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# Security Overview

Before installing the Security Program, there are a few things which you need to know. First and foremost, this special manual is for use by the *Security Master only*. Most of it should not be distributed. The last section (**Department Security Master**) should be copied and distributed to the Department Security Masters. The Department Security Masters only have access to add, delete, and change the Read and Write levels for the users in their respective departments.

Read through all of the information provided in this manual before trying to set up security on the computer. This applies particularly to the individual Menu Options. Otherwise, you could end up activating a feature you did not mean to use. Once the initial Security System has been activated by the Security Master, there is no going back. You cannot go back and turn the Security System off and start over.

With this in mind, we suggest making a copy of your UNIVERS system in a separate directory. When you create this directory, you must copy the UNIVERS.BAT and UNIVERS.INI files into a separate directory from which to execute the program. Use this file to try out the installation process prior to installing on your actual system file. When you feel comfortable with the security installation process, delete the copied system and install the Security Program on your active system.

## Important

If you do not update the UNIVERS.BAT and UNIVERS.INI files to indicate the program and data directories in which you are practicing the security setup, it will be setup on your active system.

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## Lock Out Feature

In the Security Program you have the ability to allow or deny access to the various UNIVERS modules by department. The lock out feature will also keep any department from accessing certain modules no matter how low you set the Read and Write levels.

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## Read/Write Levels

In addition to preventing departments from accessing certain modules, there are three levels in which the Security Master can limit a user's ability to read or write data to various portions of the UNIVERS system to which they do have access.

### Set For All Departments

You can set the maximum limit of access on all modules. This limit affects everyone in all departments. Remember, the Security Master will always have a Read/Write Level of 15/15 (this is the highest level of Read/Write accessibility permitted by the system).

### Set For Individual Department

There is another form of Read/Write Level. This form allows you to set the Read/Write Levels by Department (for a limit of eight different departments). When these Read/Write levels have been established, they apply to all users in that department.

### Set For Individual User

The third level sets the Read/Write levels by individual user within a department. Either the Department Security Master or the Security Master can set these Read/Write levels. After the Security Master sets the Read/Write level for a Department, the users within that department can only have a Read/Write level that is equal to or less than the Read/Write level assigned to the Department.

### Rules For Read/Write Levels

There are some simple rules to remember that will help you understand how the Read/Write levels work:

- If the user's Read level is lower than the Read level for a module, the user will not be able to access the module.
  - If the user's Read level is the same or higher than the Read level for a module, the user will be able to access the module.
  - If the user's Write level is lower than the Write level for a module, the user will be able to read or display information in the module but will not be able to write data.
  - If the user's Write level is the same or higher than the Write level for a Module, the user will be able to read or display information and write data.
- 

## Overall Security Master

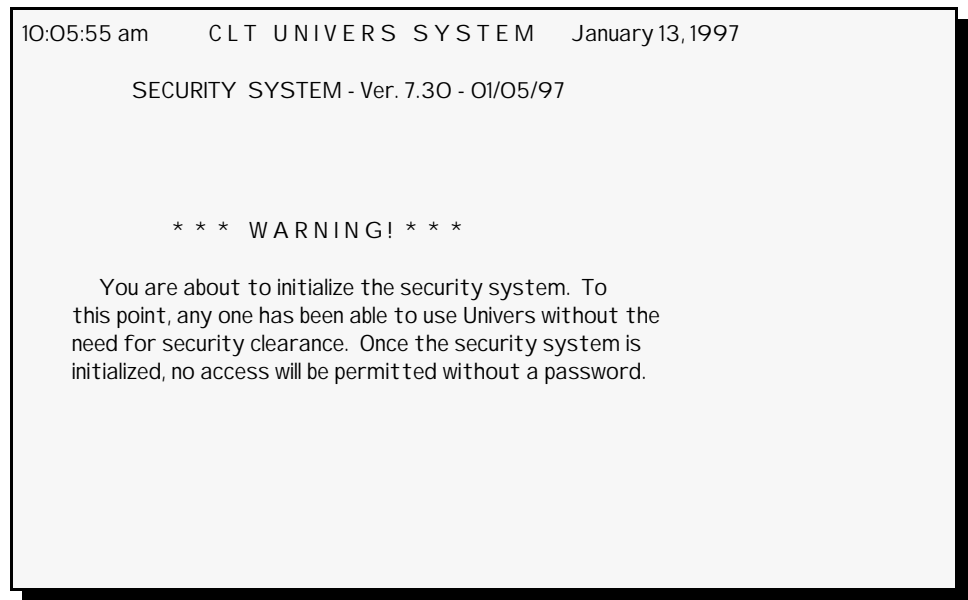
The overall Security Master is the person designated by a jurisdiction to set up the security on the UNIVERS System. This person will have access to and password control over all the departments (up to of eight). The Overall Security Master is the Master Controller of the Security Module.

