

Chapter 6

INTRODUCTION

User Management is a MAP software utility that gives a System Administrator the ability to completely control access to the entire MAP System by managing individual User Accounts. The primary benefit of this account management ability is vastly improved system security. With User Management, the System Administrator can assign a separate User Account to each MAP System user and customize each account. The accounts can be assigned a unique name, user ID, and password, and the password can be programmed to expire after a fixed period. Most importantly, each User Account specifies a Menu Level which limits user access to the MAP System and eliminates unauthorized input to the databases.

This section provides both an introduction to the User Management Program and an easy-to-follow series of procedures for quick reference. The introduction includes an overview of the program with information on documentation conventions, program structure, and system operation that is crucial to understanding the procedures that follow. The procedures detail the operation of User Management keystroke-by-keystroke, illustrating all of the pertinent screens and menus.

General Information

While the User Management Program is very similar in design and operation to the rest of the MAP System, some new concepts and functions are introduced. These new elements, as well as standard MAP procedures, are explained in detail in this section.

Abbreviated Programs

There are two Abbreviated Programs Menu Levels. They are exclusively for the use of hand-held remote terminals users. They allow the user to read the Specific Device Information portion of PressureMAP and input cable opening data into CableMAP. Each of the Menu Levels is dedicated to a specific type of hand-held terminal and each has a Programmed User ID assigned to it. The IDs, which are "itron" and "melard", indicate the type of terminal each is used with. Other types of hand-held terminals can be used with the MAP System but would require special installation from System Studies.

System Administrator

Anyone who knows the System Administration Password has access to the entire MAP system except for User Management and Network Management. Because User Management is such a powerful utility, a separate password is required to access it. Access to User Management not only gives the user the ability to determine who gets access to the MAP System, but also how much control of the system each user is granted. The User Management operator has the ability to delete users, or change any user's password or menu level.

User Account

A User Account has a unique User ID and Password and can be assigned to an individual or a group. A User Account is defined by the User ID and assigned four characteristics:

- Full Name

- Password
- Password Age
- Menu Level

The User Management program allows User Accounts to be added, deleted, or modified at any time. Up to 700 separate User Accounts are allowed on the MAP system.

User ID

This is the key characteristic that uniquely identifies a User Account. The User ID must be entered whenever a user logs onto the system. The User ID is assigned in the User Management Program.

Password

To prevent unauthorized access to the system, a unique Password is assigned to each User Account. The Password must be entered along with the User ID when logging onto the system. Passwords can be programmed to expire after a specified time with the Password Aging feature. The Password can be assigned or changed in the User Management Program. After a password has expired, a new and different password must be reentered for the user.

Password Age

A password may be programmed to expire after a given length of time. The period starts the first time the user enters a password. This Password Aging feature keeps the system clean of outdated passwords and makes it easier to keep track of the User Accounts that currently have access to the system. The Password Aging period is assigned or modified in the User Management Program. When a user's password expires, the user will be asked to reenter a new password (refer to the Reentering-an-Expired-Password Procedure).

Menu Levels

Each User Account is assigned a Menu Level. This designation determines how much control over the MAP System each account will have. The Menu Level can range from a very restrictive one such as CableMAP, to a very powerful one such as User Management. A CableMAP user can only read data, whereas a User Management user has the power to allow or deny access to the system.

A user's Menu Level determines at what level in the system hierarchy that user enters the system (refer to). A user cannot go to a higher level in the system than the level he entered. The Menu Level is assigned or modified in the User Management Program. The Menu Level options are as follows:

- User Management—Allows entry into the User Management Program. This level controls who has access to the entire MAP system. Access to this level requires a special password.
- System Options—Allows data entry into any database in the system including System Administration. Access to System Administration is not allowed without entry of a System Administration Password. Please note the timeout period for this user level: after five minutes of inactivity, the user will be backed out to the System Options Menu.

