ICE Business System

Billpoint – User Administration

(Version – V2.0)

Learning Unit Guide

Signature Software

Table of Contents

I : Introduction

This Learning Unit Guide is reference-based, in that most of the information for the tasks can be found in the **Signature Learning Centre**.

This guide is designed as a workbook to be used during facilitator led learning.

It includes instructional materials, descriptions of business processes and details of demonstrations to be undertaken by the facilitator.

There are references to **menu paths** for accessing the functions within **ICE** application and **SLC References** for locating additional information in the **Signature Learning Centre**.

II : Objectives

To understand and appropriately administer BillPoint Users and Groups.

III : Target Audience

Staff responsible for administration of BillPoint Users and Groups.

IV : Prerequisites

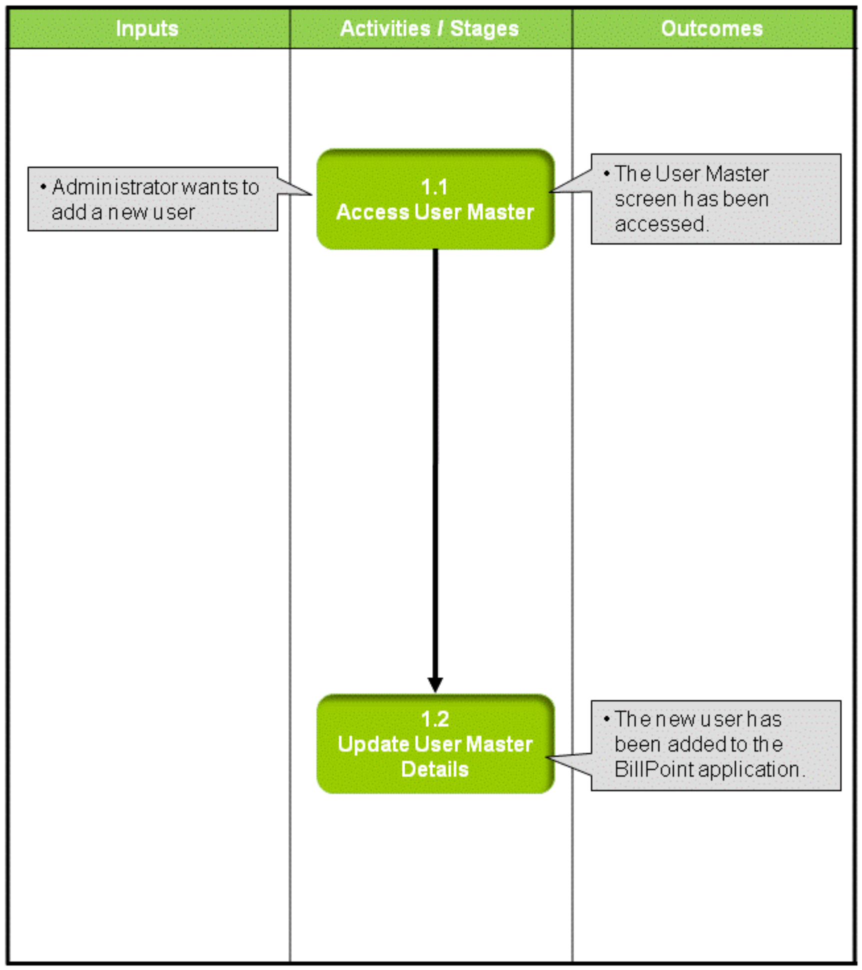
- BillPoint Maintenance Activities

V : Scenarios

Scenario 1: Add a New User

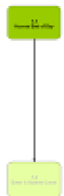
Workflow

Workflow :	User Admin : Add New User
Scenario 1:	A BillPoint administrator adds a new user to the BillPoint application.



Scenario 1: Add a New User

A BillPoint administrator adds a new user to the BillPoint application.



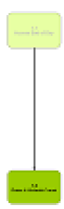
1.1: *Access User Master*

Objectives:
• Access User Master screen.
SLC Reference:
• Signature BillPoint > Maintenance Activities

Work Instructions

Screen: Home
1. Select menu path: **Admin > User.**

Outcomes:
• The User Master screen has been accessed.
Notes:
• N/A



1.2: Update User Master Details

Objectives:
• Update User Master Details.
SLC Reference:
• Signature BillPoint > Maintenance Activities

Work Instructions

Screen: User Master
On entering the User Master it is possible to: ▪ *Search for an existing user.* ▪ *Add a new user.* 1. Click **Add New** button. 2. Enter **User Name**. ***Note:*** ▪ *Mandatory.* ▪ *Can take characters A-Z, a-z, 0-9, underscore only.* ▪ *Maximum length 20.*

3. Enter **First Name** and **Last Name**.
4. Select the **Default Drawer** from the **drop-down** menu.
5. Select **Employed** checkbox.
6. Select **Date Commenced** from drop-down menu.
7. Click **Set Password** button to modify the new user's password.
8. A dialog box will appear to enter and confirm the password.

