Legacy System Configuration - System Administration Manual

This admin manual covers system administration, setting up a system, server builds, adding new users, etc.

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Microsoft Access Object Types

Tables

Tables are used to hold data. Each table has a structure that contains records of related information. Each record contains fields of single pieces of information.

Records

A group of fields that contains related information.

Fields

Parts of a record containing information, or data segment. Fields can contain the following types of data:

- **Text** - Text fields contain alphanumeric characters (up to 255 characters).
- **Memo** - Memo fields contain alphanumeric characters (up to 64,000 characters).
- **Number** - Number fields contain numeric values (byte, integer, long integer, double, or single).
- **Date/Time** - Date/Time fields contain dates and times. Date and times are stored as a serial number and must be formatted when displayed or printed. Since these fields are stored as a serial number, calculations can be made on them.
- **Currency** - Currency fields contain monetary values.
- **Counter** - Counter fields contain a numeric value that Microsoft Access automatically increments for each record you add.
- **Yes/No** - Yes/No fields contain Boolean values.
- **OLE Object** - OLE Object fields contain OLE objects, graphics, or other binary data.
- **Indexes** - A field or combination of fields that, uniquely identifies a record.

Queries

Queries are a way to retrieve data stored in tables and present results based on the parameters in the query.

Forms

Forms provide the user interface to the data. They allow data to be entered into the database, and display data for review, editing, and printing.

Reports

Reports are information you have organized and formatted to fit your specifications. A report gives you a way to retrieve and present data as meaningful information that you can use and distribute.

Macros

A macro automatically carries out a task or a series of tasks. Microsoft Access provides a list of actions to select from to create a macro. When you run the macro, Microsoft Access carries out the actions in the sequence they are listed, using the objects or data you have specified. For example, you can create a macro to automatically open a report and print that report.

Glossary of Terms

For further information or examples please refer to Microsoft Access Help.

Copying Records - To copy records, click **Copy** on the toolbar.

Pasting Records - To replace records with the records you copied, select the records you want to replace, and then click Paste on the toolbar.

Cutting (deleting) Records -Select the record(s) you want to cut. To remove the record(s), click cut on the toolbar.

Finding a Record - With the Find dialog box, you can locate specific records or find certain values within fields.

Filter - With a filter, you can temporarily isolate and view a specific set of records to work with while you have a form or datasheet displayed.

Wild Cards - You use wildcard characters as placeholders for other characters when you are specifying a value you want to find and use. See example.

Wild Card Expressions

In Microsoft Access, the asterisk (*), question mark (?), number sign (#), exclamation point (!), hyphen (-), and brackets ([]) are used to create wildcard expressions. You can use these characters in queries, commands, and expressions to find data that matches a certain pattern.

Symbol	Example	Usage
*	Th* finds The, That, and There. *at finds cat, bat, and that.	The asterisk (*) wildcard character matches any number of characters.
?	B?ll finds Bill, Bell, and Ball	The question mark (?) wildcard character matches any single character.
#	1#3 finds 103, 113, 123	The number sign (#) matches any single digit.
[ ]	B[ae]ll finds Ball and Bell	The brackets ([]) match any single character that is entered between the brackets.
!	B[!ae]ll finds Bill and Bull but not Bell or Ball	The exclamation point (!) matches any character not in the list.
-	B[a-c]d finds Bad, Bbd, and Bcd	The hyphen (-) matches any character that is within the specified range of characters

Avail System Description

Avail is organized in separate programs. The modules correspond to major functional areas such as Accounts Receivable, Payroll, Vehicle Maintenance, etc. The following codes are used when describing modules:

Program Code	Program Name
AD	Automated Dispatch
AM	Asset Management
AP	Accounts Payable
AR	Account Receivables
BM	Bid Management
CS	Claims & Safety
CT	Contract Management
ES	Easy Sample
FA	Fixed Assets
FC	Fast Cut
FI	Fuel Island Interface
FT	Fast Track
GL	General Ledger
GM	Grant Management
HR	Human Resources
IN	Inventory
LS	Leave Scheduling
MU	Menu Items

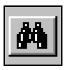
Program Code	Program Name
NT	NTD Reporting
OT	Operator Timekeeping
PO	Purchase Orders
PR	Payroll
PRA	Payroll A
PRB	Payroll B
PS	Public Schedules
PT	Project Tracking
RD	R.I.D.E.S.
RQ	Requisitions
RR	Revenue Ridership
SD	Service Desk
TK	Timekeeping
VM	Vehicle Maintenance
VP	Vehicle Problems
WO	Work Orders

About This Guide

This guide contains standard procedures for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

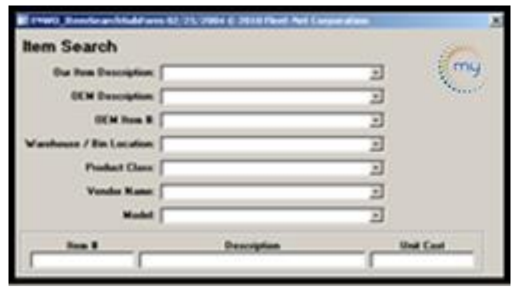
Below are features that are used through Avail ERP applications.