- PressureMAP—Allows only the reading and printing of the PressureMAP data and reports, including office and transducer information. No data entry is allowed. Please note the timeout period for this user level: after five minutes of inactivity, the user will be backed out to the PressureMAP Menu.
- PressureMAP Data Entry—Allows data entry into the PressureMAP database, including the adding or changing of office and transducer information.
- CableMAP—Allows only the reading of CableMAP data and reports including cable opening information. No data entry is allowed.
- CableMAP Data Entry—Allows data entry into CableMAP including cable openings and the automated Cable Opening Log.
- CableMAP Combined Login—Allows access to both CableMAP Data Entry and CableMAP data and reports including cable opening information.
- MAP Programs—Provides access to the MAP Program databases. No data entry is allowed. Please note the timeout period for this user level: after five minutes of inactivity, the user will be backed out to the MAP Programs Menu.
- MAP Data Entry—Allows data input into and editing of all MAP databases.
- Abbreviated Programs—Programs used exclusively for hand-held terminals.
- System Administration—Allows entry into the System Administration Menu. This menu includes numerous procedures to help manage PressureMAP. Access to this level requires a special password.
- Network Administration—Allows entry into the Network Administration Program. This level controls the functions of the MAP System/Network Connection. Access to this level requires a special password.

Login

A login is a series of words that the user must type in to gain access to a system. The MAP System login consists of both a User ID and a Password. A second password is required to enter the System Administration program.

QuickLogins

A QuickLogin is a login that allows the user to go directly to a specific place in the MAP System (refer to FIGURE 5-1). There are twelve QuickLogins. Each takes the user to a different Menu Level by using Programmed User IDs (refer to preprogrammed User IDs below). Using the proper QuickLogin can alleviate sorting through all the program menus to get to the desired utility. Like all user Logins, QuickLogins restrict the user from accessing menus more powerful than the one initially entered. The password for Quicklogins can be changed using the Modify-a-User procedure.

Programmed User IDs

Programmed User IDs are a series of User IDs that are permanently programmed into the MAP system. Both the ID and the Menu Level are fixed. These IDs, also referred to as Fixed Class IDs, are used for the QuickLogins. Each Programmed ID provides access to a different Menu Level.

Programmed User IDs are handy for an open system when separate User Accounts are not desired. Simply make both the Programmed ID and its password general knowledge to the users.

While Programmed User IDs cannot be modified, passwords changes can be made. When the system is first set up, these passwords should be changed from those set during installation to avoid unauthorized access. To change them, use the Modify-a-User procedure.

