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MODULE

ADMINISTRATION

The Admin module is used to setup system defaults, user and group settings, user permissions, auto-numbering formats, global codes, data divisions, field labels, and more.

The Admin module allows the System Administrators to manage the system through an easy to use GUI web interface where all security and programming configuration may be done. Establishing individual user security and system access is easily accomplished without having to write complex scripts or having any database programming experience.

Users are given passwords providing them access to the various modules within Web Work. Security levels are assigned on a module basis for read/edit/view and modify. Where applicable (i.e. purchasing, work orders) users are assigned a dollar limit for approving a purchase order, work order, etc.

All system defaults are established in the Admin module as well. Each module in Web Work will have various defaults that are set in the Admin module, such as pre-approving PM work orders when generated and more.

The Admin module also contains a feature that allows the System Administrator to change most of the field labels in Web Work.

Within the Admin module you can:

- » Define labor groups and assign personnel
- » Assign read/edit/view/create privileges to personnel
- » Create full User Name and Password security
- » Set system defaults
- » Define data separation through divisions
- » Change screen labels
- » Set default auto numbers and prefixes
- » Renumber Equipment/Locations globally