

# Access and Navigation

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## Defining Users

Use of the IMA Workbench is controlled by multi-layer security to protect confidential client information and confidential agency information. Anyone who is going to use the system must be defined as a user within the system and is assigned special permissions for each option to which the user will have access. Adding a new user, or operator, to the system is done in three steps.

1. UNIX level definition.
2. Customize profile and directories.
3. IMA operator definition.

### UNIX Level Definition

Defining a user on the UNIX operating system is dependent on the type of UNIX that is being run on the agency's server. AIX and SCO use slightly different methods to define users.

AIX - A special script has been written to define new users on AIX. The name of this script is **newuser** and is located in the **/u/ima/bin** directory.

To create a new user with the sign in ID of **aaa**, the system administrator would become superuser and then type **"/u/ima/bin/newuser aaa"**.

SCO - New users must be added with the utility supplied by SCO. This can be accessed in **H-46-SH**.

Within that menu, use the arrows to go to **Accounts** and then to **Add**. Fill out the form and then return to **File** to **Exit** the menu. Use the **<Tab>** key to navigate between sections of the menu.

### Customize profile and directories

IMA users also need the following customizations done at the UNIX level:

1. Link to an appropriate **.profile**.
2. Create **wp**, **clip**, and **util** sub-directories under the users home directory and set-up the MACROS. library.

3. Check/determine permissions.

The method used to set this up again depends on the type of UNIX installed.

AIX – All of this is automatically done with the **newuser** script used to create the operator above.

SCO – A special menu option was created to do this in **H-46 NU**. Three user types are available.

1. Administrative – Users who are considered to be superusers.
2. Regular – All other users.
3. Office – Applicable only to installations which have limited access licenses for users of e-mail and WP functions only.

## Operator Definition

Finally, in order for anyone to be allowed to sign in to the IMA Workbench, he/she must also be defined as an operator, given a password and assigned permissions. This is done in menu option **H-3 AD**. If your system has the optional divisional security feature, the table **DIVSON** must also be populated. The information needed to add an operator in **H-3** follows.

1. **Operator code:** A 2 or 3 character code that will be used by the operator to sign in. This is usually the initials of the user.
2. **UNIX ID:** This field identifies the UNIX sign in used by this operator. If the UNIX sign in is the same as the operator code then this field can be left blank. If it differs, specify the UNIX ID here.
3. **Name:** The full name of the operator.
4. **Title:** The title of the operator.
5. **Password:** Operator password.
6. **Division (Optional feature):** This identifies the division to which the operator is assigned from agency defined table **DIVSON**. An operator will only have access to clients that are assigned to the same division. A "??" entry in this field provides the operator with access to clients in all divisions. Both operators and clients are assigned a division. The "?" mark may be used as a wild card in combination with other characters to set up levels of access between a single client program and all programs.  
  
One division may represent a single program or unit and be coded as "A1". Another division representing another program or unit may be coded as "A2". An operator needing access to both A1 and A2 client records, but not all client records, may be coded as "A?".
7. **Menu:** This specifies which menu the user will be presented with at sign-on. Accept the default (RUN0:MENU), unless special menus have been developed for your installation.
8. **Check File:** Designates the check file that this operator will generate checks from if the system is printing any agency checks. Accept the default entry initially.
9. **Default Printer:** The printer most often used by the operator. The system will default to the use of this printer for any print job where another printer is not specified.

10. **Clock number:** If time clocks are being used, this is the ID number of the card for that employee. Insert "1" if clocks are not used.
11. **Inactive:** Designates whether the operator is a current or past user. This is marked as "N" initially, but should be changed to "Y" when/if that operator leaves the agency.
12. **Options:** This lists all of the menu options that the user is permitted to access. The options can be listed per menu, sub-menu option, or globally.

**Menu:** An operator can be given access permission for an entire menu by designating the menu with four question marks following ("A????").

**Sub-menu option:** Permission for a sub-menu option is designated by entering the sub-menu, a space and option ("A6 SH").

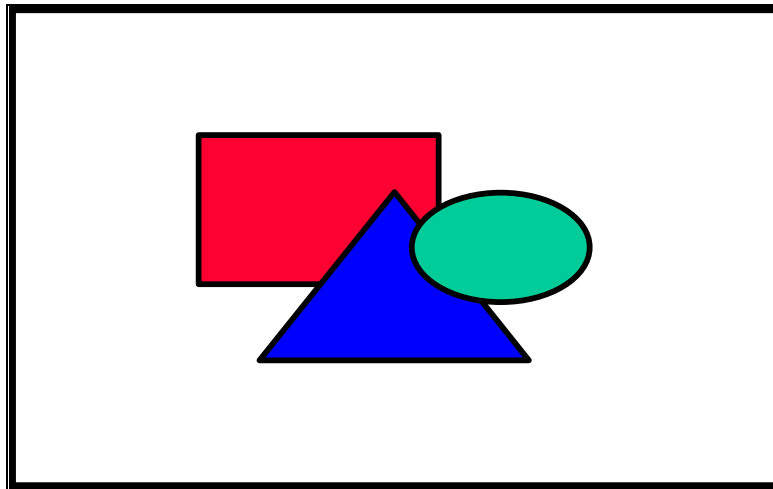
**Globally:** An entry of "?????" gives the operator full access to all of the options within the system.