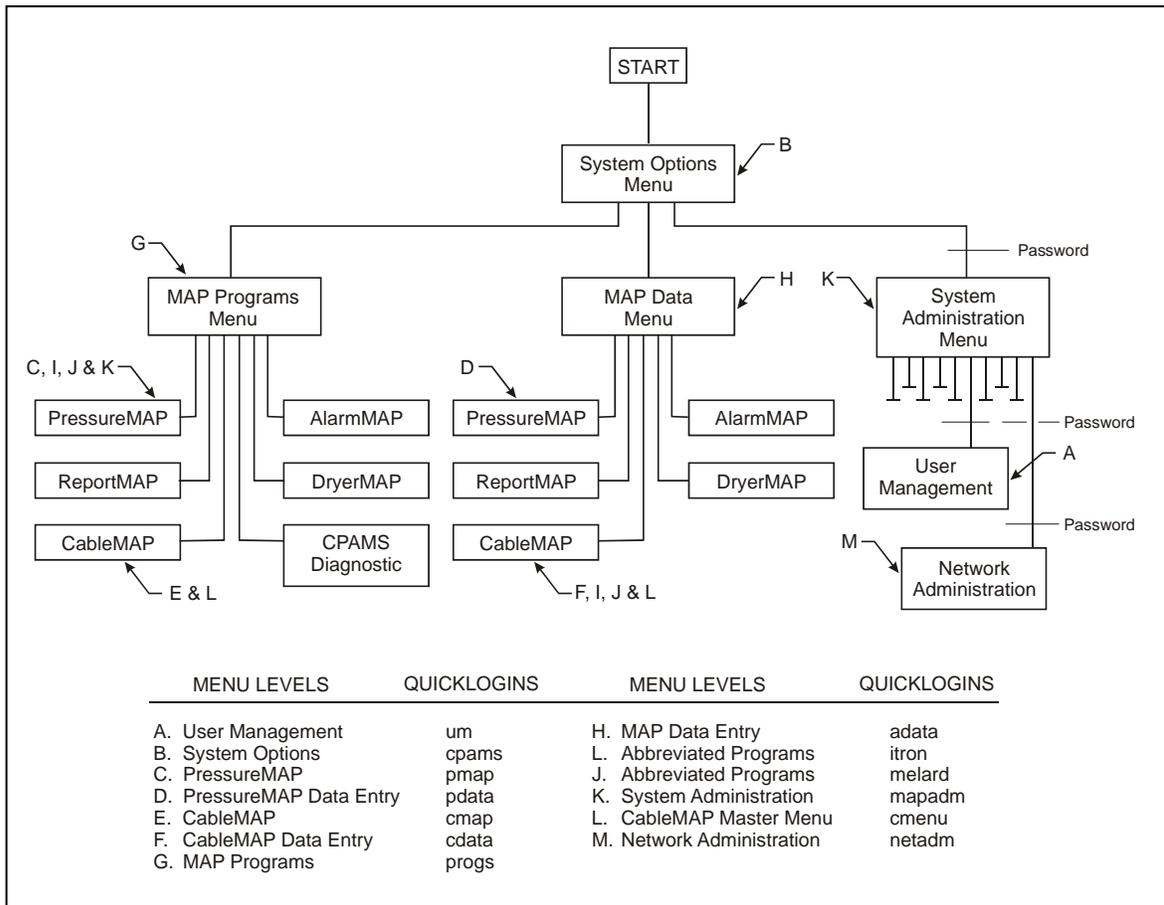


FIGURE 6-1: MAP SYSTEM MENU LEVELS AND QUICKLOGINS

The Programmed User IDs and the Menu Levels they access are as follows:

- um—User Management Menu Level
- cpams—System Options Menu Level
- pmap—PressureMAP Menu Level
- pdata—PressureMAP Data Entry Menu Level
- cmap—CableMAP Menu Level
- cdata—CableMAP Data Entry Menu Level

- cmenu—CableMAP Master Menu Level
- progs—MAP Programs Menu Level
- adata—MAP Data Entry Menu Level
- itron—Parts of both PressureMAP and CableMAP. This is a special Programmed ID that is used to enter the system from a Itron hand held terminal.
- melard—Parts of both PressureMAP and CableMAP. This Programmed ID is used with Melard hand held terminals.
- mapadm—System Administration Menu Level.
- netadm—Network Administration Menu Level.

System Administration Password

A password is required to access the System Administration Menu. This particular password is changed by modifying the Fixed Class User ID account named "mapadm".

Case Sensitivity

The use of upper or lower case letters will matter when entering the User ID, Password, and Full Name characteristics. The same combination of upper and lower case letters must be used every time these login functions are performed. Case is not critical when selecting menu options.

Default Option

At many of the prompts, a default option will appear in parentheses. A default option is a value or entry that is preprogrammed into the system. The default option may be selected by pressing <Return>.

Time Default

After a specified amount of time, the MAP program will back out of some menus and display the previous screen. This process will continue until the program backs up to the MAP Programs Menu. Timeouts are set to 5 minutes for most menus, and they cannot be changed by the System Administrator. This Time Default function eliminates the possibility of having a history file or other part of the program locked do to user inactivity.

Help Screens

Entering a ? <Return> at most of the prompts will bring up a help screen which explains the current procedure. No help screens are available for menus. However, at prompts where a question mark is entered to retrieve a list of available offices, type **HELP** to request the help screen.

Accessing the User Management Menu

The MAP system includes security procedures to restrict access. Both a "User ID" and a "Password" are required to gain access to the system. The System Administration Program is restricted further to those who know the "System Administration Password". The control of access to the different levels of the program rests in the User Management Program. This program provides for:

- adding a User Account
- deleting a User Account
- modifying User Account information or access
- changing the default settings on the User Management prompts

Access to User Management is limited to one user at a time. If more than one user tries to access User Management at the same time, the error message, "The password file is currently being modified," will appear on the screen. In addition, if a user tries to change his password while someone has engaged User Management, the user will be denied entry and see the same error message.

All of the User Management functions are performed by accessing the User Management Menu. The following procedure describes how to find that menu. It begins at the Systems Options Menu. You should see SCREEN 6-1.

```
System Options                                     MAP Series XX.XX.XX
11/10/2010 17:30                                System Studies Incorporated
-----
System Options
-----
 1. Select MAP Program
 2. Select MAP Data Entry
 3. System Administration
 4. Language Selection
 Q. Quit

Choice?
```

SCREEN 6-1: SYSTEM OPTIONS MENU

Procedures:

1. Select option **3**, "System Administration", followed by **<Return>**. You should see the System Administration Password prompt.
2. Type in the "System Administration Password" followed by **<Return>**. The password will not show on the screen. You should see SCREEN 6-2.

```

System Administration
11/10/2010 13:32
MAP Series XX.XX.XX
System Studies Incorporated
-----

System Administration
-----
 1. Set Default Daily Backup Resource    13. Stop Process
 2. Backup MAP System Files             14. Pause Process
 3. Restore MAP System Files            15. User Management
 4. Update MAP System                   16. Set Idle Logout Time
 5. Shutdown the Computer                17. Set the System Name
 6. Shutdown and Reboot the Computer    18. Tape Administration
 7. Set the Date and Time                19. Network Administration
 8. List Users Currently Logged In       20. BackupEDGE
 9. Reset File Permissions               21. Restart Web Services
10. Modem Administration                 22. Display System Uptime
11. Printer Administration               23. Renew System Registration
12. Start Process                       Q. Quit

Choice?