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### Setting Up Security - Initial Start Up

This procedure describes how to set up the Security System for the first time. Once the Security System is initialized, it will always be operating when you are using UNIVERS. The Security System program cannot be accessed from the UNIVERS Main Menu. To access the Security System, you must begin at the DOS prompt. You can execute the Security System program from any directory; however, you must edit the SECURITY.BAT and UNIVERS.INI files so that the Security System program knows where your data and programs are located. After this is done, perform the following steps:

1. Type **SECURITY** at the DOS prompt. The following screen displays. Once initial setup of the Security System has been completed, this screen will not display when you run the Security System program:



2. Type one of the following:  
  
**Y** - to continue with the initial Security System set up  
  
**N** - to abort the Security System setup and return to the DOS prompt
3. The Security System program displays *"Enter Over All Security Master's Initials."* Enter the initials of the Overall Security Master.
4. The Security System program displays *"Enter Six Character Password."* Enter a six character password for the Overall Security Master.
5. The Security System program displays *"Enter Password Verification."* Enter a six character password for the Overall Security Master again to verify. The Over All Security Master Menu (Figure 1-1) displays.

## Note

When you install security for the first time, you *must* set all of the Read/Write levels which are defined by the **Modify Read/Write Levels** option in order for UNIVERS to work properly. You must also set the Read/Write levels for all departments and for all individual users added to the Security System.

## Changing Overall Security

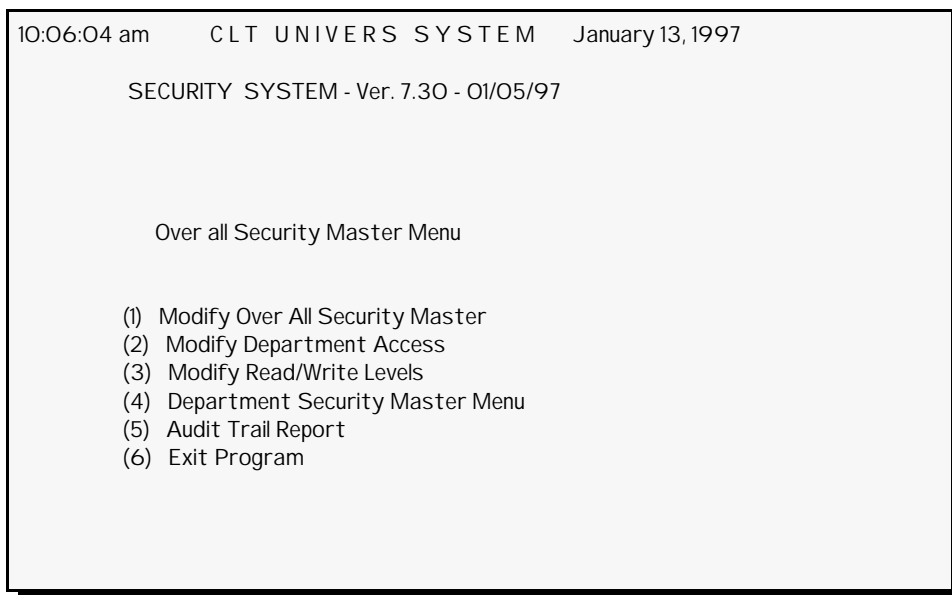
After the initial set up of the Security System, the Overall Security Master can change any of the settings within the Security System. The access procedure varies slightly from the initial start up procedure:

1. Type **SECURITY** at the DOS prompt. The Security System program displays ``*Enter Security Master's Initials.*'' Enter the initials of the Over All Security Master.
2. The Security System program displays ``*Enter Six Character Password.*'' Enter a six character password for the Over All Security Master. The Over All Security Master Menu (Figure 1-1) displays.

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# Over All Security Master Menu

The Over All Security Master Menu (Figure 1-1) enables the Over All Security Master to change any settings within the Security System. There are six options on this menu.

