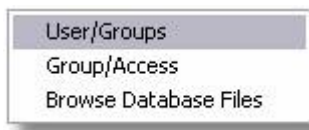


# Maintenance Help Document

## MNWIN-TMS Digital

### Admin Tools

#### Admin Tools Menu

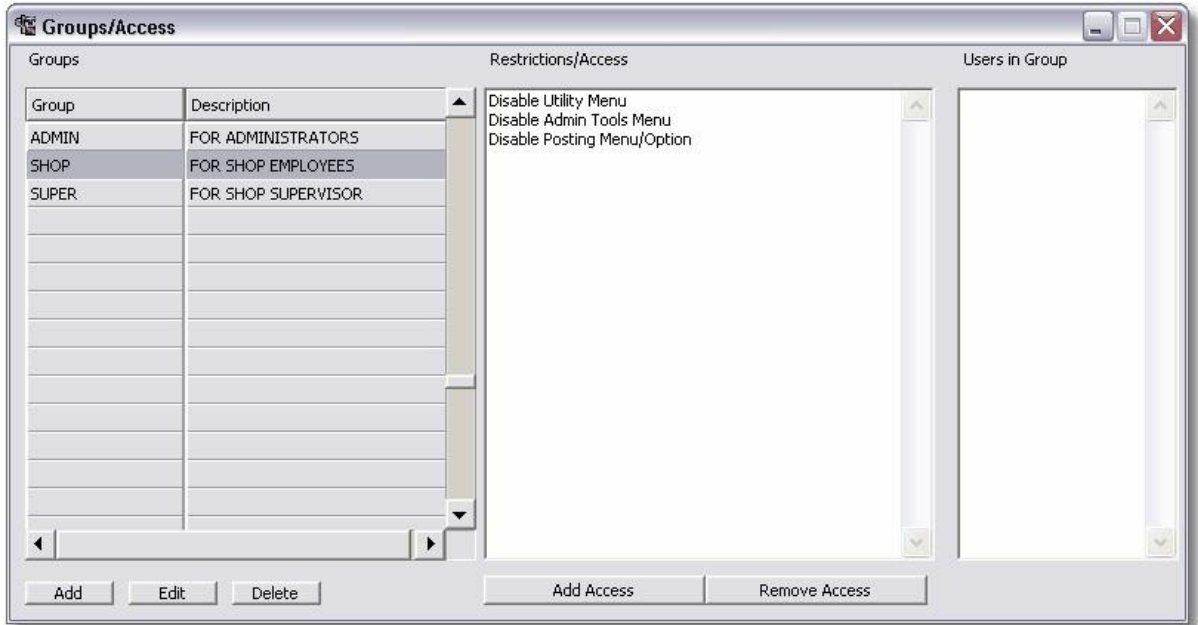


#### Admin Tools Menu

This menu is intended for Administrators only. The Administrator can set up User [Groups](#) and new [Users](#). Place the new [users](#) into certain [groups](#) which then gives the user rights to view and use MNWIN. This can also be used to remove rights from users, i.e. ONLY the Administrator should see the Admin Tools menu.

Browse Database Files is ONLY for TMS Digital Support personnel!  
Those are your LIVE databases and any key strokes will be permanent.

# Group/Access



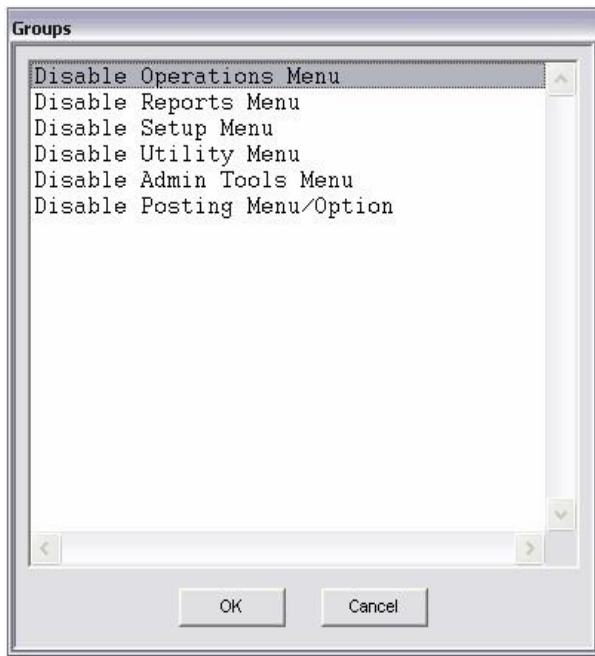
# Groups/Access

Here you will enter your Groups and add/remove rights to those groups.