```

SCREEN 6-2: SYSTEM ADMINISTRATION MENU

3. Select option **15**, "User Management", followed by **<Return>**. You should see the **User Management Password** prompt.
4. Type in the "User Management Password" followed by **<Return>**. The User Management menu should appear (see SCREEN 6-3 below).

```

User Management
11/10/2010 17:39
MAP Series XX.XX.XX
System Studies Incorporated
-----

User Management Options
-----
 1. Add a User
 2. Delete a User
 3. Modify a User
 4. List Users
 5. Change Defaults
 6. Force User Password Change
 Q. Quit

Choice?

```

SCREEN 6-3: USER MANAGEMENT OPTIONS MENU

The following sections describe the procedures listed in the above menu.

Adding a User

Access to the MAP System is restricted to those with an established User Account. The procedure for adding a new User Account is explained below. Five fields of information will be requested:

- User's Full Name
- User's Login ID
- Password
- Password Age
- Menu Level

This procedure described below begins at the User Management Menu. If you cannot find this screen, refer to the previous segment, "Accessing the User Management Menu." You should see SCREEN 6-3.

Procedure:

1. Select option **1**, "Add a User", and press **<Return>**. You should see SCREEN 6-4.

```
Add a User                                MAP Series XX.XX.XX
11/10/2010 17:42                          System Studies Incorporated
-----
Full Name :
```

SCREEN 6-4: ADD A USER PROMPT

Note: The **Full Name** prompt shown in the screen example is the first of five prompts that will request information regarding the new User Account. After you enter the information at each prompt followed by a **<Return>**, the next prompt will appear on the screen. The next seven steps describe how to respond to each prompt. You may press **?** and **<Return>** to call up a help screen at any prompt.

2. Type in a descriptive "Full Name" of the user or user group followed by **<Return>**.

Rules:

- Maximum of 50 characters
- Duplicate names are allowed
- Cannot use colon (:)
- Can use a blank space

3. Type in "User ID" followed by **<Return>**.

Rules:

- First character must be a-z or A-Z
- Minimum of 3 characters
- Maximum of 8 characters
- Duplicate names are not allowed
- Cannot use colon (:)
- Cannot use a blank space

Type in user's "Password" followed by **<Return>**. The password will not appear on the screen as you type. Create a password to give to the users for an initial log in. When they log in for the first time, they will be prompted to change the password to one of their choosing.

Rules:

- Minimum of 6 characters
- Must contain at least 2 alpha characters (a-z or A-Z)

- Must contain at least one character that is not an alpha character
- Can use a blank space

Note: The first time the new user logs into the system, s/he will be asked to assign a new password to their account.

4. Retype the same "Password" again and press **<Return>**. This confirms that the password you intended to establish is entered correctly.
5. Type in a value for "Password Aging" and press **<Return>**. When a value is assigned here, users will be asked to enter a new password the first time they enter the system. Thereafter, they will be asked to enter a new and different password whenever the current password expires.

Rules:

- Period of time is specified in weeks
 - Only numbers between 0 and 63 are valid
 - A value of 0 will disable the aging factor
6. At the "Menu Level" line, enter a question mark (?) to list the menu levels and corresponding numbers. Type in the number of the "Menu Level" to be accessed by this account followed by **<Return>**. The options available are as follows:

<u>Menu Level</u>	<u>Privileges</u>
User Management	Control User Login
System Options	Full MAP user, editor and database privileges
PressureMAP	PressureMAP non editor menus
PressureMAP	Data Entry PressureMAP editor menus
CableMAP	CableMAP non editor menus
CableMAP	Data Entry CableMAP editor
MAP Programs	All MAP non-editor menus
MAP Data Entry	All MAP editor menus
Abbreviated Programs	Itron display
Abbreviated Programs	Melard display
System Administration	System administration menu password.
CableMAP Master Menu	Direct CableMAP and CableMAP Data Entry Access.
Network Administration	Control Network Functions