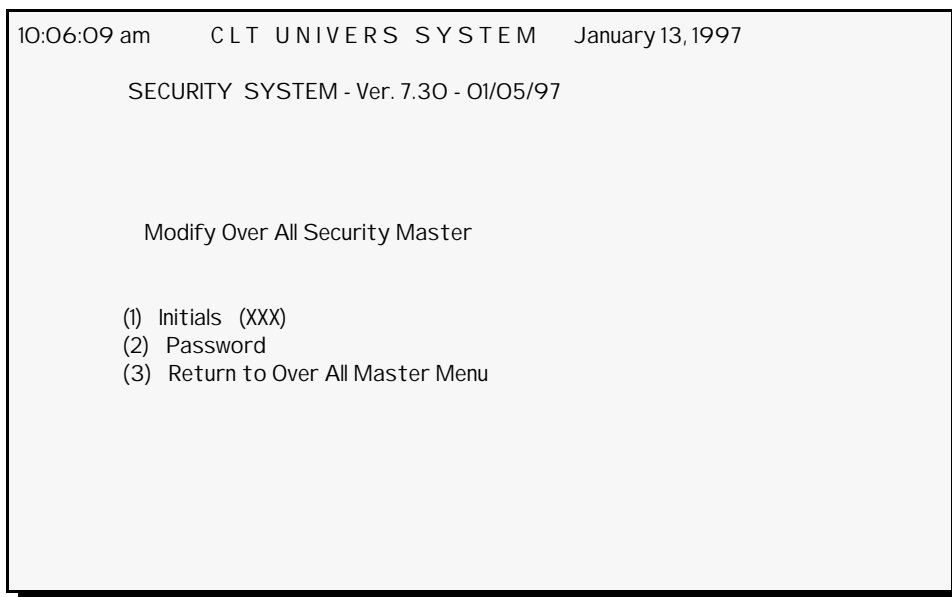


**Figure 1-1.** Overall Security Master Menu

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## Modify Over All Security Master

This options displays the Modify Over All Security Master Menu (Figure 1-2) which allows you to modify the initials and password for the Over All Security Master.



**Figure 1-2.** Modify Over All Security Master Menu

Initials

Select this option to change the Over All Security Master's initials:

1. Select **Initials** from the Modify Over All Security Master menu.
2. The Security System displays ``*Enter Over All Security Master's initials.*'' Enter the new Over All Security Master's initials.

### Password

Select this option to change the Over All Security Master's password:

1. Select **Password** from the Modify Over All Security Master menu.
2. The Security System displays ``*Enter Six Character Password.*'' Enter the new Over All Security Master's password.
3. The Security System displays ``*Enter Password Verification.*'' Enter the new Over All Security Master's password again for verification.

### Return to Over All Master Menu

This option returns you to the Over All Security Master Menu.

## Modify Department Access

This option of the Over All Security Master Menu displays the Modify Department Access menu (Figure 1-3) which modifies departmental access to the modules in UNIVERS. When you first display this menu, you will be modifying access for department number **1**.

```

10:06:35 am    CLT UNIVERS SYSTEM    January 13, 1997

                SECURITY SYSTEM - Ver. 7.30 - 01/05/97

                Modify Department # 1 Access
                (Department 1)

                (1) Change Department
                (2) Initials ( )
                (3) Password
                (4) Access to Modules
                (5) Read/Write Level ( O- O)
                (6) Department Description
                (7) Return to Over All Master Menu
  
```

**Figure 1-3.** Modify Department Access Menu

## Change Department

This options allows you to select the department for which you are defining access:

1. Select **Change Department** from the Modify Department Access menu.
2. The Security System displays ``*Enter New Department # [1-8] .:*'' Enter the department number for which you wish to define access.

## Initials

This options allows you to define or change the initials of the Department Security Master for the selected department number:

1. Select **Initials** from the Modify Department Access Menu.
2. The Security System displays ``*Enter Department # N Security Master's initials.*'' Enter the initials for the Department Security Master.

## Password

Select this option to change the Department Security Master's password:

1. Select **Password** from the Modify Department Access menu.
2. The Security System displays ``*Enter Six Character Password.*'' Enter the new Department Security Master's password.
3. The Security System displays ``*Enter Password Verification.*'' Enter the new Department Security Master's password again for verification.