   Once entered, click **OK**.

   If the password meets the requirements another dialog box will appear to say the password has been set successfully.
9. Click **OK** to save the details.

Outcomes:

- The new user has been added to the BillPoint application.

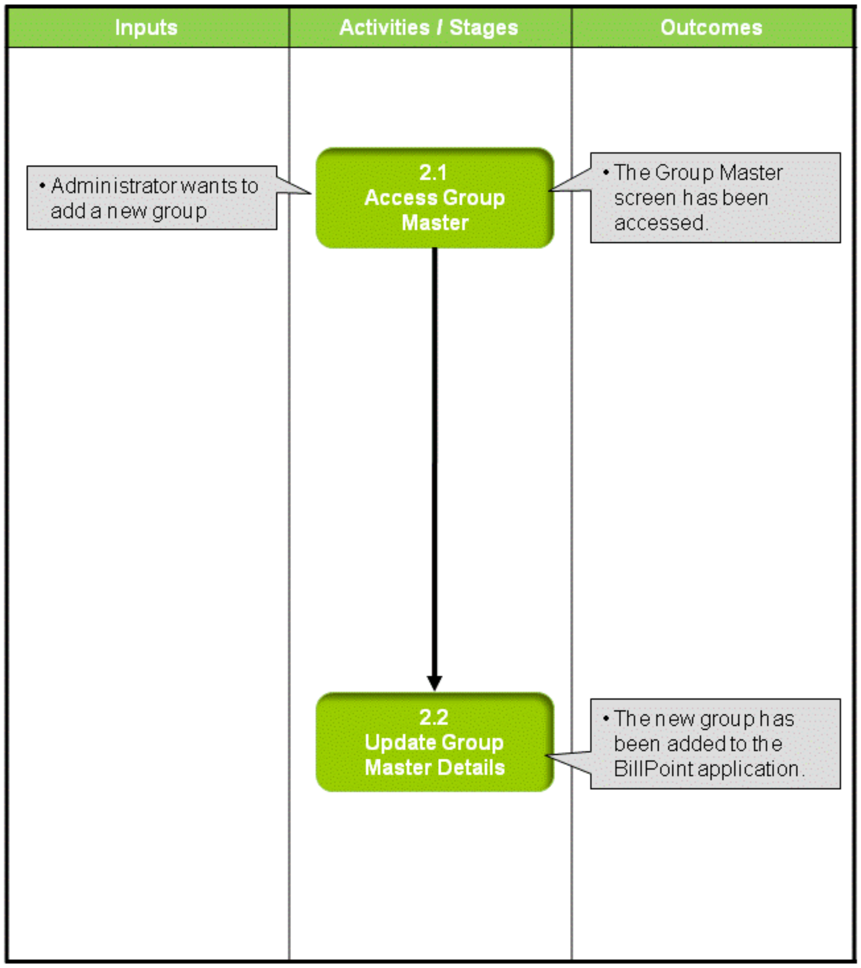
Notes:

- N/A

Scenario 2: Add a New Group

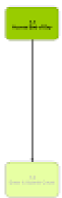
Workflow

Workflow :	User Admin : Add New Group
Scenario 2:	A BillPoint administrator adds a new group to the BillPoint application.



Scenario 2: Add a New Group

A BillPoint administrator adds a new group to the BillPoint application.



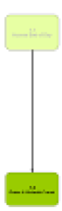
2.1: *Access Group Master*

Objectives:
• Access Group Master screen.
SLC Reference:
• Signature BillPoint > Maintenance Activities

Work Instructions

Screen: Home
1. Select menu path: **Admin > Group.**

Outcomes:
• The Group Master screen has been accessed.
Notes:
• N/A



2.2: Update Group Master Details

Objectives:
• Update Group Master Details.
SLC Reference:
• Signature BillPoint > Maintenance Activities

Work Instructions

Screen: Group Master
On entering the Group Master it is possible to: ▪ *Search for an existing group.* ▪ *Add a new group.* 1. Click **Add New** button. 2. Enter **Group Name**. ***Note:*** ▪ *Mandatory.* ▪ *Can take characters A-Z, a-z, 0-9, underscore only.* ▪ *Maximum length 20.*

