

What It Does

When you open eNsite or eNsite Pro, you're prompted for a user ID and a password. Do not enter your network login name here; you need to specify a user ID and password that have been set up in your DDMS system.

User IDs are also called order writer numbers. You need to set up user ID numbers and passwords in your DDMS system for each person who uses your system.

Here we'll explain how to log on, how to assign user ID numbers, and how to set up user IDs and passwords.

Note: If you upgraded to Windows® 2000 from PGD/OS, UNIX, or Windows NT®, your existing order-writer numbers(user IDs) were transferred to your new server.

How to Log On

Follow these steps to log on to your eNsite or eNsite Pro system:

- 1 Start the system by double-clicking the **eNsite** or **eNsite Pro** icon on your desktop.



- 2 In the Login dialog box, type your User ID number in the User ID box, as shown above.

Note: If your system has no user ID numbers set up, type **101** in the User ID box, and leave the Password box blank.

- 3 Click the Password box, and type your password, if any. (If you were not assigned a password, leave this box blank.)
- 4 Click **OK**. If you typed your user ID number and password correctly, you'll see the Master Menu. If

Logging On to eNsite and eNsite Pro

not, an error message will indicate whether the user ID number or password was incorrect.

How to Assign User ID Numbers

Every user must be assigned a unique number, regardless of whether the user is a salesperson, an order-writer or simply an employee. You can use the number to limit a person's access to databases or applications, or to limit the actions he or she can perform.

Numbers for Order Entry and Sales

Assign three- and four-digit numbers to those doing order entry. To be valid for order entry, the number must be at least 101 and not more than 9999. Assign one- and two-digit numbers to those for whom you track sales and commissions, but who do not enter orders themselves.

In addition to assigning a number to each salesperson, you should create a special salesperson to use as an in-house sales account for each location. Use this special salesperson account to accumulate a history of sales for customers who are not assigned to a specific salesperson.

For the in-house sales account, assign the location number as the first character of a three-digit salesperson number, or the first two characters of a four-digit salesperson number. Use 00 as the last two characters. For example, for location 1, the in-house account would be 100. For location 42, the in-house account would be 4200.

Do not use 00 as the last two digits when assigning user ID numbers to users; only in-house sales accounts may end in 00.

For example, you could assign numbers as follows:

- **100** House Account for location 01
- **101 - 199** Customer Service Representatives
- **200** House Account for location 02
- **201- 299** Commissioned Salespersons
- **301 - 350** Administration
- **351 - 399** Service Techs (Last 2 digits are for car stock location)
- **401 - 499** Warehouse Personnel (Deliveries and Receiving)
- **501 - 599** Accounting

You may not currently have 98 Customer Service Reps, so allotting 101 to 199 for them may seem excessive. However, to allow for growth and employee turnover, a wide range is necessary.

Note: Do not use leading zeros in your user ID numbers. For example, do not assign 0123.

Separating Retail and Commercial Sales

When assigning user ID numbers, you may want to use the last two characters to specify retail or commercial settings, as shown:


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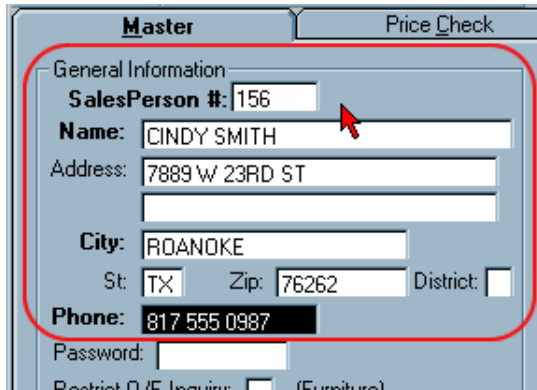
- Retail **01 - 50**
- Commercial **51 - 99**

The last two digits are used in the Sales Analysis Recap Report and the Items Sold Restock Report to differentiate between retail and commercial sales.

How to Set Up User IDs and Passwords

To add user IDs (order-writer numbers) and passwords, follow these steps:

- 1** In the eNsite or eNsite Pro window, double-click the **Salesperson** icon.
- 2** Click .
- 3** Click the **Salesperson #** box and enter a unique user ID number.



Master Price Check

General Information

SalesPerson #: 156

Name: CINDY SMITH

Address: 7889 W 23RD ST

City: ROANOKE

St: TX Zip: 76262 District:

Phone: 817 555 0987

Password:

Restrict O/E Inquiries: (Furniture)

- 4** Enter the user's name, address, and phone, as shown in the figure.
- 5** In the **Password** box, specify a password, if desired. (The system will request this password each time it prompts for a user ID number.)

Note: You should specify a password if you intend to restrict access to some parts of the system using salesperson security functions. For details about salesperson security, refer to your online help. (Press F1 to access online help, and on the **Contents** page double-click **Salesperson**, then **Salesperson Basic Procedures**, and then **Salesperson Security Functions**.)

- 6** Save your work by pressing the CTRL and S keys at the same time.
- 7** Repeat **Steps 2-6** for each user you need to set up.