# Tel-Me

Adding a New Product Profile

To add a new profile to the licence tree:

1. Highlight either the Licence Supervisor object (marked with a blue square) or an existing department (marked with a yellow square) into which you wish to add the new profile.

2. Select the New Profile option from the either the Licence menu or the Department menu (depending on where the user is being added). The following dialog is displayed:
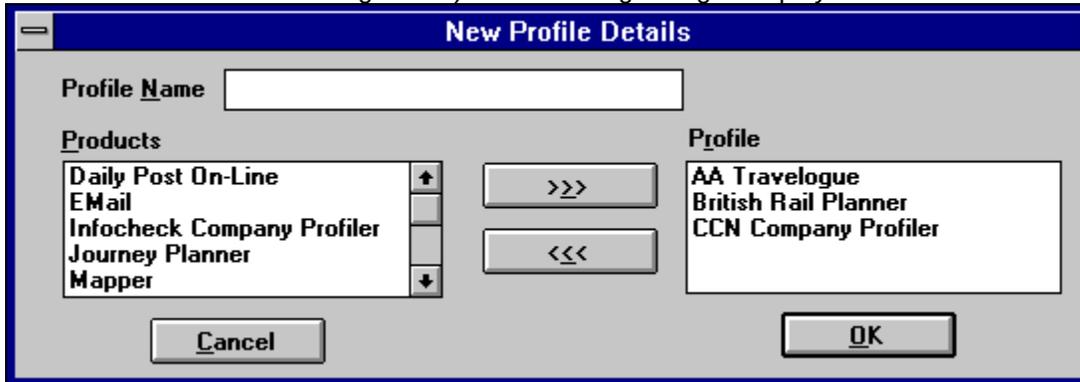
New Profile Details

Profile Name

Products

Daily Post On-Line
EMail
Infocheck Company Profiler
Journey Planner
Mapper

>>>

<<<

Profile

AA Travelogue
British Rail Planner
CCN Company Profiler

Cancel

OK

Click on the required item for more information.

3. Enter a name for the new profile and determine which products to include within it.

4. Click on the OK button to enter the details into the licence tree.

Return to Previous

Accessible Products Dialog

When a new user is added this dialog is displayed to configure which Tel-Me products will be made available.

Click on the required item for more information.

**To define the products to be used by the user:**

1. Select an Available Profile and click on the adjacent Add button, and/or
   select an Additional Product and click on the adjacent Add button.
2. When all required Profiles and/or additional products have been selected, click on the OK button to add them to the new user item.

Return to Previous ◄

Tel-Me

Changing User Details

To change the accessible products for a user:

1. Highlight the required user object.

2. Select the Change Products option from the User menu. The following dialog is displayed:
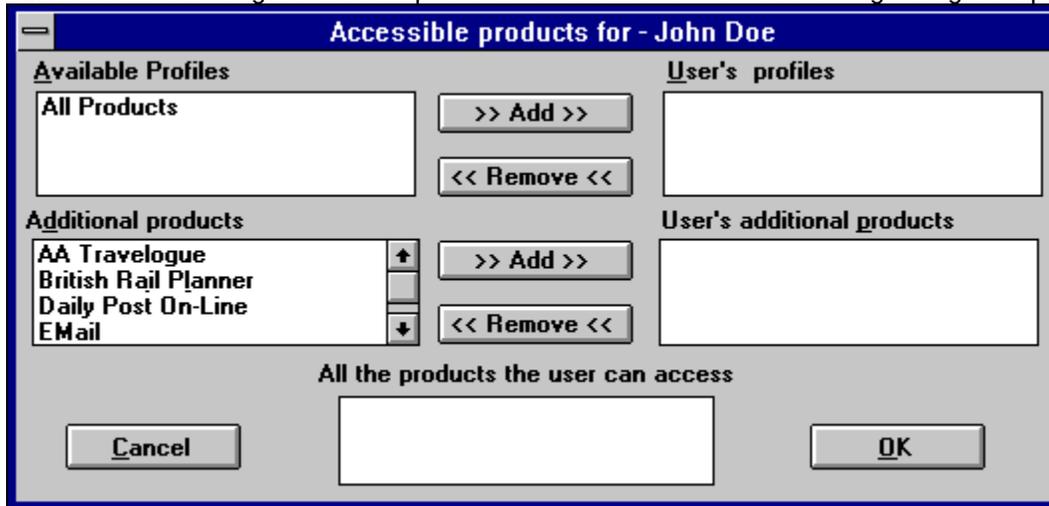
Accessible products for - John Doe

