

Sunburst Software Solutions

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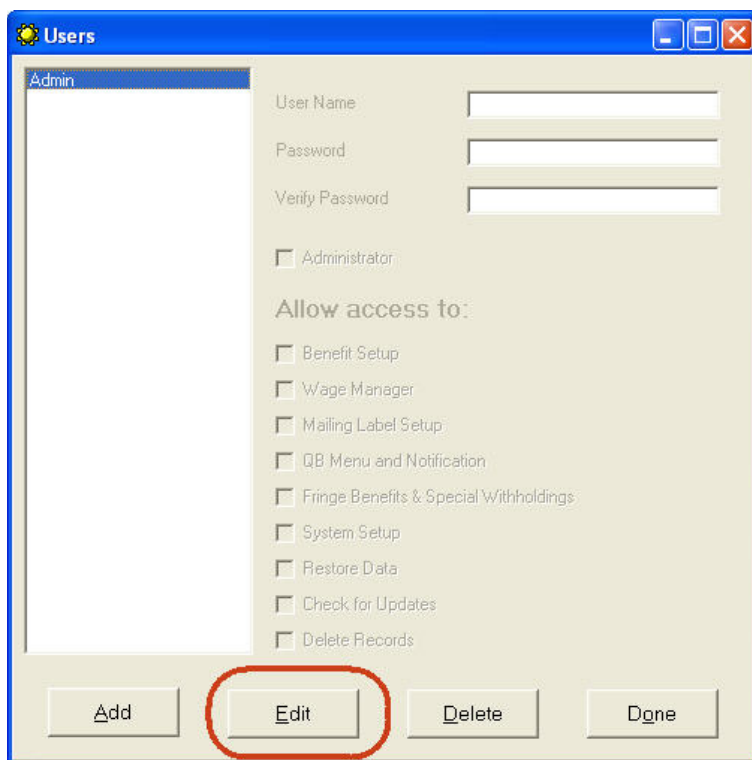
Email: sales@sunburstsoftwaresolutions.com

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CPS Version 5.0.328 - Setting Up Users & Permissions

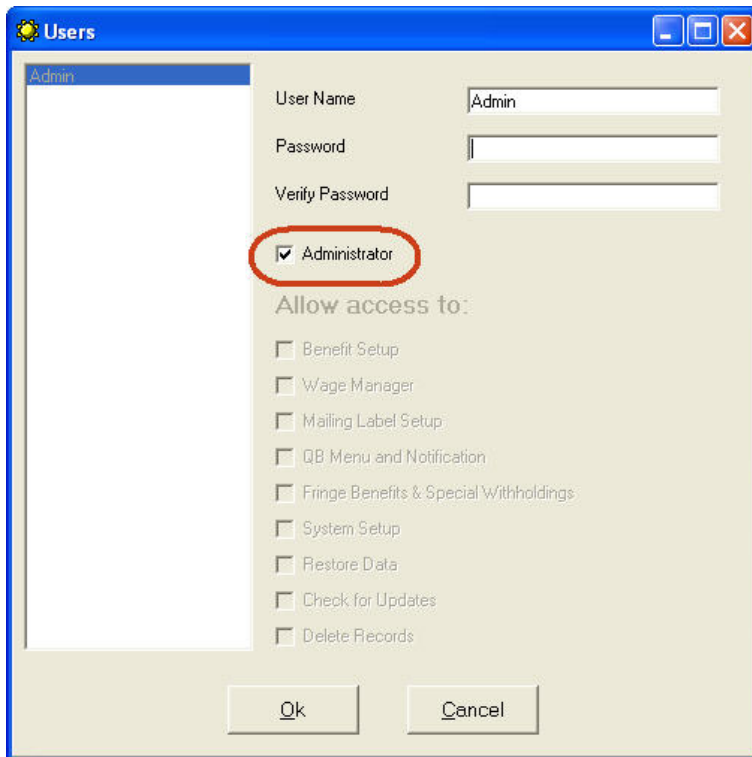
Certified Payroll Solution (CPS) comes with no initial User or Security functions; however, you can easily setup users and user permissions beginning with this version.

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.

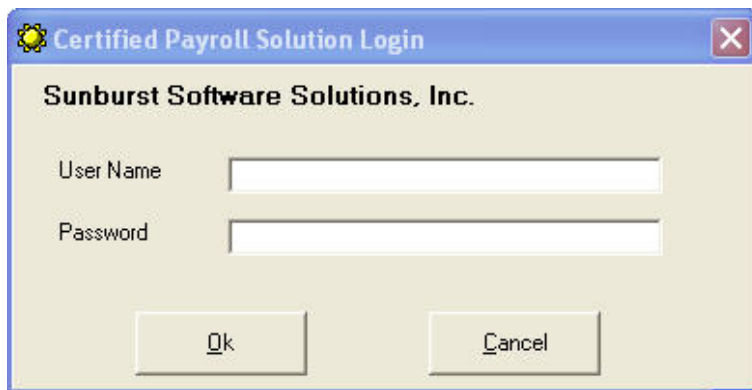
If you do not create a password, you are indicating that you do not desire to implement any security for CPS on any of the computers on which it is installed. User Names and Passwords will apply to any/all computers that the CPS program is installed on.



