



ICE Business System

Billpoint – User Administration

(Version – V2.0)

Learning Unit Guide

Legal Notice:

The information herein (intellectual property) has been compiled by and is owned by Signature Software for the explicit use by clients and staff of Signature Software.

No part of this information may be re-sold, re-used in a professional capacity by a third party or reproduced in any way without written permission from an authorised representative of Signature Software.

While the information contained herein has been formulated with all due care, Signature Software does not warrant or represent that the information is free from errors or omission, or that it is exhaustive and fit for specific purpose other than general information.

Modifications to this material may also occur without notice.

Table of Contents

I : INTRODUCTION 4

II : OBJECTIVES 4

III : TARGET AUDIENCE 4

IV : PREREQUISITES..... 4

V : SCENARIOS 5

Scenario 1: Add a New User 5

Scenario 2: Add a New Group 8

Scenario 3: Link a User to a Group..... 11



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

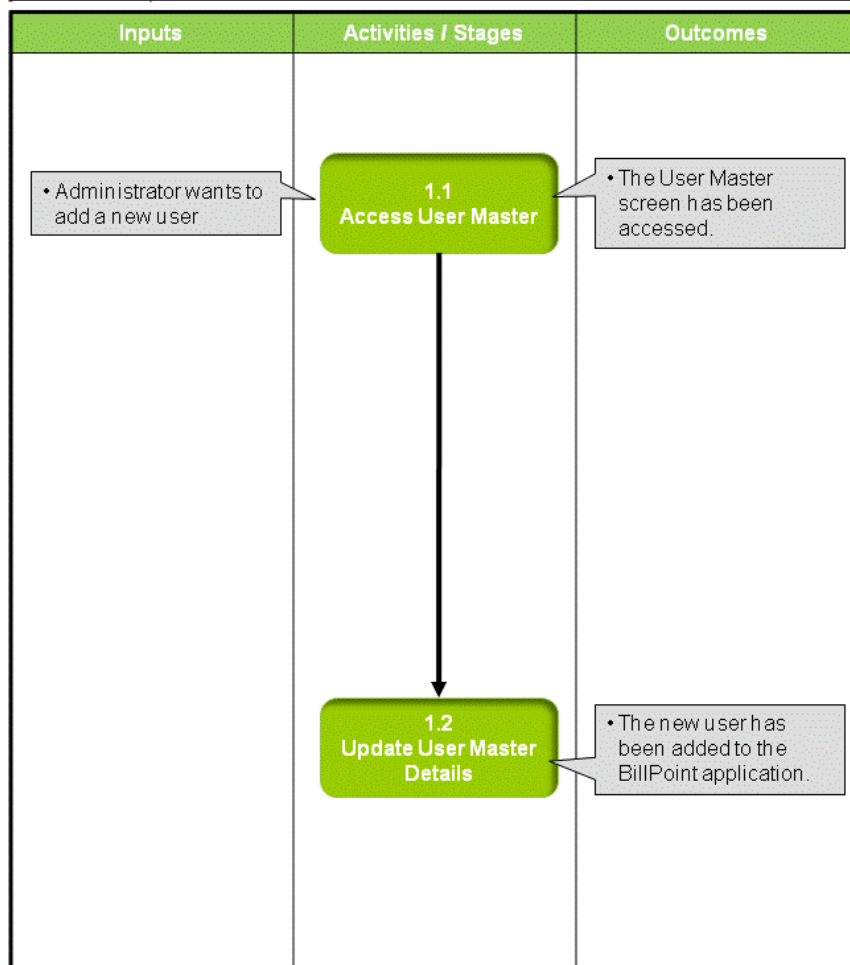
V : Scenarios

Scenario 1: Add a New User



Workflow

Workflow :	UserAdmin : 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:

