GUS User Management

In order to add a new user to GUS, to modify an existing user’s permissions or to disable an existing user you must log into GUS as the Administrator.

Once you are logged in, Select “Edit Access” under the Utilities menu.

The 4D User Management Screen

If you are using 4D version 6.8.x or 2003.x you should see a form similar to this:
(4D 2004.x radically changed the look of this screen, but the principles are similar).

Note that there are four panes in the window.

The upper left shows all of the users in the database.

The upper right shows all groups in the database.

The lower left shows all of the groups of which the selected user is a member.

The lower right shows all members of the selected group.

In this example Lyndsey is a member of the Award_View, Purchasing_Post and Recharge_Edit groups.

Also you can see that the members of the
Recharge_Edit group consist of the Administrator, the Recharge_Mgr and Lyndsey.

**Adding a new User:** (see also Reusing a Disabled User below)

To add a new user, select “New User” from the “Passwords” menu at the top of the screen.

You will be presented with a new form for the user information.

You will need to enter the User Name and password. (Click on the “Edit” button to add the password.) All other fields may be left blank or at their default values. Note: passwords are case-sensitive. User names are not.

When setting up new users it is important that you use passwords of appropriate length and obscurity to be secure.

General good password principles apply. Don't use dictionary words, user logins or variants of the login name, etc. Use mixed-case letters, numbers and special characters (such as -, #, !, etc).

When you click “OK” the new user will appear in the upper left pane of the passwords window. You can then drag the new user into the appropriate permissions groups. This is important! If you don’t add them to any groups they won’t be able to do much in GUS.

**Assigning GUS Permissions to a User**

You can add a person to a group by dragging them from the top left pane and dropping them on the appropriate group in the top right pane.
To remove a person from a group, click on the group in the upper right pane. Select their name from the list in the lower right pane and drag them out onto the upper left pane.

Note that the groups are hierarchical. If you add a person to a group in any category, they will have all of the privileges associated with all of the lower groups in each category.

For example, adding someone to the Award_Edit group will automatically give them the privileges of the Award_Post and Award_View groups, but not the privileges of Award_Mgr. The explicit capabilities for each group vary depending upon the categories. This information is described in another document.

**Special Groups**

There are two special groups: Core_Admin_Group and Full_Access.

Only the Designer and Administrator belong in the Core_Admin_Group.

Adding someone to the Full_Access group is the equivalent of adding that person to all of the xxx_Mgr groups and gives that person access to virtually all functional areas of GUS. (Some areas, such as modifying users, deleting projects etc. and dealing with the annual carry-forward process are reserved for the Administrator.)

**Disabling an Existing User:**

4D does not allow you to delete existing users. However, you can disable existing user entries by changing their user information to something the users don’t know.

To do so double-click on the user you wish to disable. When the User information screen opens, change the user name to Unusedxxx (where xxx is some unique number – in the event you have multiple unused users), change the password to something different than the existing password, and remove the Unusedxxx user from all of the groups.

These will prevent the user in question from logging into the GUS database.

Note that there is nothing magic about the “Unused” name. It could be anything different from the original login name. “Unused” is just a convenient and readily visible name.

You are responsible at the departmental level for disabling users as is appropriate.

**Re-Using a Disabled User:**

“Unused” users may be re-used for other, new users if you wish. To re-use a disabled user, double-click on the user and change the user information to reflect the new user. You may also wish to change the Last Use to 00/00/00 and Number of Uses to 0, though GUS doesn’t care about these items.
Once the new user info has been entered, drag the user entry into the appropriate permissions groups.