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 CPS.



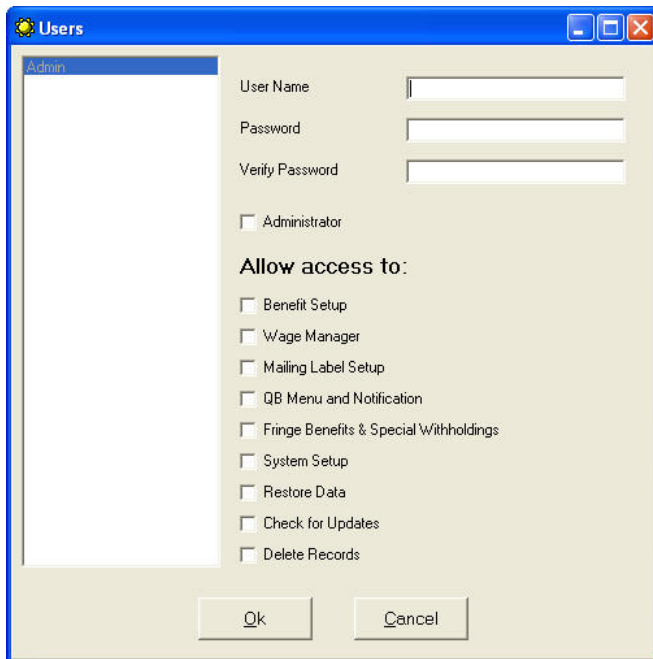
Once an Administrator Account has a password you will be required to login to CPS using the Admin account with the password you created each time you start the program.

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.

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

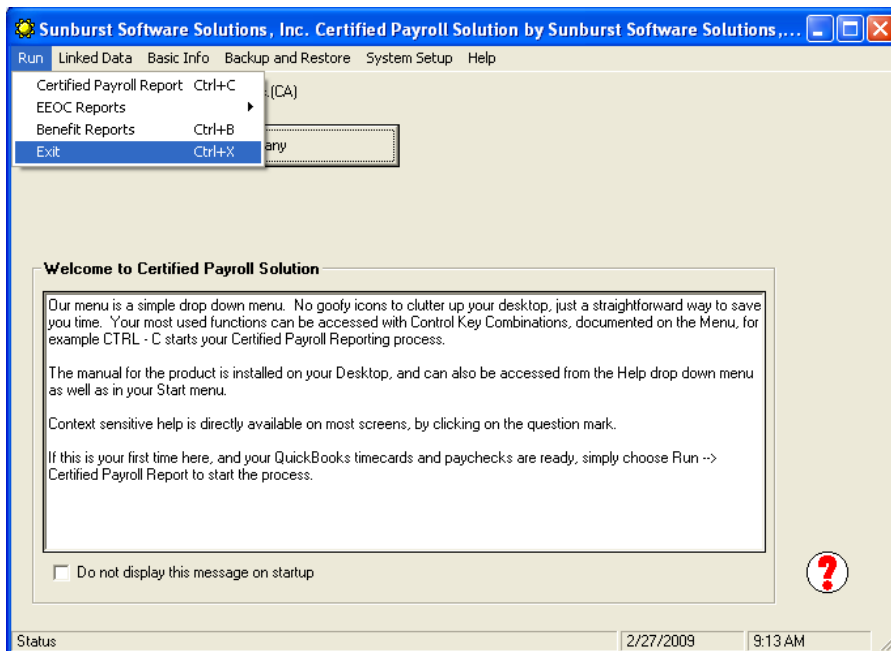
OR

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 reports.

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

Items that are not checked, such as access to Wage Manager, will no longer display on the menu, see below:



Access to Wage Manager usually appears on the Run menu. When a user is denied access to Wage Manager it no longer appears on the menu when that user logs into CPS.

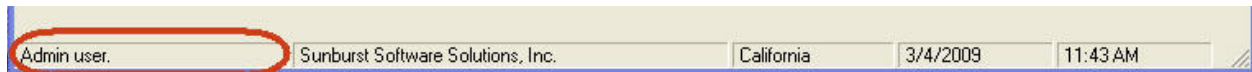
Additionally, if a User is not given access to the Check for Updates option, that User will not be able to "side step" and obtain updates through the Help menu -> About -> Login to Web Service Center button.

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 CPS 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 CPS 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.