## Access to Modules

This option displays the Modify Department Module Access menu (Figure 1-4) which defines the access to the UNIVERS modules for all users in the selected department. Press [PAGE UP] and [PAGE DOWN] to scroll from page to page. Press [ ] and [ ] to move the highlighted bar from option to option. Press [ENTER] to toggle the module access between **LOCK** and **OPEN**. If a module is set to **LOCK**, no one from the selected department will have access to the module regardless of their security level. If a module is set to **OPEN**, users from the selected department with a Read level the same or higher than the module's will have access to the module; however, their ability to write data within the module can still be restricted. Once each module's access has been defined, select **Return to Department Security Master Menu** to return to the Modify Department Access menu.



10:06:57 am CLT UNIVERS SYSTEM January 13, 1997

SECURITY SYSTEM - Ver. 7.30 - 01/05/97

Modify Department # 1 Module Access  
(Department 1)

- (1) Module 201 - Value Procedure Execution (LOCK)
- (2) Module 202 - Create Value Table (LOCK)
- (3) Module 203 - Create Value Procedure (LOCK)
- (4) Module 232 - Market Extract (LOCK)
- (5) Module 233 - Market Edit and Expansion (LOCK)
- (6) Module 234 - Regression Analysis Param (LOCK)
- (7) Module 235 - Constrained Regrssh Anlys (LOCK)
- (8) Module 237 - Regrssh Model Application (LOCK)
- (9) Module 241 - Comparable Sales (LOCK)

**Figure 1-4.** Modify Department Module Access Menu

### Read/Write Level

This option changes the maximum Read and Write levels for the department. The Department Security Master for this department will not be able to assign levels to individuals in his/her department to levels higher than the level set by this option. These settings effectively become the Department Security Master's Read and Write levels.

1. Select **Read/Write Level**.
2. The Security System displays ``*Enter New Read Level.*'' Enter the maximum Read level for the department.
3. The Security System displays ``*Enter New Write Level.*'' Enter the maximum Write level for the department.

### Department Description

This option allows you to change the department description displayed by the security program. To erase a department's description, enter at least one space character for the new description.

### Return to Over All Master Menu

This option returns you to the Over All Security Master Menu.

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## Modify Read/Write Levels

This option of the Over All Security Master Menu displays the Modify/Read Write Levels menu (Figure 1-5) which establishes the overall Read and Write levels for the UNIVERS modules. These settings limit a user's ability to read and write data using these functions. Even if a department has access to a module, an individual user can be ``blocked'' from reading or writing data if his/her read or write level is lower than the overall level of the module he/she is attempting to use.

10:07:17 am      CLT UNIVERS SYSTEM      January 13, 1997

SECURITY SYSTEM - Ver. 7.30 - 01/05/97

Modify Read/Write Levels

- (1) Modules
- (2) Return to Over All Master Menu

**Figure 1-5.** Modify Read/Write Levels Menu

### Modules

This option displays the Modify Read/Write Levels for Modules menu (Figure 1-6). With this menu you can set the Read and Write levels for each module in UNIVERS. Use [PAGE UP] and [PAGE DOWN] to scroll from screen to screen in this menu. Use [ ] and [ ] to move the highlighted bar between options. Press [ENTER] to select an option. Then enter the Read and Write levels for that option. Select **Return to Read/Write Menu** to return to the Modify Read/Write Levels menu.

10:07:38 am      CLT UNIVERS SYSTEM      January 13, 1997

SECURITY SYSTEM - Ver. 7.30 - 01/05/97

Modify Read/Write Levels for Modules

- (1) Module 20 - Create Data Base      (O- O)
- (2) Module 30 - Create Action Tables      (O- O)
- (3) Module 40 - Run Action Tables      (O- O)
- (4) Module 71 - (reserved for future use) (O- O)
- (5) Module 75 - Printer Selection      (O- O)
- (6) Module 95 - Create Selfil Tables      (O- O)
- (7) Module 111 - Quick Data Maintenance      (O- O)
- (8) Module 121 - Quick Print      (O- O)
- (9) Module 133 - Report Generator      (O- O)

**Figure 1-6.** Modify Read/Write Levels for Modules

## Return to Over All Master Menu

This option returns you to the Over All Security Master Menu.