To correctly exit a form, click on the Avail Icon located in the upper right of every form.



**When the binoculars search function is not available, nor a drop-down list, select 'Ctrl F' as a search tool.

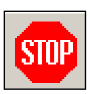
When using this button to search the following sample form will open. Use any of the search item criteria to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.



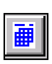
Throughout Avail modules, there are Green Check marks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to set up the necessary codes and their value for the associated field.

The clock button allows for changing the time entry.

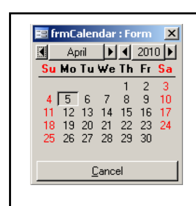
The question mark button opens the search option.



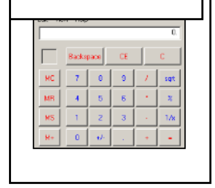
The Stop button aborts the current selection process.



The calendar button allows for quick selection of a specific date via a calendar. Calendar defaults to current date.



The calculator button allows for quick simple calculations on the fly. It opens your systems calculator.



Avail ETMS Initial Administrator Setup

Avail developed ***configuration setup*** which allows the user greater flexibility in defining their multiple companies and/or multiple database locations.

For the ***typical*** user only one configuration will be needed. The configuration name is a user-defined description up to 50 characters. (*Example: ABC Transit*)

For users with multiple databases that need to be stand alone, each standalone database group will require its own unique configuration name and directory that can be accessed by the user utilizing its data.

Configurations are defined through **FNWServer.mde** located in the ***Server*** folder.

Before beginning FNW installation, create a FNW folder on a network directory. From the CD copy the ***Add-Ins*** folder to the ***FNW sub-directory***. Add-ins must be installed and registered on all workstations.

From the CD copy the contents of the FNW folder to your FNW Folder location. Contents of this folder are listed below. (Be sure to take the READ only off)

Client

The Avail Client folder is a master copy of the FNWClient2000.mdb database. The client shell can only be used after an initial server installation.

Program

The Avail Program folder contains the Programs for Avail. Each Program uses the naming convention FN[module code].Prog.mde. For example, the General Ledger program is named FNGL_Prog.mde.

NOTE: Also stored in Program is the User database (FNUser_0.mdb) and Template (FNUserTemplate.mdb). This database is available for users to create a database with specific queries and reports. For more information and usage of this database, please refer to the "Creating User-Defined Forms and Reports" manual.

Server

The Avail Server folder contains the Server Configuration setup.

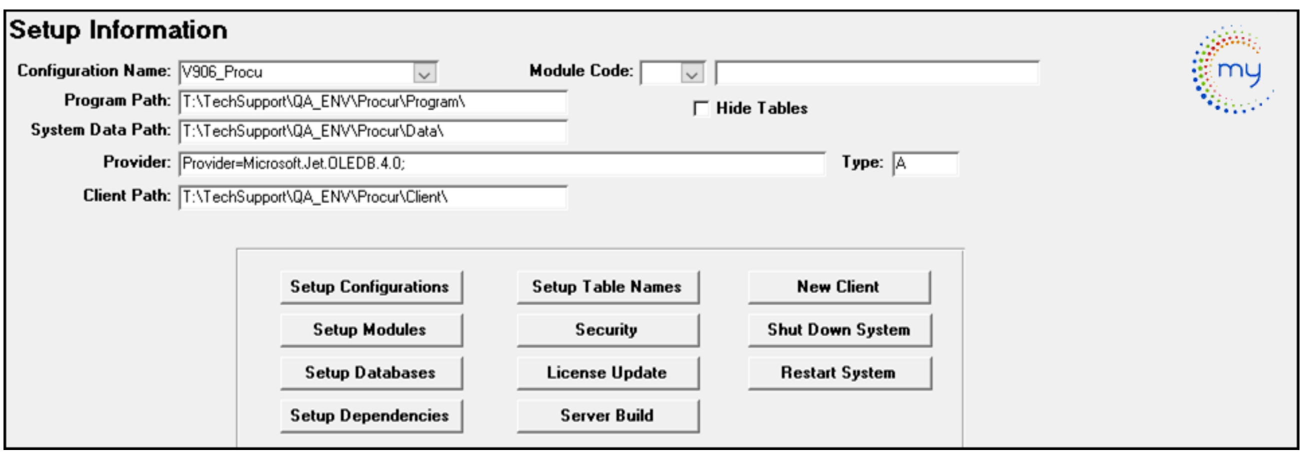
NOTE: Run a Server Build whenever updated programs, (modules) are received from Avail and installed in the programs folder. Always verify that there are no users accessing the module that the Server Build is being run on.

