Senior System Administration System Release Bulletin

We have added a significant new security key to SENIOR SYSTEMS: Drop-down Security.

Drop-Down Security

User Level

Your school can now determine which users should be able to add values to the editable drop-down lists and who can only choose from the existing values. (These "enter on the fly" drop-down lists are indicated in reference guides with ✍).
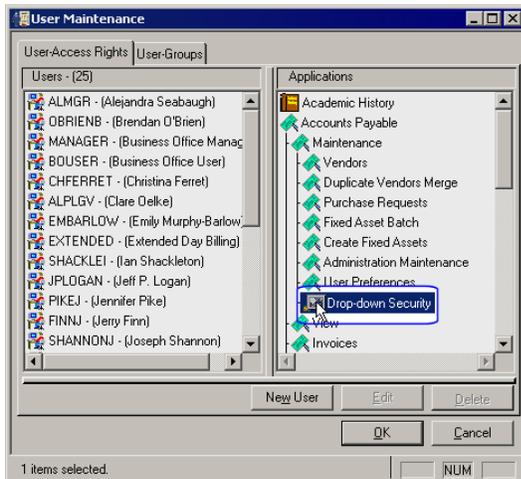
The Drop-down Security key is at the bottom of the Maintenance menu list.

Drop-Down List Level

Some drop-down lists also have their own security level. "Editable for ALL" means that anyone, regardless of their security permissions, are able to enter data on the fly. If users must have the Drop-down Security permission to make new entries, the Access Level will be "Editable with Security Key." If no one should be allowed to enter new values, select "Not Editable." (Changes can always be made in Code Maintenance by users who have access to this feature in SYSTEM ADMINISTRATION.)
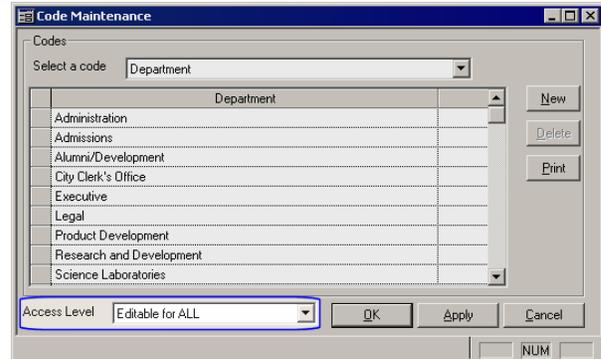
Installing the Update

When you install the 90_5 release of SENIOR SYSTEMS, all school-defined drop-down lists that have an access level will be set to Editable for ALL. In this way, we ensure that the modules behave the same as they did in the past for schools who do not choose to change.

If you want to lock a drop-down list, set the access level to Not Editable.

You can allow certain users to enter values on the fly for drop-down lists. First, set the drop-down list security to Editable with Security Key, then assign the new Drop-Down Security key to the appropriate users.

Change Drop-Down List Security

1. Open the **File** menu and then select **Code Maintenance**.

2. Select the code that you want to secure.

3. Change the Access Level to Editable with Security Key or Not Editable.

4. Repeat steps 2 and 3 until all drop-down lists that need to have their Access Level changed from Editable for ALL have been updated.
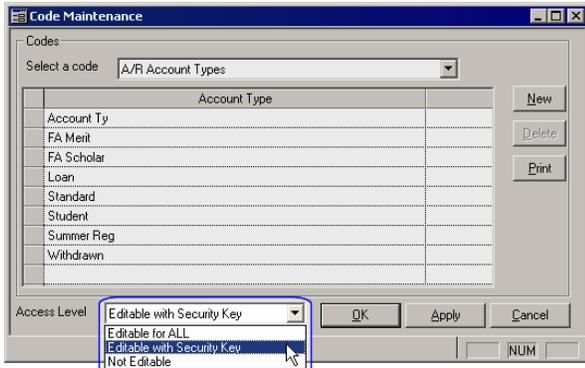
Important Note: Although the Drop-down Security is located under the Maintenance item for all SENIOR SYSTEMS modules, it is actually one security key that applies to all modules.

If you add this security key to users for one module, they will have it for all modules. Also, if you remove the security key from a user for one module, they will no longer be able to enter values on the fly in any drop-down lists.

For example, if we open the Maintenance item for the Accounts Payable module and add the Drop-down Security key to a user, that user will be able to enter data on the fly in all SENIOR SYSTEMS modules that they use.

Apply Drop-Down Security Key

1. Open the **File** menu, select **User Maintenance** (or Group Maintenance), and then select **Edit User Profiles** (or Edit Group Profiles).

2. Double-click on an Application name.

3. Double-click on the **Maintenance** item.

4. Drag the Drop-down Security key to the user (or group).

5. Repeat steps 2 through 4 until all users (or groups) who should be able to edit the secure drop-down lists have the security key.

Scrolling Table Windows

We have changed the tables in all SENIOR SYSTEMS modules so that you can use the scroll wheel to move up and down.

You must click in the table, selecting it, in order to scroll through the records. Also, make sure that the cursor is not in a field.
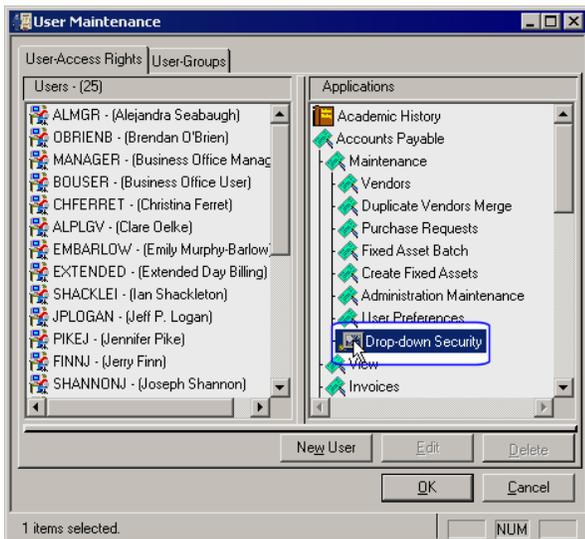
Most mouse scroll wheels are located here