## Department Security Master Menu

This option displays the Modify Department Security Master Menu (Figure 1-9) for a selected department. Once you access this menu, you cannot go back to the Over All Security Master Menu. You will be modifying that department's data as if you were that department's Department Security Master (see **Department Security Master** below). You will not be able to assign Read or Write levels higher than the department's maximum Read or Write levels to users in that department:

1. Select **Department Security Master Menu**. The following screen displays:

```

10:07:54 am    CLT UNIVERS SYSTEM    January 13, 1997

SECURITY SYSTEM - Ver. 7.30 - 01/05/97

Once a department is selected, there is no return to
the Over all Security Master Menu nor will you be able to
move between departments.  Press <Esc> to abort.

Enter Department # [1-8] : _


1: Department 1      5: Department 5
2: Department 2      6: Department 6
3: Department 3      7: Department 7
  
```

**Figure 1-7.** Department Selection

2. Enter the department which you wish to access or press [ESCAPE] to abort and return to the Over All Security Master Menu.
3. Continue the procedure as if you were the Department Security Master.

## Audit Trail Report

This option of the Over All Security Master Menu produces an audit trail report of all user activity which has taken place since the last time it was deleted. When you select this option, the Audit Trail Selections menu (Figure 1-8) displays, unless there has been no user activity since the audit trail file was cleared.



```
10:08:08 am    CLT UNIVERS SYSTEM    January 13, 1997

SECURITY SYSTEM - Ver. 7.30 - 01/05/97

Audit Trail Selections

(1) Display Audit Trails
(2) Print Audit Trail Report
(3) Clear Audit Trail File
(4) Return to Over All Master Menu
```

**Figure 1-8.** Audit Trail Selections Menu

### Display Audit Trails

This option allows you to display a list of the dates, times and user IDs of users who have accessed UNIVERS since the last time the **Clear Audit Trail File** was selected. From that menu, you can select one of the items. This displays a screen which gives more information about the user and the what that user did during that session, including what modules the user accessed.

### Print Audit Trail Report

This option prints a report of all of the entries in the Audit File. The output is directed to the same printer configured for use with UNIVERS.

### Clear Audit Trail File

This option clears all of the entries in the Audit File. Once these items have been cleared they cannot be retrieved again.

### Return to Over All Master Menu

This option returns you to the Over All Security Master Menu.

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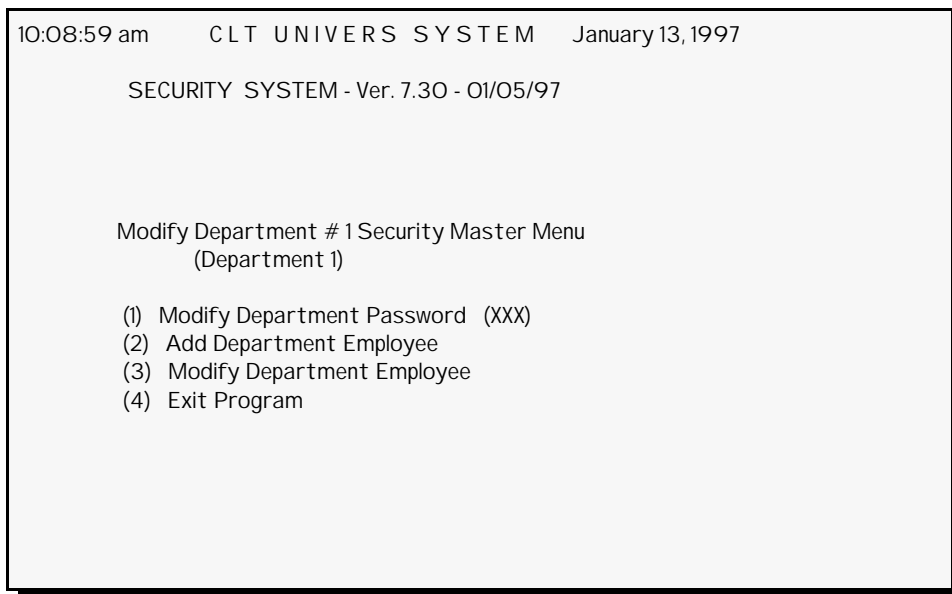
## Exit Program

This option of the Over All Security Master Menu exits the Security System and returns you to the DOS prompt.

# Department Security Master

The Department Security Master sets up the security profiles for each user in his/her department. To access the Security System, you must begin at the DOS prompt. You can execute the Security System program from any directory; however, you must edit the SECURITY.BAT and UNIVERS.INI files so that the Security System program knows where your data and programs are located. After this is done, perform the following steps:

1. Type in **SECURITY** at the DOS prompt. The Security System program displays ``*Enter Security Master's Initials.*'' Enter the initials of the Department Security Master.
2. The Security System program displays ``*Enter Six Character Password.*'' Enter a six character password for the Department Security Master. The Modify Department Security Master Menu (Figure 1-9) displays.