Server

Server Configuration

Go to the FNW/Server folder on the network and open FNWServer.mde. The following form displays:

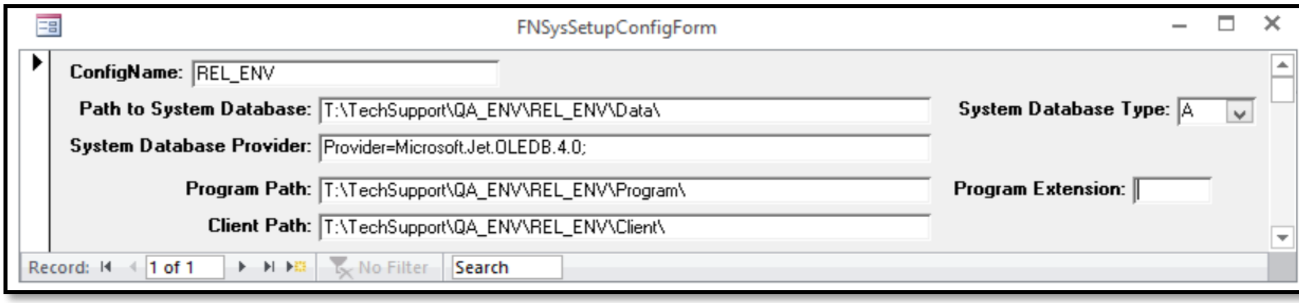
Click ***Start Configuration***, the following form displays:



If this is the first time utilizing the FNW Server a configuration name will have to be set up. If a configuration name has already been set up, the configuration name can be selected from the Configuration Name drop-down list.

Setup Configuration

To set up Configuration for the first time fill out the FNSysSetupConfigForm:

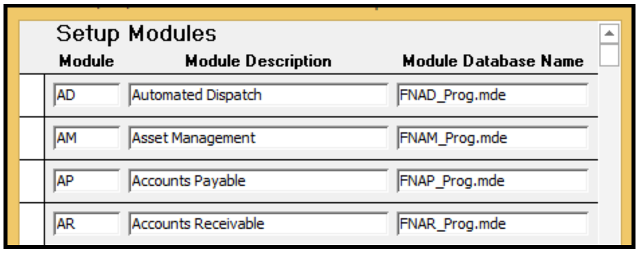


Field	Description
ConfigName	A 50-character user defined field to describe a configuration
Path to System Database	Path to FNW Data sub-directory. **NOTE:** if ALL databases are upsized to MS SQL this path is not required.
System Database Provider	Users with databases Upsized to SQL will use the following path: DRIVER=SQL SERVER;UID=;PWD=;SERVER=*yoursevernamehere*; NETWORK=;DATABASE=FNWS; If Named Pipes is enabled on the server, the path will be as follows: DRIVER=SQL SERVER;UID=;PWD=;SERVER=*yoursevernamehere*; NETWORK=DBNMPNTW;DATABASE=FNWS; For users with databases in Access the provider will be - Microsoft.Jet. OLEDB.4.0;
Program Path	Path to FNW Program sub-directory.
Client Path	Path to FNW Client sub-directory.
System Database Type	A = Access and is used to access data files through Microsoft Access O = ODBC and is used to connect to Microsoft SQL Server databases to access data files. See Upsizing to a SQL database in this manual for instructions.
Program Extension	Program extensions are MDE. If this field is left blank this field defaults to MDE.

Once information has been entered this form can be closed and the newly created configuration name will be available in the ConfigName drop-down list. The Configuration Name must be selected before any other options can be selected.

Setup Modules

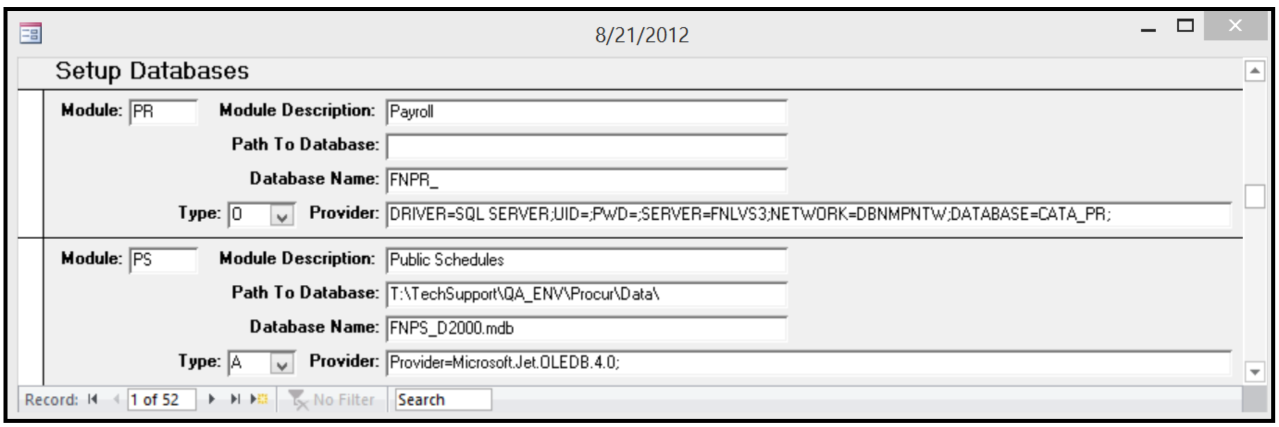
Setup Modules displays a list of all the modules that are available for Avail.



Field	Description
Module	Pre-defined code that represents an Avail module.
Module Description	Pre-defined description that represents an Avail module.
Module Database Name	Pre-defined program that represents an Avail module and description.