13. **External e-mail (Optional feature):** If the system is enabled for external e-mail (Internet e-mail), an entry of "EEM" must be added to the options list to enable the operator to send Internet e-mail. All operators can receive Internet e-mail.
14. **Supervisor status:** Certain functions within the system are only available for operators that have the status of a supervisor. There are two ways to have supervisor status. Anyone with full system permission ("?????") is automatically considered a supervisor or an entry of "SUPER" is added to the list of operator permissions.

When several operators will be added with the same general H-3 data, it is possible to add one and copy the others from the original by using option H-3 CP.

*Once the operator set-up is complete at the three levels as described, the user is able to log in to the system and run the permitted options.*

*The operator definition screen lists all of the user specific information at a glance. Changes can be made as necessary on both an individual and global basis.*



*An operator defined at H-3*

## Security

Security is controlled at each level of defining a new user.

- UNIX definition through **H-46 SH** – Each user is assigned a password and group membership. The password controls access, while group membership limits the files to which the user will have access.
- Customized profiles through **H-46 NU** – A user's profile will determine whether access to the UNIX prompt or the test system is permitted.
- IMA operator definition through **H-3** – Specifically designates what menus and options that the user can access.

## Making Changes

Sometimes it becomes necessary to change user/operator information once it has been defined in the system. **H-3 CH** is used to change general operator information, such as assigned printer, division and title. Operators are also defined as inactive in **H-3 CH**, preventing that operator's future access to the system at logon.

An operator can be deleted in **H-3 DE**. This function should be only used with careful consideration, however.

Changing permissions for an individual operator is also accomplished in **H-3 CH**. However, **H-3 PM**, will change permissions for all operators or a group of operators as designated.

Additionally, an operator may desire or need to change his/her assigned password. This is done either by the operator (with appropriate permissions) or the system administrator in **H-45 PW**.

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## Function Key Definitions

There are a number of special functions that are used in IMA to navigate the menu system and edit memos. These are mapped to the function keys on the keyboard or keystroke combinations and defined per terminal type/workstation: WYSE, VT or PC. The system needs to know exactly what type of workstation each operator is using in order to correctly interpret the keys and manage the screen per user. The user ".profile" in the UNIX level definition assigns the terminal type each user usually uses and initiates the 'TERM' prompt at user logon.

The standard UNIX termcap file is used to define these keys. The IMA modified termcap for the most popular terminals can be found in the "/u/ima/bin" directory under the name **imaterm.cap**. The termcap code for each special IMA function is listed in the following table.

### *IMA Key Codes*

#### Regular Function keys

Bck	k1
fwd	k2
men	k3
ext	k4
scn	k5
del	k6
bpg	k7
fpg	k8
hlp	k;

def	F1
pop	FQ
calc	F3

### Memo box editing keys

Colon search	KS
Mark line	KM
Justify area	KJ
cut	YO
paste	YI
save & exit	KX
Prev word	#4
Next word	%I
Prev page	kP
Next page	kN
Beg of box	Kh
End of box	KH
Break line	KA
Del char	KD
Del line	KL
Type over/Insert Toggle	KI
Macro	MA

### Miscellaneous other items

Version #	F7
Printer on	PS
Printer off	PN
Wide screen start	WS
Wide screen end	WE
Wide screen width	cw#132

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## System Printing

The list of printers that are available to be used within the IMA system is maintained in a file named **PRINTR.PRM** located in **H-12 MS**. This file contains one line for each defined printer with the following three pieces of information.

1. Description - A description of the printer.
2. Queue name - The UNIX queue name.
3. Type - The type of printer that this queue represents. This determines the escape codes that are used for fonts and other text attributes.

## Printer types

Each printer type has a corresponding file in **H-12 MS**. This file is the name of the printer followed by “.PRT” (<TYPE>.PRT). Each of these files contains 13 lines with the following information.

1. Code for 6 lines per inch.
2. Code for 8 lines per inch.
3. Code for 5 CPI (Characters Per Inch).
4. Code for 8 CPI.
5. Code for 10 CPI.
6. Code for 16 CPI.
7. Start set form length.
8. End set form length.
9. Special code - The options for this line are: “**NO-CODES**” for a printer that gets no escape codes at all, “**LASER**” for a laser printer “**1**” form length is designated by ASCII value, and “**2**” for form length designated by inches.
10. Code for portrait page.
11. Additional code for portrait page for laser.
12. Code for landscape page.
13. Additional code for landscape page for laser.

## Network printing

All network printers should be defined with local queue names. The Workbench will then submit the print job to the local queue, which will pass it along to the network printer.

## Terminal “Pass-thru” Printing

In order to use terminal pass-thru printing, a separate line must be added to **PRINTR.PRM**. Instead of the queue name, “**DIR?**” is entered, followed by the printer type. In order for terminal printing to work the appropriate codes must be defined in the termcap file and the terminal or terminal emulator must support this feature.