**Figure 1-9.** Modify Department Security Master Menu

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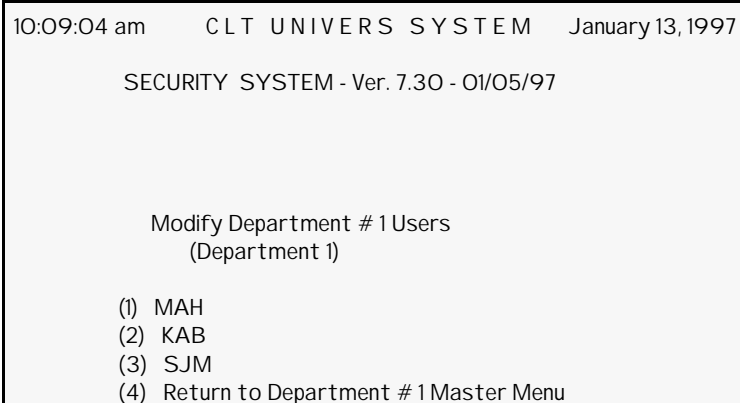
## Modify Department Password

This option of the Modify Department Security Master Menu modifies the Department Security Masters's Password. This is the password that the Department Security Master will use to access both the Security System and UNIVERS. If the Department Security Master changes his/her password during UNIVERS sign-on, it is also changed for purposes of accessing the Security System.

1. Select **Modify Department Password** from the Modify Department Security Master Menu.
  2. The Security System displays ``*Enter Six Character Password.*'' Enter the new six character Department Security Master's password.
  3. The Security System displays ``*Enter Password Verification.*'' Enter the new six character Department Security Master's password again for verification.
- 

## Add Department Employee

This option of the Modify Department Security Master Menu adds a new user to the department. When you select this option, the Modify Department Users menu (Figure 1-10) displays. This menu lists each of the users from the department.



A screenshot of a terminal window showing the 'Modify Department Users' menu. The window has a black border. The text inside is as follows: At the top, '10:09:04 am' on the left, 'CLT UNIVERS SYSTEM' in the center, and 'January 13, 1997' on the right. Below this is 'SECURITY SYSTEM - Ver. 7.30 - 01/05/97'. Further down is 'Modify Department # 1 Users' followed by '(Department 1)'. At the bottom is a numbered list: '(1) MAH', '(2) KAB', '(3) SJM', and '(4) Return to Department # 1 Master Menu'.

```
10:09:04 am      CLT UNIVERS SYSTEM      January 13, 1997

SECURITY SYSTEM - Ver. 7.30 - 01/05/97

Modify Department # 1 Users
(Department 1)

(1) MAH
(2) KAB
(3) SJM
(4) Return to Department # 1 Master Menu
```

**Figure 1-10.** Modify Department Users Menu

When you select a user from the menu, the Modify Department User XXX menu (Figure 1-11) displays. This menu allows you to change settings for the selected user.

10:09:45 am      CLT UNIVERS SYSTEM      January 13, 1997

SECURITY SYSTEM - Ver. 7.30 - 01/05/97

Modify Department # 1 User MAH  
(Department 1)

- (1) Modify Password
- (2) Read/Write Level (11-11)
- (3) Delete User
- (4) Return to User Menu

**Figure 1-11.** Modify Department User XXX Menu

## Modify Password

This option allows you to modify the user's password:

1. Select **Modify Password** from the Modify Department User XXX menu.
2. The Security System displays ``*Enter Six Character Password.*'' Enter the new six character password.
3. The Security System displays ``*Enter Password Verification.*'' Enter the new six character password again for verification.

## Read/Write Level

This option changes the user's Read and Write levels. These levels determine a user's access to different parts of the system:

1. Select **Read/Write Level** from the Modify Department User XXX menu.
2. The Security System displays ``*Enter New Read Level.*'' Enter the new Read level for the user.
3. The Security System displays ``*Enter New Write Level.*'' Enter the new Write level for the user.

## Delete User

This option deletes the selected user from the Security System. The user will no longer have access to UNIVERS:

1. Select **Read/Write Level** from the Modify Department User XXX menu.
2. The Security System displays ``*Are you sure you want to delete this user (Y/N)?.*'' Type one of the following:

**Y** - to delete the user

**N** - to continue without deleting the user

## Exit Program

This option exits the Security System and returns you to the DOS prompt.