Setup Databases

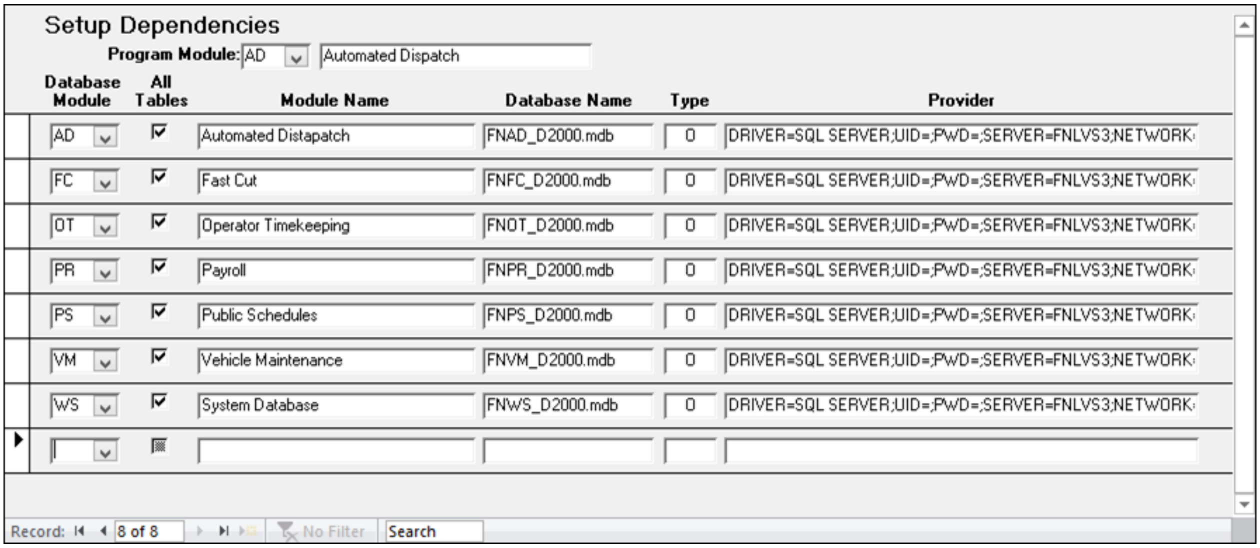
Setup Databases displays a list of all the databases. All databases should be in SQL.



Field	Description
Module	Pre-defined code that represents an Avail module.
Module Description	Pre-defined description that represents an Avail module.
Path To Database	This is the complete path to FNW data files. In the example above the FNPS_D2000.mdb will be found in T:\TechSuppport\QA_ENV\Procur\Data\. If the database is a SQL database rather than an Access database, this field can be left blank.
Database Name	Pre-defined database that represents an Avail module and description. If linking to Access databases, enter the entire database name. If linking to SQL databases, enter FNxx_ (xx = Module Code). Be sure to include the underscore at the end of the module code.
Type	Type: A are MS Access databases. Type: O are MS SQL databases.
Provider	<u>A = Access:</u> Provider=Microsoft.Jet.OLEDB.4.0. <u>O = ODBC:</u> DRIVER=SQL SERVER;UID=;PWD=;SERVER=*yoursevernamehere*; DATABASE=FNxx;

Setup Dependencies

Setup Dependencies will link all needed tables to the module, ensuring full integration between the modules. Check All Tables and every table in FC, OT, RR, etc. below will link to the Automated Dispatch module.



Setup Dependencies

Program Module: AD | Automated Dispatch

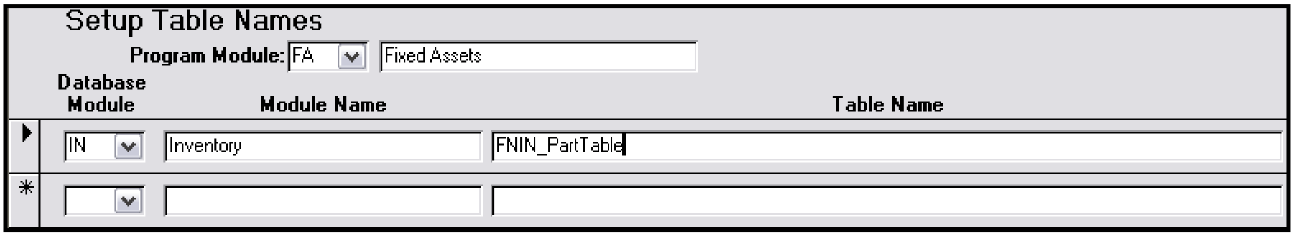
Database Module	All Tables	Module Name	Database Name	Type	Provider
AD	☑	Automated Distapatch	FNAD_D2000.mdb	0	DRIVER=SQL SERVER;UID=;PWD=;SERVER=FNLVS3;NETWORK
FC	☑	Fast Cut	FNFC_D2000.mdb	0	DRIVER=SQL SERVER;UID=;PWD=;SERVER=FNLVS3;NETWORK
OT	☑	Operator Timekeeping	FNOT_D2000.mdb	0	DRIVER=SQL SERVER;UID=;PWD=;SERVER=FNLVS3;NETWORK
PR	☑	Payroll	FNPR_D2000.mdb	0	DRIVER=SQL SERVER;UID=;PWD=;SERVER=FNLVS3;NETWORK
PS	☑	Public Schedules	FNPS_D2000.mdb	0	DRIVER=SQL SERVER;UID=;PWD=;SERVER=FNLVS3;NETWORK
VM	☑	Vehicle Maintenance	FNVM_D2000.mdb	0	DRIVER=SQL SERVER;UID=;PWD=;SERVER=FNLVS3;NETWORK
WS	☑	System Database	FNWS_D2000.mdb	0	DRIVER=SQL SERVER;UID=;PWD=;SERVER=FNLVS3;NETWORK