3. Select the required **Security Settings** for the following:
   - *Bill.*
   - *End of Day.*
   - *Reports.*
   - *Masters.*

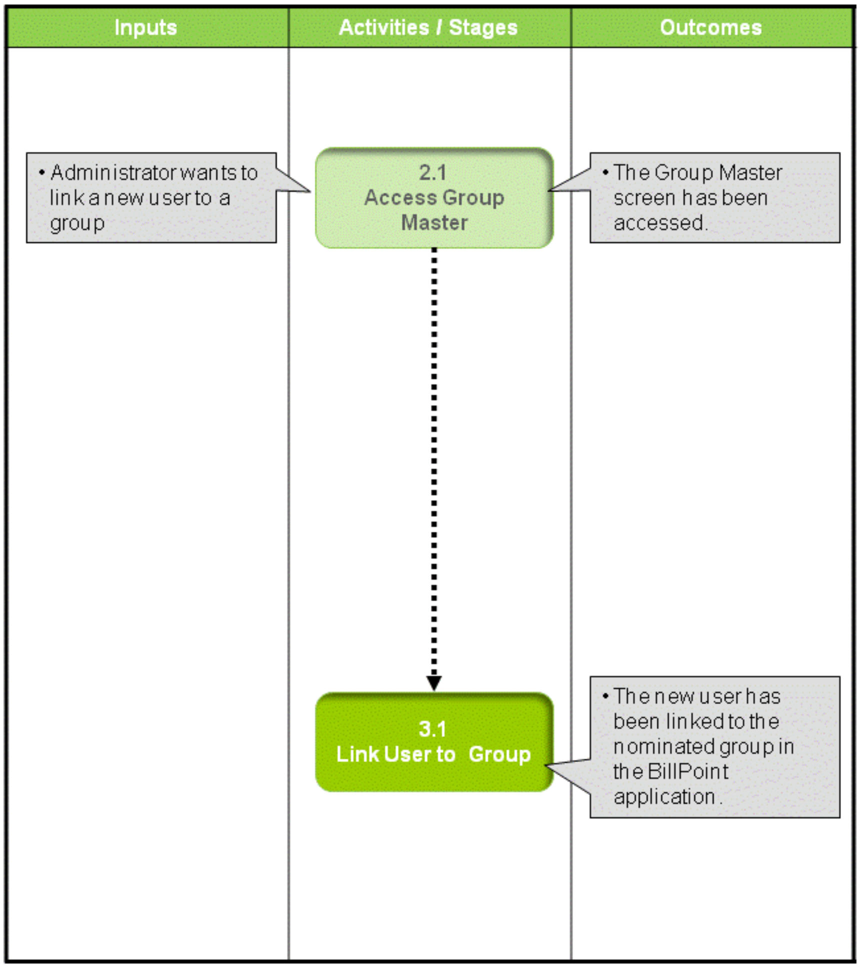
4. Click **OK** to save the details.

Outcomes:
• The new group has been added to the BillPoint application.
Notes:
• N/A

Scenario 3: Link a User to a Group

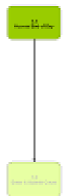
Workflow

Workflow :	User Admin : Add New Group
Scenario 3:	A BillPoint administrator links a new user to a group in the BillPoint application.



Scenario 3: Link a User to a Group

A BillPoint administrator links a new user to a group in the BillPoint application.



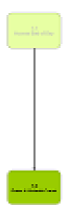
2.1: *Access Group Master*

Objectives:
• Access Group Master screen.
SLC Reference:
• Signature BillPoint > Maintenance Activities

Work Instructions

Screen: Home
1. Select menu path: **Admin > Group.**

Outcomes:
• The Group Master screen has been accessed.
Notes:
• N/A



3.1: Link User to Group

Objectives:
• Update Group Master Details.
SLC Reference:
• Signature BillPoint > Maintenance Activities

Work Instructions

Screen: Group Master
On entering the Group Master it is possible to: ▪ *Search for an existing group.* ▪ *Add a new group.* 1. Click **Search** button to retrieve list of groups.
Screen: Group Master / Browse
2. Click button to display **Link User Panel** ***Note:*** ▪ *Clicking button would display details of selected group.*

Screen: Group Master / Link User
3. Select required User in **Available Users** pane on left. 4. Click **>>** button to move selected **Available Users** to **Selected Users** panes. 5. Click **OK** button to save the details of the new group and linked users.

Outcomes:
• The new user has been linked to the nominated group in the BillPoint application.
Notes:
• N/A