The full User Account Screen should now appear as in SCREEN 6-5 (except, of course, with your information).

```
Add a User                                MAP Series XX.XX.XX
11/10/2010 09:37          *Schedule Off*      System Studies Incorporated
-----
Full Name : Alex Bell
User Id : alex
Password : (None) :
Reenter Password :
Password Age : (8) : 52
Menu Level : (3 - PressureMAP) : 2

Add this user:

Full Name : Alex Bell
User Id : alex
Password : exists
Password Ageing : 52 week(s)
Login Menu: System Options

S)ave, M)odify, T)hrowaway : s
```

SCREEN 6-5: ADD A USER ACCOUNT DISPLAY

Note: The User ID and Password must be reentered identically each time, (same upper/lower case combinations).

7. Review the account information and decide whether to save it, modify it or throw it away.
 - [S]ave—to save this information and establish this new user account
 - [M]odify—to modify this information
 - [T]hrowaway—to discard this information and not establish this new user account

If you press either **S** <Return> or **T** <Return>, you will end the Add-a-User Procedure. Pressing **M** <Return> will take you back through the prompts where the previously entered information will appear as the default.

After either saving or throwing away the user account, you should see SCREEN 6-6.

```
Add a User                                MAP Series XX.XX.XX
11/10/2010 14:26          System Studies Incorporated
-----
Full Name :
```

SCREEN 6-6: ADD A USER PROMPT

To add another user, go back to step 2. If you do not wish to add another User Account, press <Return> or <Esc> to get back to the User Management Options Menu.

Modifying a User

This procedure allows you to change any of the four User Account characteristics that accompany the User ID. The procedure begins at the User Management Options Menu. If you cannot find this menu, refer to Page 5- and follow the Accessing-the-User-Management-Menu Procedure.

Procedure:

1. Select option **3**, "Modify a User", and press **<Return>**.
2. Type in the "Id" of the user whose account is to be modified followed by **<Return>**. You should see SCREEN 6-7.

```

Modify a User                                     MAP Series XX.XX.XX
11/10/2010  14:26                               System Studies Incorporated
-----
User id to be modified? R&D1
Full Name :
```

SCREEN 6-7: MODIFY-A-USER FULL NAME PROMPT

Note: The **Full Name** prompt shown in is the first of five prompts that will request information regarding the existing User Account. After you enter the information at each prompt followed by a **<Return>**, the next prompt will appear on the screen. To accept the default options shown in parentheses, press **<Return>**. The next 7 steps describe how to respond to each prompt. You may press **?** and **<Return>** to call up a help screen at any prompt.

3. Type in a descriptive "Full Name" of the user or user group followed by **<Return>**.

Rules:

- Maximum of 50 characters
- Duplicate names are allowed
- Cannot use colon (:)
- Can use a blank space

4. Type in "User ID" followed by **<Return>**. This data field cannot be modified.
5. Type in user's "Password" followed by **<Return>**. The password will not appear on the screen as you type. If you wish to eliminate the need for a password, simply press **<Return>**. The program will then skip the next step and proceed to Step 7.

Rules:

- Null password allowed (hit **<Return>**)
- Minimum of 6 characters
- Must contain at least 2 alpha characters (a-z or A-Z)
- Must contain at least one character that is not an alpha character
- Must be different than previous password
- Can use a blank space

Note: If the password is changed, the next time the user logs into the system s/he will be asked to assign a new password to the account.

6. Retype the same "Password" again. This confirms that the password you intended to establish is entered correctly.
7. Type in a value for "Password Aging". When a value is assigned here, the user will be asked to enter a new password the first time they enter the system. Thereafter, they will be asked to enter a new and different password whenever the current password expires.

Rules:

- Period of time is specified in weeks
 - Only numbers between 0 and 63 are valid
 - A value of 0 will disable the aging factor
8. At the "Menu Level" line, enter a question mark (?) to list the menu levels and corresponding numbers. Type in the number of the "Menu Level" to be accessed by this account followed by <Return>. The options available are as follows:

<u>Menu Level</u>	<u>Privileges</u>
User Management	Control User Login
System Options	Full MAP user, editor and database privileges
PressureMAP	PressureMAP non editor menus
PressureMAP	Data Entry PressureMAP editor menus
CableMAP	CableMAP non editor menus
CableMAP	Data Entry CableMAP editor
MAP Programs	All MAP non-editor menus
MAP Data Entry	All MAP editor menus
Abbreviated Programs	Itron display
Abbreviated Programs	Melard display
System Administration	System administration menu password.
CableMAP Master Menu	Direct CableMAP and CableMAP Data Entry Access.
Network Administration	Control Network Functions

