

# Sunburst Software Solutions

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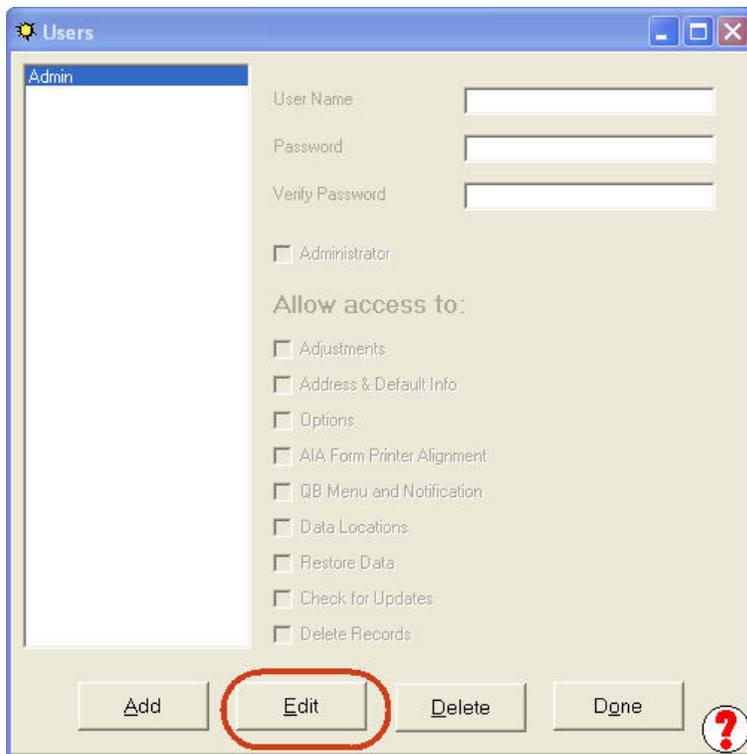
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## CAPS Version 5.0.172 (and higher) - Setting Up Users & Permissions

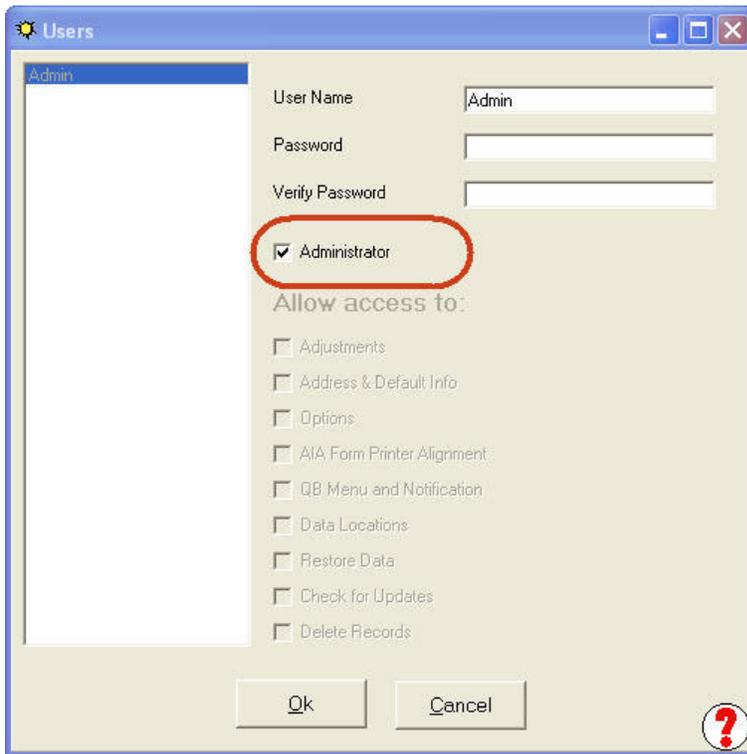
Construction Application for Payment Solution (CAPS) comes with no initial User or Security functions; however, you can easily setup users and user permissions beginning with this version.

From the System Setup menu - > choose Users



The Admin (Administrator) account has already been created with this update, **HOWEVER**, you will need to **Edit** the Admin account to add a password if you wish to activate security.