Record: 8 of 8 No Filter Search

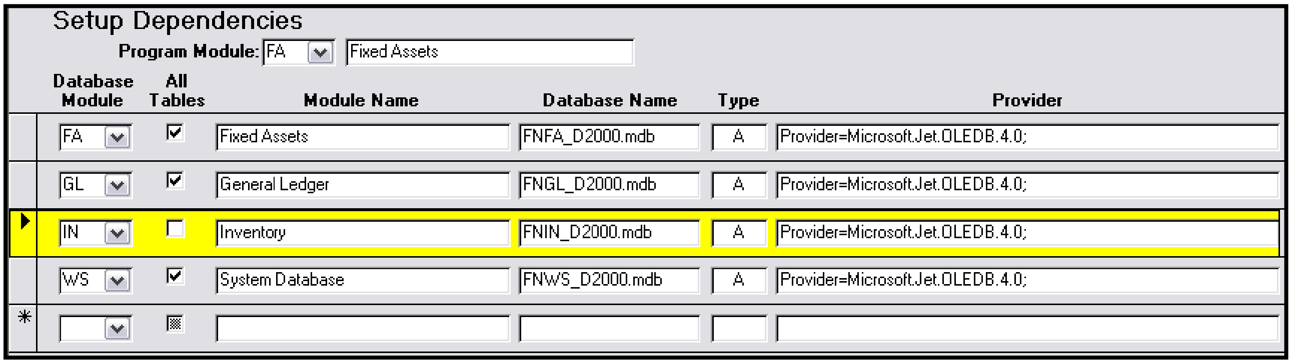
Field	Description
Program Module	Select the Program Module from the dropdown list
Database Module	Automatically populates when Program Module is selected. User has the ability to add additional dependencies and remove dependencies from the selected Program module. **NOTE:** Database Module - WS MUST be added for every Avail Program Module.
All Tables	Automatically populates when Program Module is selected. This box must be checked to link all tables from the database to the Program Module selected at the top of the form. See Setup Table Names to utilize specific tables within the Database.
Module Name	Automatically populates when Database Module is selected.
Database Name	Automatically populates when Database Module is selected.
Type	Automatically populates when Database Module is selected.
Provider	Automatically populates when Database Module is selected.

Setup Table Names

This provides the ability to link to specific tables from a database to a module. For example, if FA (Fixed Assets) module requires GL (General Ledger) and FA (Fixed Assets) for dependencies but only the FNIN_PartTable from the IN (Inventory) database that table can be linked via the '**Setup Tables'** form. When a server build is done all GL, FA and only the Part Table from IN will link to FA. This will allow for a more efficient operating Avail Database system. This is also used in special circumstances where files are linked from an outside database source.



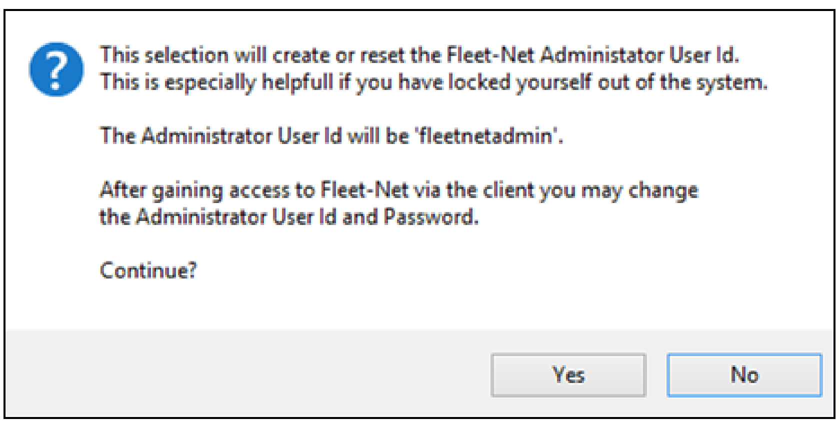
When this is used, the All Tables checkbox needs to be unchecked for the specific database where only select tables will be linked.



Security

This feature allows for the administrator of Avail to change the password for admin access. This is very helpful if the admin password has been forgotten.