The full User Account Screen should now appear as shown below in SCREEN 6-8 (except, of course, with your information).

```

Modify a User                                     MAP Series XX.XX.XX
11/10/2010 09:4         *Schedule Off*         System Studies Incorporated
-----
Full Name : Alex Bell
User Id : alex
Password : (Exists) :
Password Age : 52
Menu Level : (2-System Options) :

Modify this user:

Full Name : Alex Bell
User Id : alex
Password : exists
Password Ageing : 52 week(s)
Login Menu : System Options

S)ave, M)odify, T)hrowaway : s

```

SCREEN 6-8: USER ACCOUNT PROMPTS

9. Select one of the three options on the last line of the screen. Choosing either "Save" or "Throwaway" will complete the Modify-a-User Procedure.
- [S]ave—to save this information and establish this modified User Account
 - [M]odify—to further modify this information
 - [T]hrowaway—to discard this information and not modify this User Account

After either saving or throwing away the User Account just modified, you should see SCREEN 6-9.

```

Modify a User                                     MAP Series XX.XX.XX
11/10/2010 14:26         System Studies Incorporated
-----
User ID to be modified?

```

SCREEN 6-9: MODIFY A USER PROMPT

To modify another user account, to back to step 2. If you do not wish to modify another User Account, press **<Return>** or **<Esc>** to get back to the User Management Options Menu.

Deleting a User

This short procedure deletes a specified User Account. It begins at the User Management Options Menu. If you cannot find this menu, refer to the segment, "Accessing the User Management Menu." You should see SCREEN 6-10.

```
User Management                                MAP Series XX.XX.XX
11/10/2010 17:39                               System Studies Incorporated
-----
User Management Options
-----
1. Add a User
2. Delete a User
3. Modify a User
4. List Users
5. Change Defaults
6. Force User Password Change
Q. Quit

Choice?
```

SCREEN 6-10: USER MANAGEMENT OPTIONS MENU

Procedure:

1. Select option **2**, "Delete a User", and press **<Return>**. You should see SCREEN 6-11.

```
Delete a User                                MAP Series XX.XX.XX
11/10/2010 14:18                               System Studies Incorporated
-----
User ID to be deleted?
```

SCREEN 6-11: DELETE A USER ID PROMPT

2. Type in the "ID" of the User Account to be deleted and press **<Return>**. You should see SCREEN 6-12.

```
Delete a User                                MAP Series XX.XX.XX
11/10/2010 14:22                               System Studies Incorporated
-----
User id to be deleted?
Full Name : Alex Bell
User Id : alex
Password : exists
Password Ageing : 52 week(s)
Login Menu : Systems Options

Delete? (Y(es), N(o))
```

SCREEN 6-12: DELETE A USER CONFIRMATION

3. If the information displayed confirms that this is the user you want to delete, type **y** to delete this user and press **<Return>**. SCREEN 6-11 reappears.

To delete another user, go back to step 2. If you do not wish to delete another User, press **<Return>** or **<Esc>** to return to the User Management Options Menu.

Listing Users

This procedure allows you to create lists of User Accounts. You have the option of listing all Accounts or listing only those Accounts that meet the parameters that you define. This procedure begins at User Management Options. If you cannot find this menu, refer to the procedure for Accessing the User Management Menu. You should see Screen 6-13.

```

User Management                                MAP Series XX.XX.XX
11/10/2010  17:39                            System Studies Incorporated
-----
User Management Options
-----
1. Add a User
2. Delete a User
3. Modify a User
4. List Users
5. Change Defaults
6. Force User Password Change
Q. Quit

Choice?

```

SCREEN 6-13: USER MANAGEMENT OPTIONS MENU

Procedure:

1. Select Option **4**, List Users, and press **<Return>**. You should see SCREEN 6-14.

```

List a User                                MAP Series XX.XX.XX
11/10/2010  14:34                            System Studies Incorporated
-----
User ID's to list (<Return> for all, ESC to exit)?

```

SCREEN 6-14: LIST A USER ID PROMPT

2. If you wish to print out the list of users, press **<Ctrl P>**. If more than one printer is configured in the PressureMAP system, you will then be prompted to select a printer.

To list all users, press **<Return>** at the prompt. To list selected users, type in the first two or more characters in the "User ID" of the group you wish to list, then **<Return>**.

