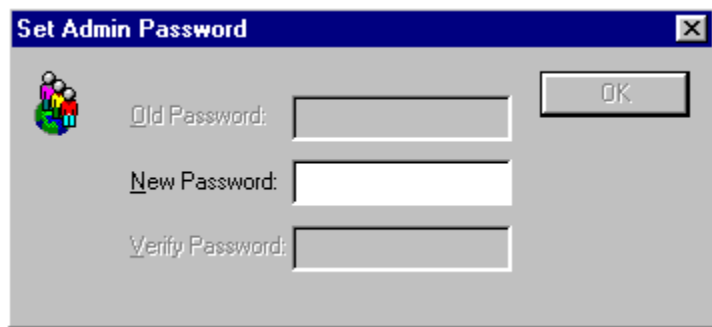Disabling password protection

Enabling password protection
  To make password protection active:

1. Select the Password Required option (Edit menu).This will display the Set Admin. Password dialog.

2. Enter the password and press ENTER. The Verify Password field will become available.

3. Enter the password again in this field then click the OK button. If the two entries were different (for example, if you made a typing error), an error message will be displayed and you will be prompted to re-enter the password into both fields.

4. On correct entry of the password, clicking OK will close the dialog and the Set Password option will be ticked to show that password protection is active. You will not be able to access User Admin. without entering the password when set.

Set Admin. Password dialog

The following illustration shows the Set Admin. Password dialog. Click areas of the dialog to see what they do.

Set Admin Password [X]

Old Password:

New Password:

Verify Password:

OK

Old Password

This display only field will show the current password.

New Password

You can enter the new password into this field. When an entry is made in this field, the Verify Password field will become available.

Verify Password

You will need to re-enter the new password in this field. FaxNow! will compare the two new password entries before accepting the new password. If any differences are found, you will need to re-enter the new password into both the New Password field and the Verify Password field.

Changing a password

To change an existing password:

1. Select the Change Password option (Edit menu). This will display the Set Admin. Password dialog showing the current password in the Old Password field.

2. Enter the new password in the New Password field and press ENTER. The Verify Password field will become available.

3. Enter the new password again in this field then click the OK button. If the two entries were different (for example, if you made a typing error), an error message will be displayed and you will be prompted to re-enter the password into both fields.

Disabling password protection

To disable password protection, deselect the Password Required option (Edit menu). The tick will be removed from the menu option and no password will be required to access the User Admin. facility.

End
 (New topic text goes here.)