Available Profiles

| All Products |

User's profiles

>> Add >>

<< Remove <<

Additional products

AA Travelogue
British Rail Planner
Daily Post On-Line
EMail

User's additional products

>> Add >>

<< Remove <<

All the products the user can access

Cancel

OK

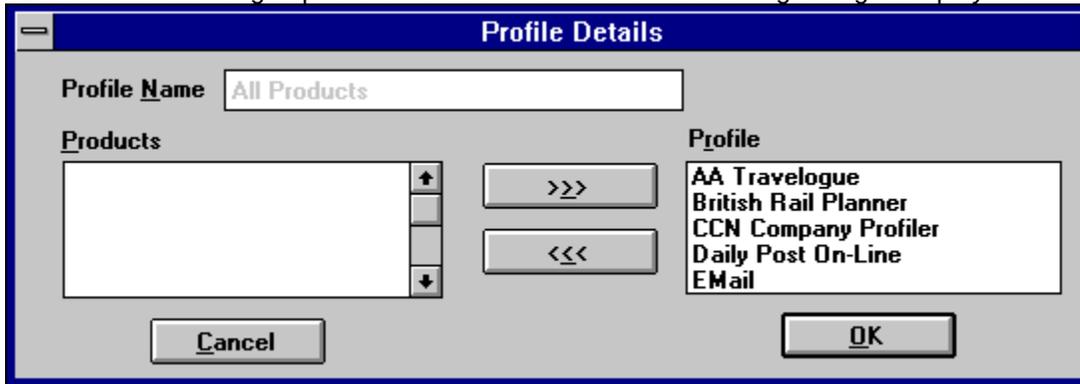Click on the required item for more information.

3. Add or remove any required Tel-Me products to/from the user's profile.

4. Click on the OK button to enter the details into the licence tree.

Return to Previous ◀

Tel-Me

Changing Profile Details

To change profile details:

1. Highlight the required profile object.

2. Select the Change option from the Profile menu. The following dialog is displayed:

Profile Details

Profile **N**ame | All Products

Products

Profile

>>>

<<<

AA Travelogue
British Rail Planner
CCN Company Profiler
Daily Post On-Line
EMail

Cancel

OK

Click on the required item for more information.

3. Make any necessary changes to the name and/or selected products.

4. Click on the OK button to enter the details into the licence tree.

Return to Previous ◄

Tel-Me

Tel-Me User Admin

Tel-Me User Admin Menus and Toolbar

The menus and toolbar within the Tel-Me User Admin screen are arranged as follows:

User Admin

File   Licence   Department   Profile   User   View   Window   Help

Click on the required item for more information.

Return to Previous ◄
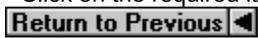
Profile Name

Enter a name to describe the new profile.

Profile Name

Indicates the name of the profile being altered. The Profile Name is greyed-out and cannot be altered within this dialog.

Products List

Lists all of the available Tel-Me products that can be added to the profile.

Profile List

Lists all of the Tel-Me products that have been added to the profile.

Available Profiles List

Lists all of the available profiles that can be added to the User's profiles list.

User's Profiles List

Lists all of the profiles that have been made available to the user.

Additional Products List

Lists all of the available Tel-Me products that can be made available to the user.

User's Additional Products List

Lists all of the profiles that have been made available to the user.

Access List

Lists the total sum of products that can be accessed by the user.

>>>

Adds the highlighted Tel-Me product to the Profile list.

<<<

Removes the highlighted Tel-Me product from the Profile list.

>> Add >>

Adds the highlighted profile to the User's profiles list.

<< Remove <<

Removes the highlighted profile from the User's profile list.

>> Add >>

Adds the highlighted Additional Tel-Me product to the User's additional products list.

<< Remove <<

Removes the highlighted Tel-Me product from the User's additional products list.

OK

Exits from the dialog and enters the information into the licence tree.

Cancel

Exits from the dialog and discards the entered information.

File

View Only   Selects view only mode where no changes may be made and all locks are released on the configuration records to allow other supervisors access.

Save   Registers the changes made with the PhoneLink data processing centre.

Confirm Remove Actions   Displays a confirmation dialog before carrying out remove object requests.

Print   Sends the displayed information to the currently selected printer for output. Press **Ctrl** and **P** as a shortcut for this option.

Print Preview   Displays a preview of how the information to be sent to the printer is expected to appear when it is output. Within the preview you can zoom in and out to view specific areas and move between the various pages to be printed.

Print Setup...   Selects the Windows Printer Setup dialog so that you may configure a selected printer.

Exit   Closes the Tel-Me User Admin program after making an enquiry to release any data locks.

