

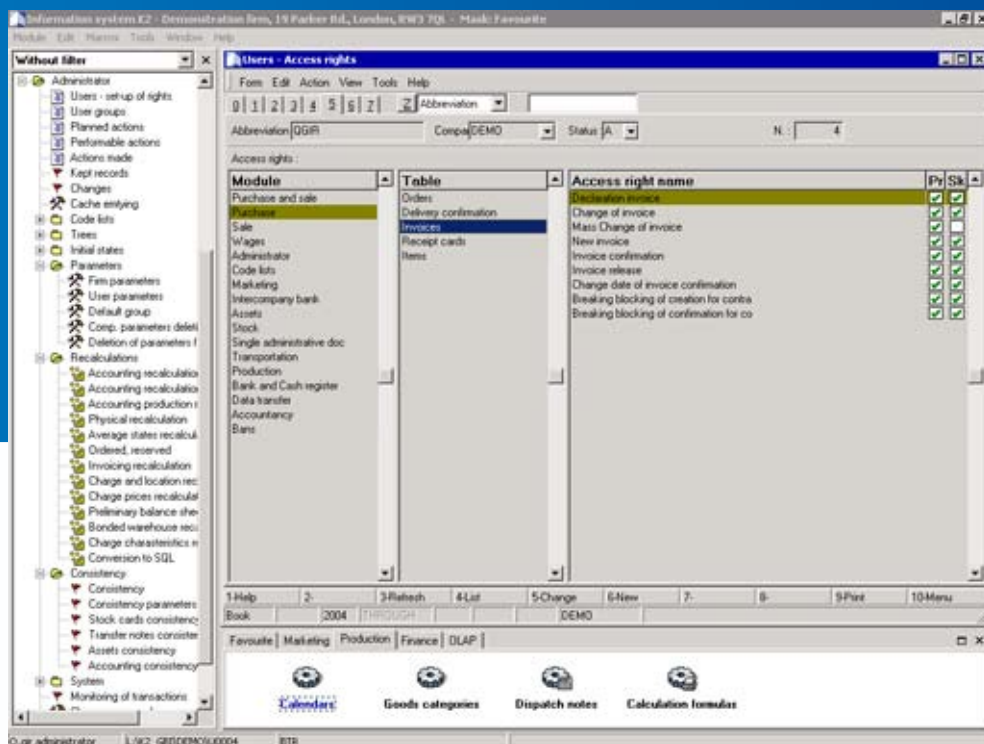


The module Administrator serves for configuration, administration, and check of the Information System K2.

## FUNCTIONS

### THE ADMINISTRATOR DEFINES

- > Access rights of users
- > Client parameters
- > Code lists in the programme - cost centres, stocks, states, currencies etc.
- > Configuration of favourite functions and support into user menu
- > Configuration of the basic menu
- > Default groups of users
- > Filter masks
- > Fonts and colours
- > Opening levels
- > Periods
- > Planned actions
- > Presentation of goods from the IS K2 in the Internet
- > Print reports
- > Program scripts
- > Recalculations
- > Rights to print
- > Rights to records
- > Rights to view sub-window
- > Setting of system behaviour for him/her him/herself
- > Sorting of documents
- > SQL queries and folders
- > Summarizing pages of documents
- > Trees from the code list values
- > User parameters
- > Views



## Access rights

The key activity of the administrator is to assign highly structured rights to the system users. Except for rights concerning configuration of particular modules, it concerns primarily functions, fields, records, prints, re-login of users and priority in the sequence when saving data on the server. Users of the same modules create default groups within which they can obtain individual exceptions.

## Display for the user

The administrator stipulates extent of the access of the individual user to the particular system modules; the administrator has tools for definition of allowed functions and displayed records for this user. Furthermore, s/he can assign only selected prints which will be inserted for the user only locally and set up design of standard forms, incl. configuration of displayed fields. This uniqueness is subject to user login, not to a workstation.

## Lines and periods, colours, fonts

The administrator sets up lines of purchase and sale, numbering of individual documents within these lines. S/he creates a set of stocks and sets up the accounting periods. Furthermore, the administrator controls configuration of fonts and colours for the whole system. S/he administers user access passwords and parameters.

## Opening levels, definition of code lists

The administrator can define most code lists before starting the programme, as well as opening levels for particular accounts and firm parameters used by the system. The administrator defines the tree structure for cost centres, contract codes, article codes etc.

## Recalculations, consistency of cards

The administrator, or the user with appropriate authorization, can start and check recalculations, both physical for stock movements, and accounting ones in the production as well as accounting. The purpose of recalculations is controlled reconstruction of prices (values) in the case of controlled correction in data from previous period. By analogy, the module enables to check data consistency across the Information System K2.

## Program script and reports

Furthermore, the administrator has a possibility to use program script for definition of his/her own forms and for creation of new functionalities. By means of the script, it is possible to define also special reports and macros facilitating routine and eliminating human errors. Printouts make use of the internal and external module in order to display and to define print reports (AM reports, Crystal reports). A combination thereof allows for optimal utilization of print according to the user requirements, starting from the criterion concerning quickness, support of character print in Windows environment up to independent print of reports outside the IS K2 environment.



## Executable and recurring actions

For transfers or other periodical activities, it is possible to set up behaviour and timing for these routines. By means of control information, the administrator monitors requested system run, or make suggestions and takes measures with regard to its smooth operation.

## Setting of user parameters

The administration of the IS can, by means of access rights, not only define access extent and functions of the programme for the individual users, but also parameters for particular users. It concerns especially practical behaviour of the Information System K2 within framework of access boundaries. For example, repeated insertion of items, confirmation of documents, display of certain data in the forms, language of the programme, default prefix, etc.

## Definition of firm functions

The IS K2 makes possible for the administrator to define user firm functions. It is setting of fixed functionality with concrete inquiries for the user. Buttons prepared in this way can be added to the persons selected on the local level to who they are displayed within standard menu. It does not matter whether it concerns entry into book or filter, configuration of a certain look at data, start of script, batches, or print reports.

## Packages

In order to facilitate administration for large companies, or remote localities, as the case may be, there are so-called "packages" available for the administrator. These packages are based on logical functional units (batches, filters, or looks) which are grouped by the administrator into a special file so that every person, who needs to use the same functionality, adds this package to his/her user functionality and, thereby, s/he obtains identical behaviour. This can be used e.g. for remote administration in distributed processing.

## Desktop masks

This function allows for definition of the desktop mask for particular roles of the system users. In this manner, screens for managers, marketing, businessmen, stockkeepers, controlling, production etc. are created. The users use then these specimens (colours of lines, highlighting of columns, selection and sequence of columns etc.) without system configuration and setting being necessary.

## Registered functions

The system administrator can enforce exactly specified behaviour on the base of an analysis by means of definition and insertion of registered functions into the information system. Primarily it concerns obligatory items, conditional links or formalities what to be fulfilled in order to continue in data processing, or enforcing specific behaviour according to the concrete values.

## Folders

Underlying principle of the folders is starting preset filters entered in the form of SQL inquiries. These can be defined by each user individually in any module. Their availability, creation, and change can be limited by various rights. Specimens of these dynamic filters are inserted, by default, in the system standard. Moreover, the administrator can derive specific folders suitable for the company concerned from standard specimens.

## View sub-window

Starting from the 3.128 and higher versions, it is possible newly to display so-called "view sub-window" in books and forms. Thereby, information from various parts of the system can be offered for the user instead of being necessary to switch over particular functions. The view sub-window is updated in the interactive manner according to the cursor position on the relevant record. Content of information displayed in the view sub-window is governed by a report or program script.