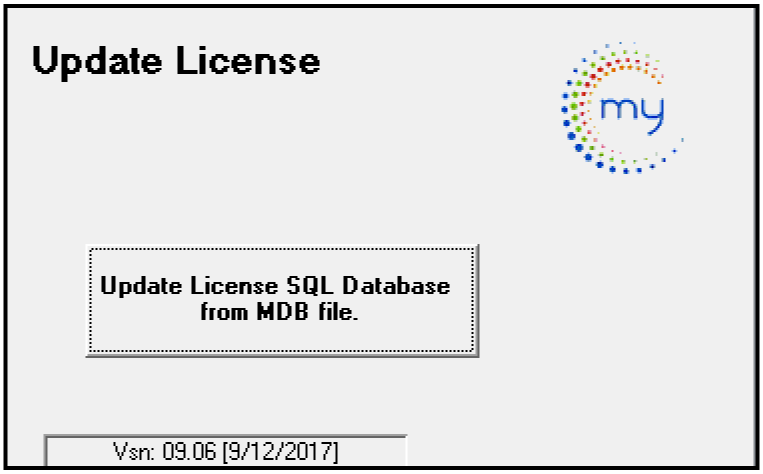
NOTE: Please contact Avail for the default password. Once the default password has been entered, user will be prompted to change the password.



License Update (Used only for SQL Server FNLC databases)

If the license database (FNLC_D2000.mdb) has been upsized to SQL, this process is used to update a new license sent by Avail. This will update a license with new computer names, extended expiration dates, additional FNW modules and number of license user count.

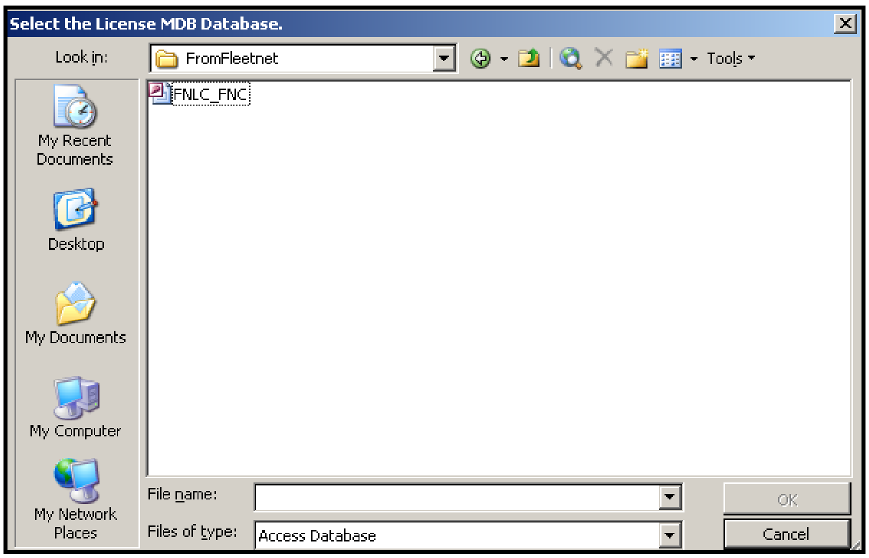
All users must be logged out of Avail when running this process.



Click ***Update License SQL Database from MDB file.***

Select the License MDB Database by navigating to the folder containing the license received from Avail.

Double Click on the license database to select.

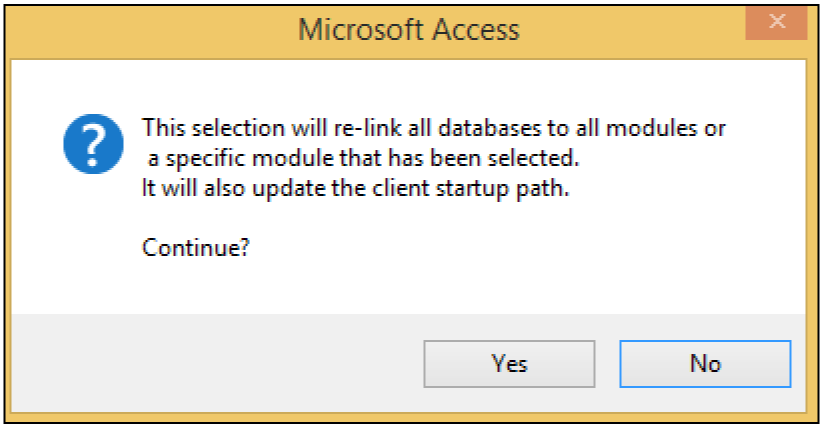


Click ***OK*** on the completion message:

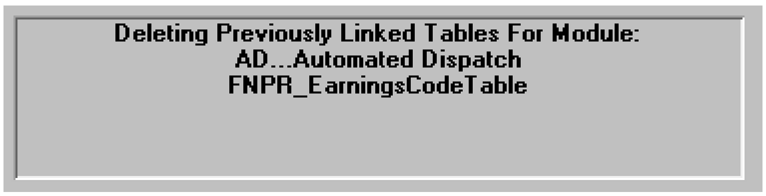
Server Build

This feature will re-link the databases to the modules Programs that have been selected from the Module Code field drop-down list.

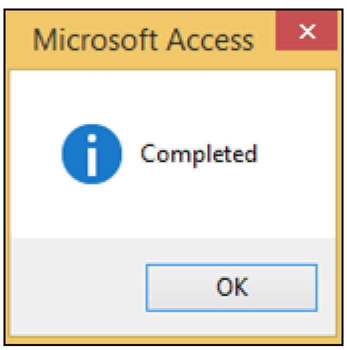
If the module field is left blank, all databases will be re-linked to modules Programs. This is called a FULL server build and ALL users must be out of the system before a server build can be completed.