Licence

Change   Displays a dialog that allows you to change various options for the Licence object.

New Department   Displays a dialog that allows you to define a new department.

New User   Displays a dialog that allows you to define a new user to be placed under the licence object.

New Profile   Displays a dialog that allows you to define a new product profile to be placed under the licence object.

View Details   Selects the standard licence details information to be displayed in the Information Window.

View Departments Selects the overall departments information to be displayed in the Information Window.

View Users   Selects the overall user information to be displayed in the Information Window.

View Products   Selects the overall product profile information to be displayed in the Information Window.

Remove All Departments   Removes all departments from the licence object. Note: All departments to be deleted must be first cleared of any users or profiles.

Remove All Users   Removes all users that are situated under the licence object. Note: This option does not affect users within departments.

Remove All Profiles   Removes all profiles that are situated under the licence object. Note: This option does not affect profiles within departments.

Department

Change   Displays a dialog that allows you to change various options for the currently highlighted department object.

New User   Displays a dialog that allows you to define a new user to be placed within the currently highlighted department object.

New Profile   Displays a dialog that allows you to define a new product profile to be placed within the currently highlighted department object.

View Details   Selects the standard department details information to be displayed in the Information Window.

View Users   Selects the department user information to be displayed in the Information Window.

View Products   Selects the department product profile information to be displayed in the Information Window.

Remove Department   Removes the currently highlighted department from the licence tree. Note: The department to be deleted must be first cleared of any users or profiles.

Remove All Users   Removes all users that are situated in the currently highlighted department. Note: This option does not affect users within other departments.

Remove All Profiles   Removes all profiles that are situated in the currently highlighted department. Note: This option does not affect profiles within other departments.

Profile

Change   Displays a dialog that allows you to change various options for the currently highlighted department object.

View Details   Selects the standard profile details information to be displayed in the Information Window.

View Users   Selects the profile user information to be displayed in the Information Window.

View Products   Selects the profile products information to be displayed in the Information Window.

Remove Profile   Removes the currently highlighted profile. Note: This option does not affect profiles within other departments.

User

Change User Details   Displays a dialog that allows you to change various options for the currently highlighted user object.

Change Supervisor   Displays a dialog that allows you to change the supervisor privileges and passwords for the currently highlighted user object.

Change Products   Displays a dialog that allows you to change available Tel-Me products for the currently highlighted user object.

Move   Displays a dialog that allows you to define the directory that you wish to move the currently highlighted user into.

View Details   Selects the standard user details information to be displayed in the Information Window.

View Products   Selects the information about the products available to the currently highlighted user to be displayed in the Information Window.

Remove User   Removes the currently highlighted user. Note: This option does not affect users within other departments.

View

View Details   Selects standard details information for the currently highlighted object to be displayed in the Information Window.

View Departments   Selects departments information for the currently highlighted object to be displayed in the Information Window.

View Users   Selects user information for the currently highlighted object to be displayed in the Information Window.

View Products   Selects product profile information for the currently highlighted object to be displayed in the Information Window.

Hide Users   Toggles the display of all user objects in the licence tree display to help simplify complex configurations.

Hide Profiles   Toggles the display of all profile objects in the licence tree display to help simplify complex configurations.

Toolbar   Toggles the display of the Toolbar.

Status Bar   Toggles the display of the Status Bar at the foot of the screen.

Window

New Window   Creates a new licence tree/information window so that more than one view of the current configuration can be displayed at once.

Cascade   Arranges multiple licence tree/information windows in a diagonal line from top left to bottom right.

Tile   Arranges multiple licence tree/information windows side by side in a tile pattern.

Arrange Icons   Arranges multiple licence tree/information minimised icons into an ordered line at the foot of the screen.

Help

Index   Displays the main contents page of this help program.

Using Help   Displays help about using help.

About Tel-Me...   Provides copyright and version details for the current version of Tel-Me User Admin.

Get New Data Button

Initiates an enquiry to retrieve the latest configuration information from the PhoneLink data processing centre.

Register Changes Button

Registers the changes made with the PhoneLink data processing centre.

Change Item Button

Displays a dialog that allows you to change various options for the currently highlighted object.

Create New Department Button

Displays a dialog that allows you to define a new department.

Create New User Button

Displays a dialog that allows you to define a new user.

Create New Profile Button

Displays a dialog that allows you to define a new profile.

Print Button

Sends the displayed information to the currently selected printer for output. Press **Ctrl** and **P** as a shortcut for this option.

Help Button

Displays the initial page and contents of the Tel-Me User Admin help.