You add a group

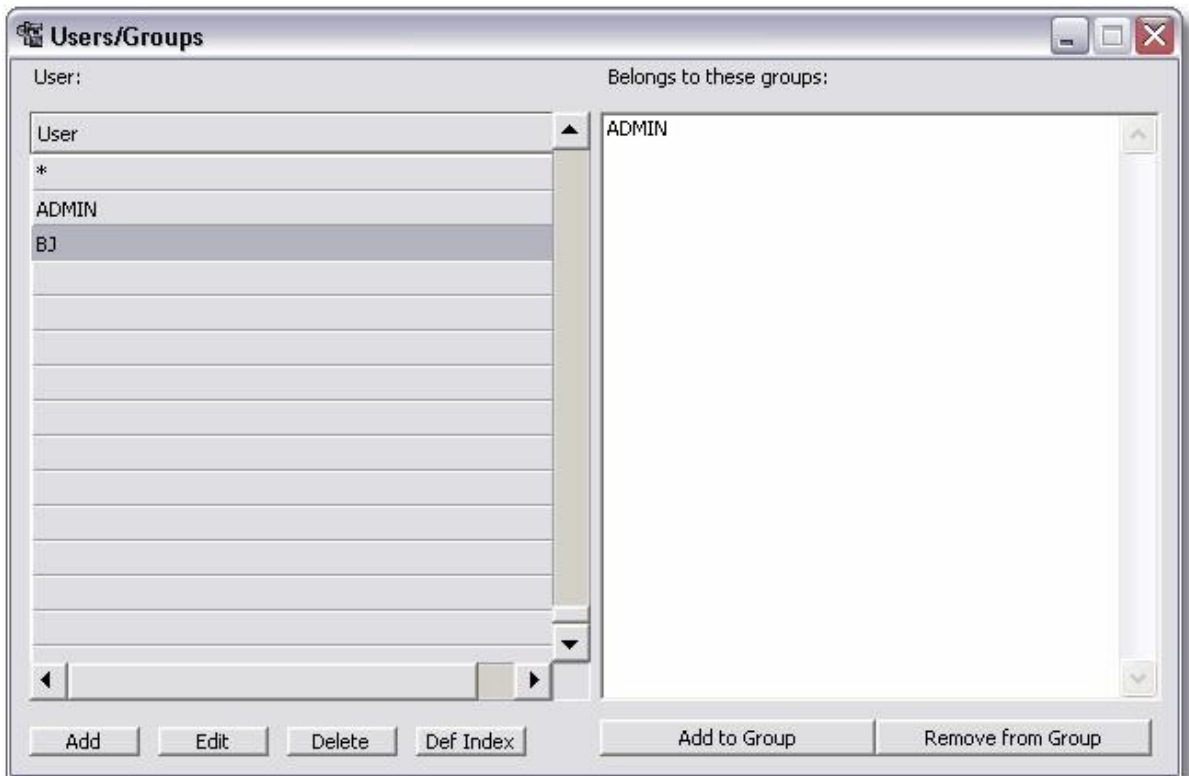


And add/remove rights



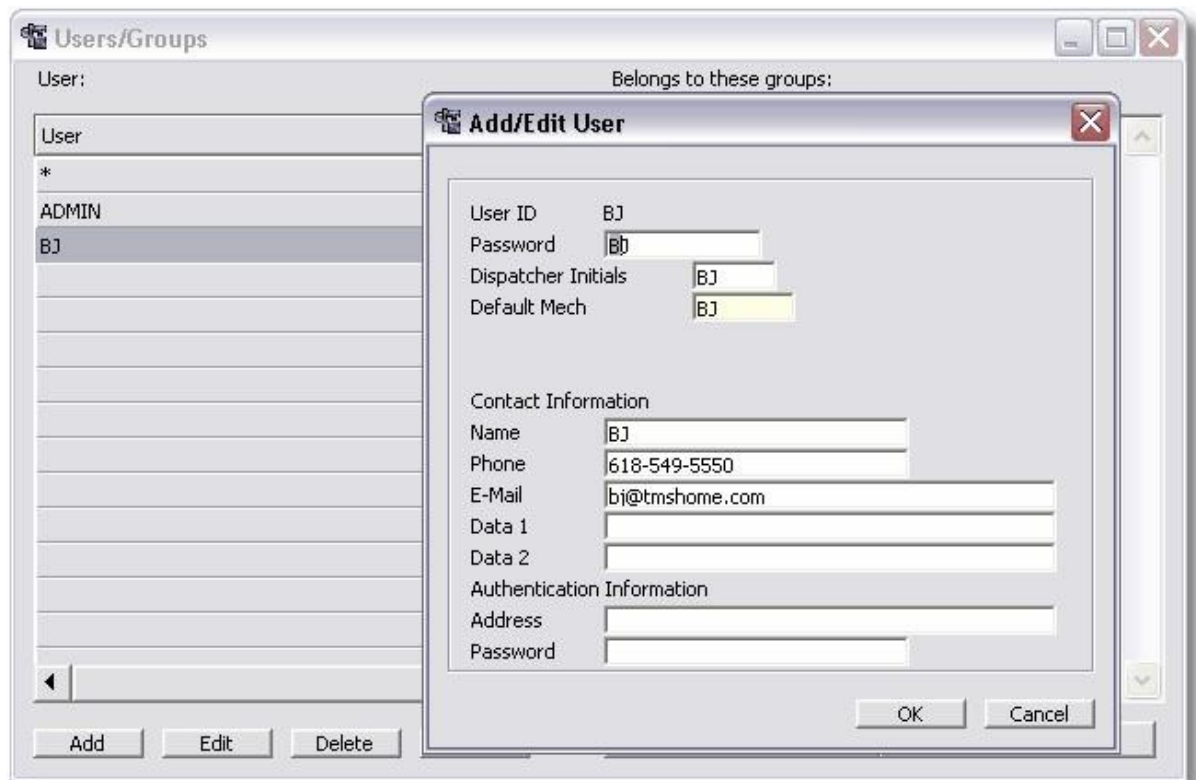
The next step is to then add [Users](#) and assign them to a group. You must only add one Group to each [User](#).