The program will list all users whose ID matches what you have typed. For example, if all the users in the Research and Development Department had User IDs that began with "R&D", you could type in "R&D" at the prompt and get a list of all those users. When the list is displayed, it will scroll by. To stop or start the scrolling, press **<Ctrl S>**. Although **<Ctrl S>** works as a toggle on most computers, you may need to use **<Ctrl Q>** to resume scrolling.

If you entered **<Ctrl P>** to print out the list, press **<Ctrl P>** again when the list has ended and you see the message:

```
Hit <Return> to begin another listing or ESC to exit.
```

The print will be made after the second **<Ctrl P>**.

3. Press **<Esc>** to return to the User Management Menu.

Changing Password and Menu Level Defaults

This procedure allows you to change the default options for Password Aging and Menu Level shown when the User Management prompts are displayed. This procedure begins at the User Management Menu (SCREEN 6-13 on the preceding page). If you cannot find this menu, refer to page 6-5 and follow the Accessing the User Management procedure.

Procedure:

1. Select option **5**, "Change Defaults", and press **<Return>**. You should see SCREEN 6-15.

```

Change Defaults                                     MAP Series XX.XX.XX
11/10/2010  15:19                                System Studies Incorporated
-----
Password Age : (8) :
```

SCREEN 6-15: PASSWORD AGE PROMPT

2. You may press **<Return>** to accept the default for "Password Age" shown in parentheses, or type in a new default value followed by **<Return>**.

Rules:

- Period of time is specified in weeks
 - Only numbers between 0 and 63 are valid
 - A value of 0 will disable the ageing factor
3. You will next see a Menu Level prompt. You may again press **<Return>** to accept the default "Menu Level", enter a question mark (?) to list the menu levels and corresponding numbers and type in a new default value. The options available are as follows:

Menu Level

Privileges

User Management	Control User Login
System Options	Full MAP user, editor and database privileges
PressureMAP	PressureMAP non editor menus
PressureMAP	Data Entry PressureMAP editor menus
CableMAP	CableMAP non editor menus
CableMAP	Data Entry CableMAP editor
MAP Programs	All MAP non-editor menus
MAP Data Entry	All MAP editor menus
Abbreviated Programs	Itron display
Abbreviated Programs	Melard display
System Administration	System administration menu password.
CableMAP Master Menu	Direct CableMAP and CableMAP Data Entry Access.
Network Administration	Control Network Functions

4. Review the account information and decide whether to save it, modify it or throw it away.
 - [S]ave—to save this information and establish this new user account
 - [M]odify—to modify this information
 - [T]hrowaway—to discard this information and not establish this new user account

If you press either **S <Return>** or **T <Return>**, you will end the Change-Defaults Procedure. Pressing **M <Return>** will take you back through the prompts where the previously entered information will appear as the default.

After either saving or throwing away the modified defaults, you will be returned to the User Management Options Menu.

Changing an Expired Password

When a user's password expires, or when a Password Aging value is changed, the user will be asked to enter a new password the next time he/she tries to enter the system. This procedure documents the steps the user will go through to enter a new password. Since these steps will be performed by the user rather than the System Administrator, this procedure is not actually part of the User Management Program.

The entire login process is a function of the UNIX Operating System in which the MAP System is written. Consequently, these procedures are significantly different and less user-friendly than the rest of the MAP System. The following steps will have to be carefully followed in order for the users to regain access to the program once their passwords have expired. We suggest that copies of this procedure be posted near terminals where the users work.

This procedure begins when you log in to the MAP System. You should see SCREEN 6-16.

```
PressureMAP XX.XX Login:
```

SCREEN 6-16: USER ID PROMPT

Procedure:

1. Type in your User ID followed by **<Return>**. You should see SCREEN 5-18 with your User ID displayed.

```
PressureMAP XX.XX Login: alex  
Password:
```

SCREEN 6-17: PASSWORD PROMPT

2. Type in your Password followed by **<Return>**.

At this point, the program still expects your old password. However, if you make a mistake in typing either your User ID or your old password, the screen will display "Login Incorrect".

For security reasons, you are not told whether it was the ID or the password that was incorrect. If you get the "Login Incorrect" message, retype both your ID and your old password correctly.