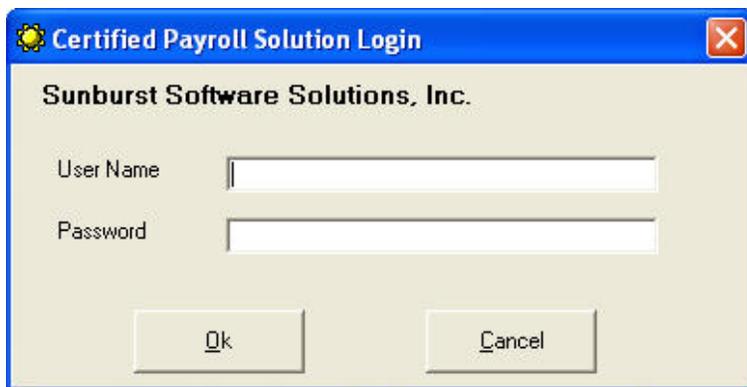
If you do not create a password, you are indicating that you do not desire to implement any security for CAPS on any of the computers on which it is installed. User Names and Passwords will apply to any/all computers that the CAPS program is installed on.



The main Administrator account has access to all of the functions listed.

Once a password has been created and verified, click the Ok button - > Done -> and Yes, to Save Changes.

**Exit and then restart CAPS.**



Once an Administrator Account has a password you will be required to login to CAPS using the Admin account with the password you created each time you start the program.

***Make sure that you remember what your password is!***

***Usernames and passwords are CaSe sensitive!*** Creating a user name of Nancy and then typing in nancy will result in an error.

## Adding a New User Account

From the System Setup menu -> choose Users -> click the Add button

Create a User Name and Password.

1. Click the box next to the word Administrator if you would like this user to have the same access rights as the CAPS Administrator.

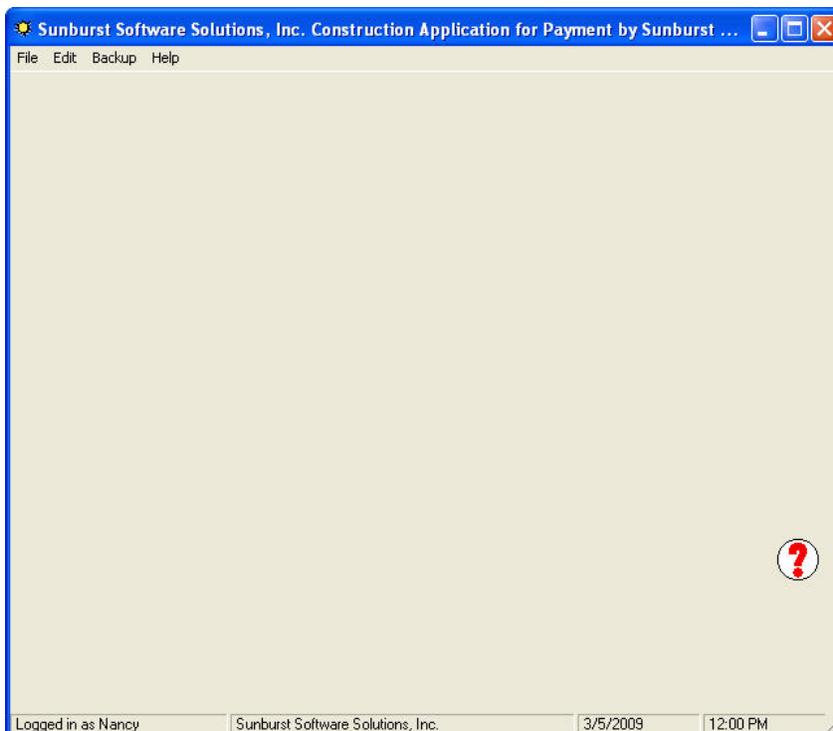
OR

2. Check the box(es) for the options that you would like this user to be able to access.

**NOTE:** Leaving the options **unchecked** indicates that you **do not** want the user to have access to/make changes to the items listed, however, the user can still run billings.

*Make sure that YOU, the Administrator, keep a list of user names and passwords.*

Items that are not checked, such as access to Address & Default Info, will no longer display on the menu, see below:



Access to Address & Default Info appears on the System Setup menu. When a user is denied access to Address & Default Info, the System Setup menu no longer appears on the menu when that user logs into CAPS.

Additionally, if a User is not given access to the Check for Updates option, that User will not be able to “side step” and obtain updates through the Help menu -> About -> Login to Web Service Center button.

### How to tell who is logged in

A “Standard User” (one with limited or no additional permissions) will display with their User Name in the lower left corner of the main CAPS window, see below:



ALL users who have been granted “Administrator Permissions” will simply be shown as being logged in as Admin regardless of the User Name assigned to them. This is done to prevent others from knowing the User Name of Administrators and possibly guessing what the password is. See below:



### Important Note:

*As the CAPS Administrator it is YOUR responsibility to keep a “master list” of User Names and Passwords in the event that your co-workers forget.*

*There will be a \$50.00 Technical Support Charge for calls regarding forgotten passwords.*