### User/Groups

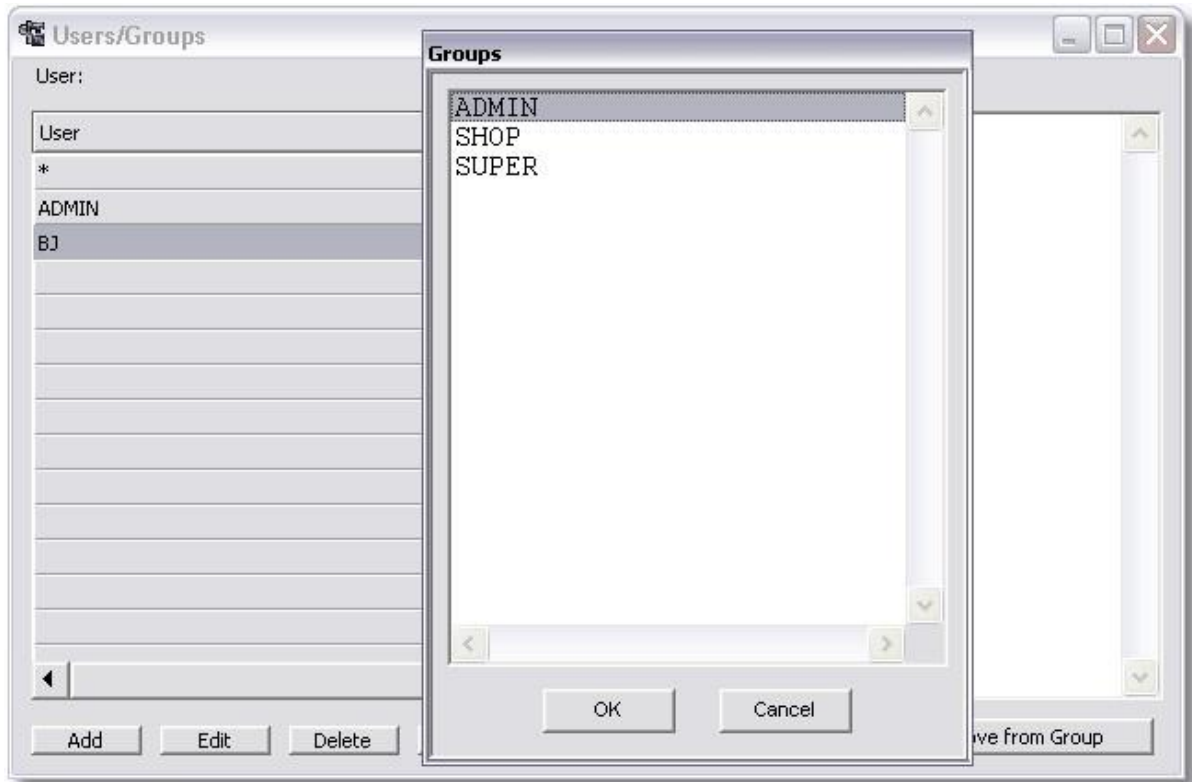


## User/Groups

This function is optional. If you use this function, everyone must log in at startup of MNWIN. However, this is very useful because you can control what menus are seen and used by assigning each user to a [group](#). If an error occurs, the login information is also written to the error log to help determine how and why the errors are occurring.



After you have added a User, you then assign a [Group](#) to that User.



This would then control what the User is able to see and do within MNWIN. You must only add one [Group](#) to each User.