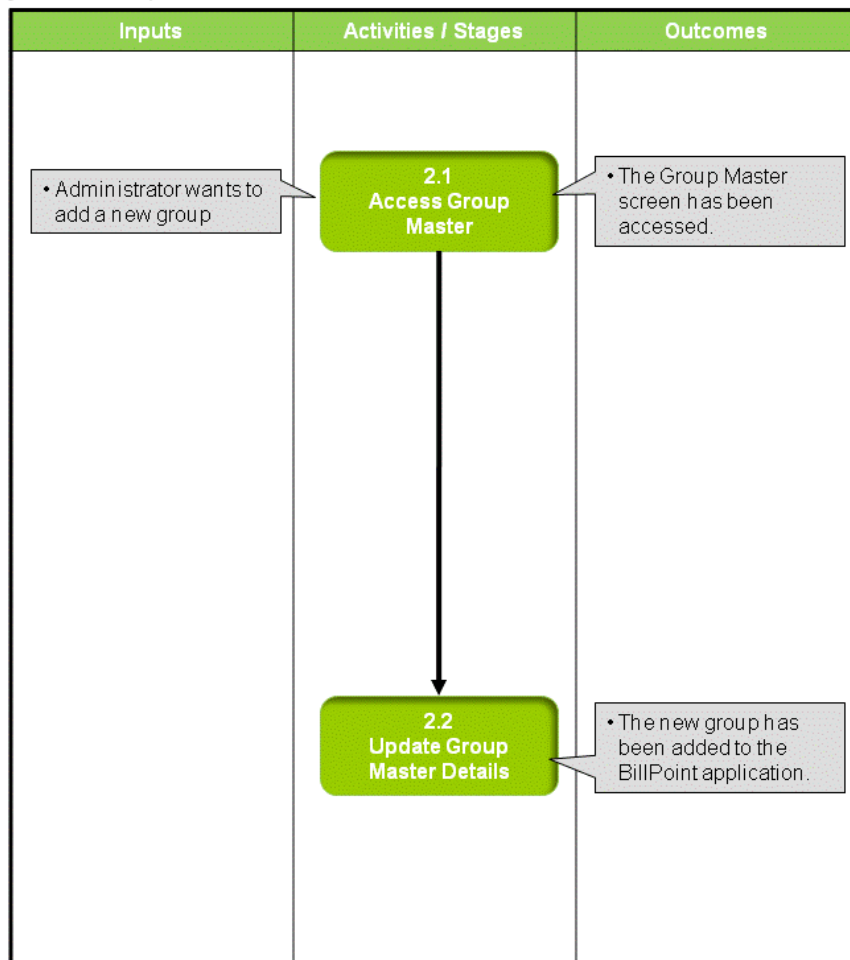
- N/A



Scenario 2: Add a New Group

Workflow

Workflow :	UserAdmin : 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:

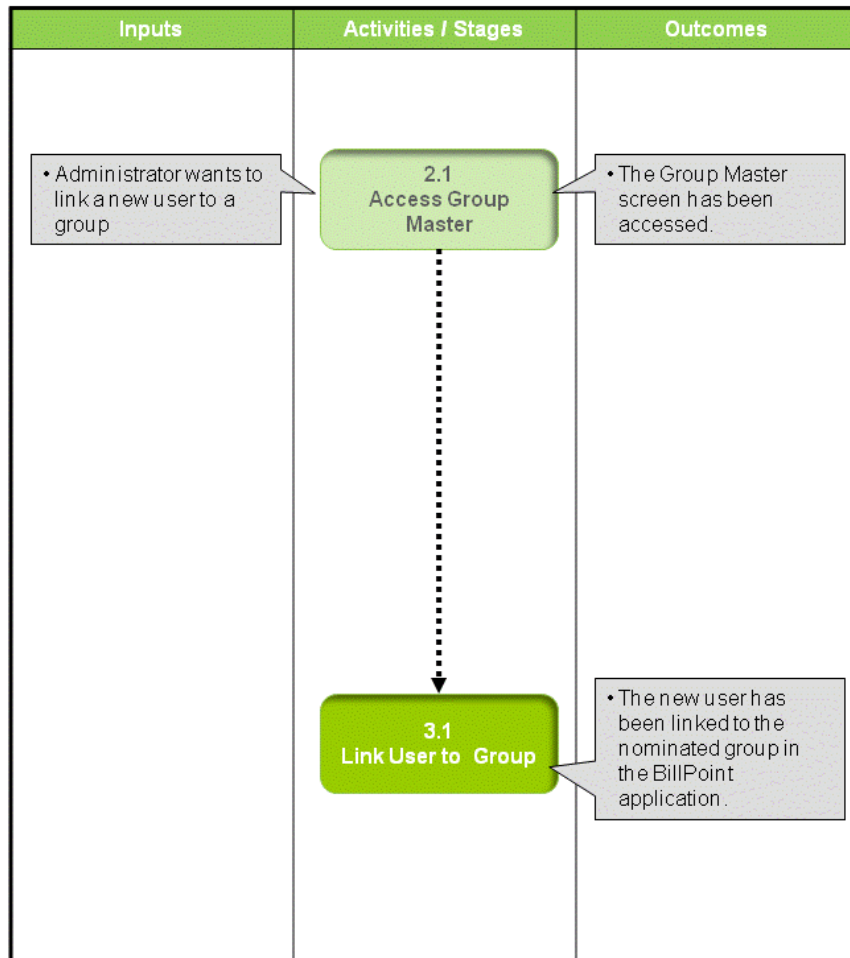
- N/A



Scenario 3: Link a User to a Group

Workflow

Workflow :	UserAdmin : 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