NOTE: Selecting **yes** will display the following, indicating that previously linked tables for the module selected are being deleted.



Once completed with the deleting process, the tables will be re-linked, the following completion message displays:



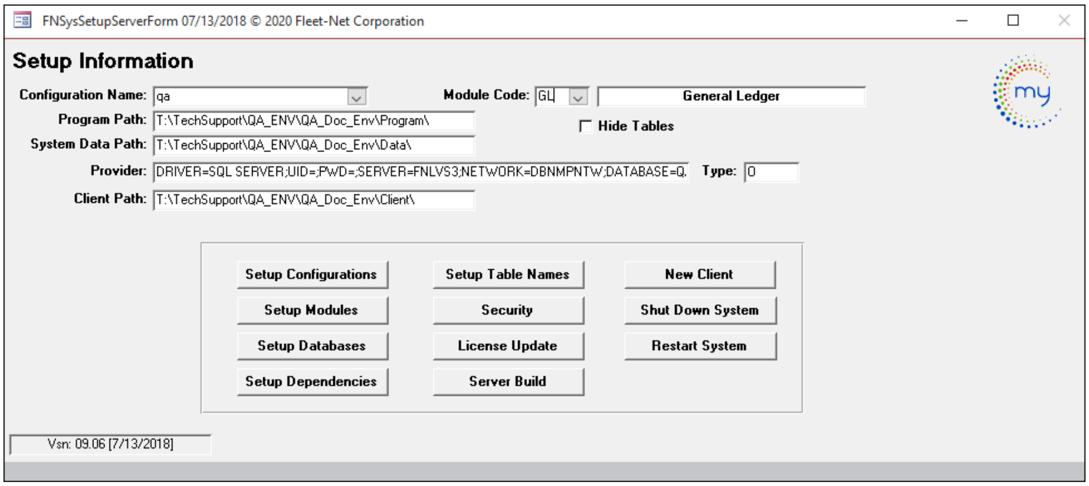
Server Build for Specific Module

1. Verify that there are **NO** users signed into the module being server built.
2. Open *Explorer*, right click on ***Start***; select **Explorer**
3. Locate the ***FNW*** folder on the network
4. Open the ***Server*** folder
5. Double Click on the ***FNWServer.mde***
6. Click on *Start Configuration*
7. Select the configuration name from the drop-down list in the field labeled *Configuration Name* (Upper left-hand corner of the screen)

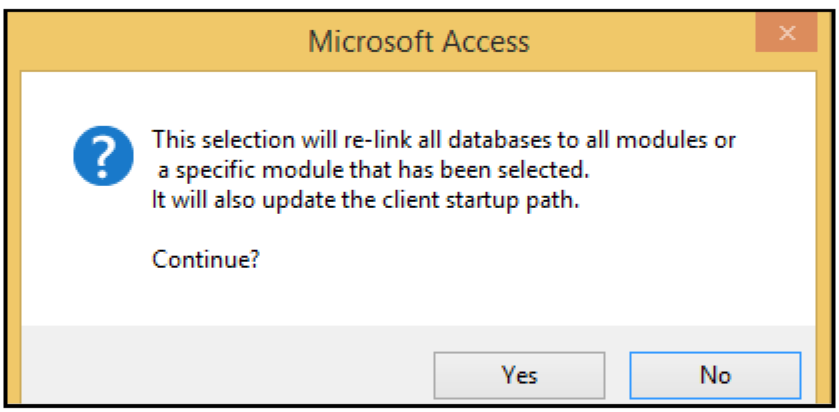
8. Select the Module that the server build will be run on from the drop-down list labeled *Module Code* (Upper right-hand corner of the screen)

In the example below, a Server Build will be done for the General Ledger

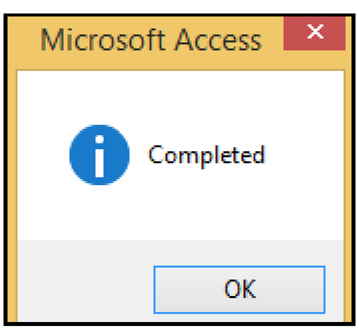
9. Click ***Server Build***



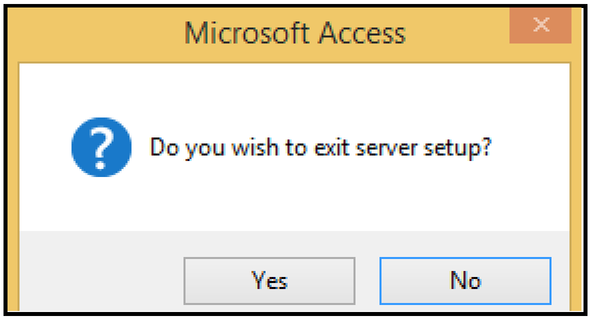
Click ***yes*** at the following prompt:



