



Working with Users and Security Templates


Templates identify the type of ACS user and assign default security rights.

For example, if your organization has several staff personnel who are responsible for tracking youth oriented activities, you can create a template called Youth. Then, you can enter these people as ACS users and apply the Youth template to assign the appropriate security access levels.

If you use a template, you are not limited to the default rights assigned by that template. You can edit the individual user's rights at any time. Editing or deleting a template does not affect the user rights of any user whose security was set up using the template.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .
3. Click the **Templates** tab, then click **Add**.
4. In the **Template** field, enter a name for the template.
5. In the **Description** field, enter a description for the template.
6. **Optional:** Assign the user **All**, **View**, or **Nonerights** to all areas within the selected module using one of the following methods:
 - Type **A**, **V**, or **N** to set the security to **All**, **View**, or **None** respectively.
 - Right-click on the module field and select the security setting you want.
7. **Optional:** Double-click on a module. The available security fields for the module display.
8. **Optional:** Assign the user **All**, **View**, or **None** rights to a specific area within the selected module using one of the following methods:
 - Type **A**, **V**, or **N** to set the security to **All**, **View**, or **None** respectively.
 - Right-click on the field and select the security setting you want.
 - Double-click the field until the security setting you want displays.
9. Click **OK**.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .
3. On the **Templates** tab, select the template you want to edit, then click **Edit**.
4. **Optional:** Assign the user **All**, **View**, or **Nonerights** to all areas within the selected module using the following methods:
 - Typing **A**, **V**, or **N** to set the security to **All**, **View**, or **None** respectively.
 - Right-click on the module field and select the security setting you want.
5. **Optional:** Double-click on a module. The available security fields for the module display.
6. **Optional:** Assign the user **All**, **View**, or **Nonerights** to a specific area within the selected module using the following methods:
 - Typing **A**, **V**, or **N** to set the security to **All**, **View**, or **None** respectively.
 - Right-click on the field and select the security setting you want.
 - Double-click the field until the security setting you want displays.
7. Click **Apply**, then **OK**.

1. Under Advanced Tools, click the **Admin Utilities** tab.
2. In the drop-down list, select **Add/Edit Users** and click **Go** .
3. Select the template you want to delete and click **Delete**.
4. Click **Yes**, then **OK**.