When you type in your ID and old password correctly, you should see SCREEN 6-18.

```
PressureMAP X.XX Login: alex
Password:
Your password has expired. Choose a new one.
Old password:
```

SCREEN 6-18: SELECT NEW PASSWORD PROMPT

3. Type in your old Password again followed by **<Return>**.

If a mistake is made in entering the password in any of the steps of this procedure, the system will terminate the login procedure. On a dial-in line, the system will hang up on the connection and you must redial to establish a new connection. On the console, the system will issue a new login prompt. If this happens, log in again and perform the "Change an Expired Password" procedure again.

On a dial-in line, "noise" or "static" on the lines can cause unwanted "garbage" characters to appear at your terminal. This can be annoying and may adversely affect the "Change an Expired Password" procedure. If you notice this behavior, redial the line or have the line tested for trouble. If that happens, you must redial the modem, call up the MAP System, and start the "Change an Expired Password" procedure all over again.

If you reenter your old password correctly, you will see a screen similar to SCREEN 6-19.

```
PressureMAP X.XX Login: alex
Password:
Last login: Mon Mar 26 10:25:54 PST on ssiA1
Your password has expired. Choose a new one.
Old password:
Enter new password (minimum of 5 characters)
Please use a combination of upper and lowercase letters and numbers.
New password:
```

SCREEN 6-19: NEW PASSWORD PROMPT

4. Type in your new Password followed by **<Return>**.

The password will not appear on the screen as you type. Here again, if you make a mistake, such as typing an illegal password, the system will terminate the login procedure as described above.

Password Rules:

- Null password allowed (hit <Return>)
- Minimum of 6 characters
- Must contain at least 2 alpha characters (a-z or A-Z)

- Must contain at least one character that is not an alpha character
- Can use blank spaces
- Must be different than previous password

If you enter a legal password, you should see SCREEN 6-20 with your data.

```
PressureMAP XX.XX login: alex
Password:
Last login: Mon Mar 26 11:43:13 PST on ssiA1
Your password has expired. Choose a new one.
Old password:
Enter new password (minimum of 5 characters)
Please use a combination of upper and lowercase letters and numbers.
New password:
Re-enter new password:
```

SCREEN 6-20: RE-ENTER NEW PASSWORD PROMPT

5. Retype the same "Password" again and press **<Return>**.

You will be logged off after changing your password, and must login again before using the program. Note that you can also be logged off if you make a mistake reentering your password. You may assume that you made a mistake if you cannot log in with your new password. If so, log in with your old password and follow the "Change an Expired Password" again.

Forcing User Password Change

This feature will allow a System Administrator to have an individual or all users change his/her password upon their next login. This will affect users created by the system administrator ONLY.

Procedure:

1. Access the User Management Screen as described on page 6-6 and select option **6**, "Force User Password Change" followed by **<Return>**. You should see SCREEN 6-21.

```
Force User Password Change                                MAP Series XX.XX.XX
10/18/2010 09:44                                         System Studies Incorporated
-----
Force all or single user to change their password at next login.
Enter a user ID or (<Return> for all, ESC to exit)?
```

SCREEN 6-21: FORCE USER PASSWORD CHANGE

2. Notice that you can chose to select an individual user ID to modify or you can change the IDs of all the users in the PressureMAP system with one simple command. If applicable, type the desired **user ID**, press **<Return>** to force-change the passwords for all users, or press **<ESC>** to return to the User Management Screen.

If you were to type an individual user ID to force a password change at the next login, the screen would display information similar to this:

```
Enter a user ID or (<Return> for all, ESC to exit)? jumbo  
Are you sure? Y[es], N[o]
```

3. Check that you have entered the desired user ID. If it is incorrect press *N* and make the necessary changes. If it is correct press *Y* and **<Return>**. The following message displays:

```
Forcing password to be changed at next login of user: jumbo  
Hit <Return> or ESC to exit.
```

4. Press **<Return>** or **<ESC>**, and the User Management Options Menu redisplay. Repeat the above process above, if necessary, to force-change the passwords for other selected users.

You can continue to perform other User Management functions, return to the System Administration Menu, or log out of the system to terminate your session.

The next time the user, *jumbo*, logs onto the system, he or she will see login information similar to what is displayed below:

```
login as: jumbo  
Welcome to PressureMAP Remote Login!  
[8765] <SYSTEM NAME>  
jumbo@10.1.0.119's password:  
You are required to change your password immediately (root enforced)  
Last login: Mon Oct 18 15:15:35 2010  
  
WARNING: Your password has expired.  
You must change your password now and login again!  
Changing password for user jumbo.  
Changing password for jumbo  
(current) UNIX password:  
New UNIX password:  
Retype new UNIX password:  
passwd: all authentication tokens updated successfully.
```