10. Once the Server Build has finished, the following message displays:



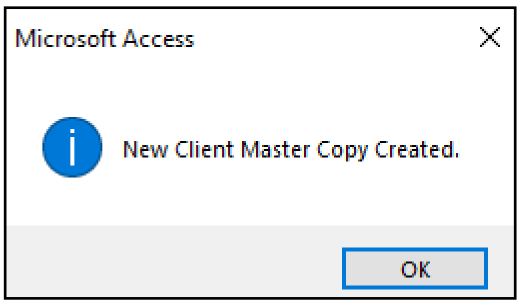
11. Click the Avail logo to exit the form, click **Yes** on the following message:



New Client

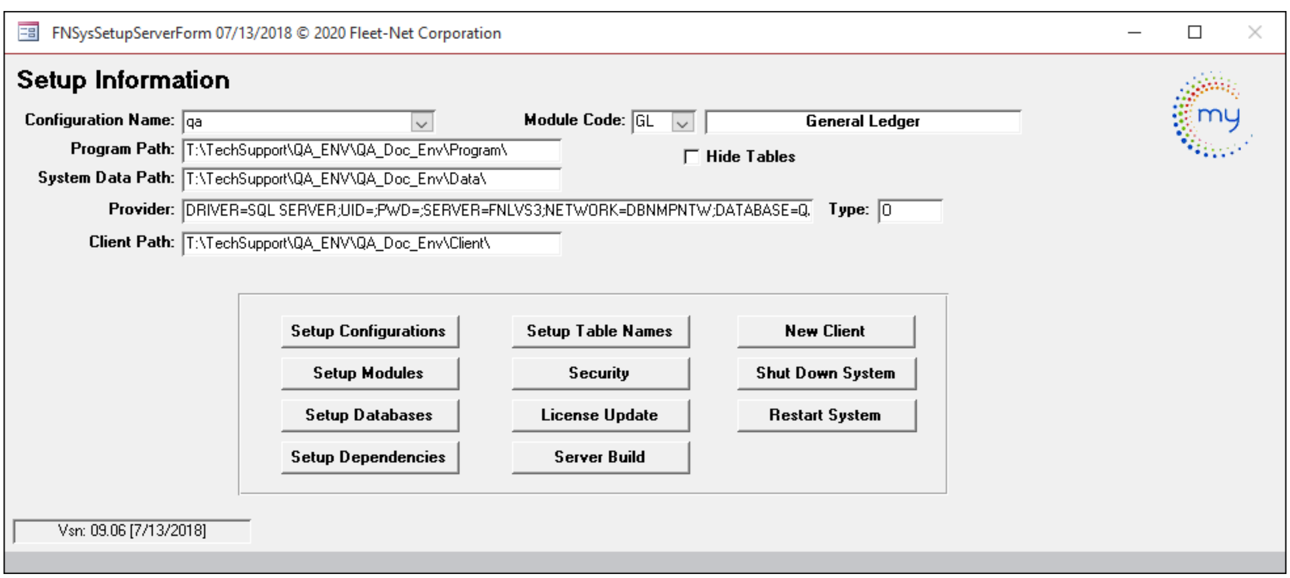
When a server build is done, the Master Client in the CLIENT folder in the program directory is linked with all the new updates links. If user wishes to create these new linkages without going through the server build process, they can click this button.

Once the button has been clicked, the following will display:

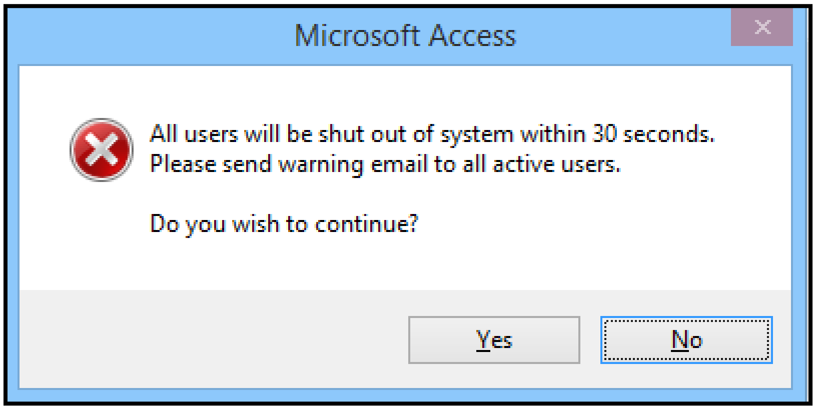


System Shut Down

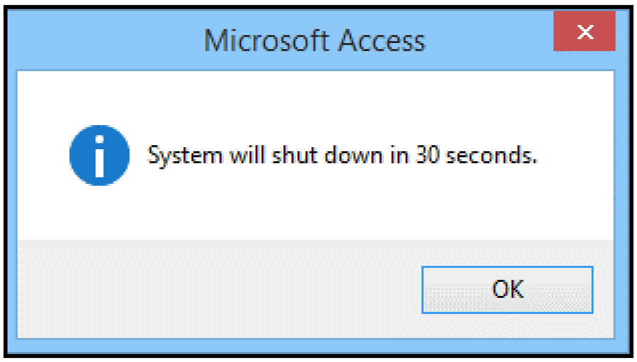
System Shut Down is used to lock out all users. This function must be used with caution as the system shuts down 30 seconds after the user confirms the shutdown request. Users should be notified prior to the shutdown being initiated.



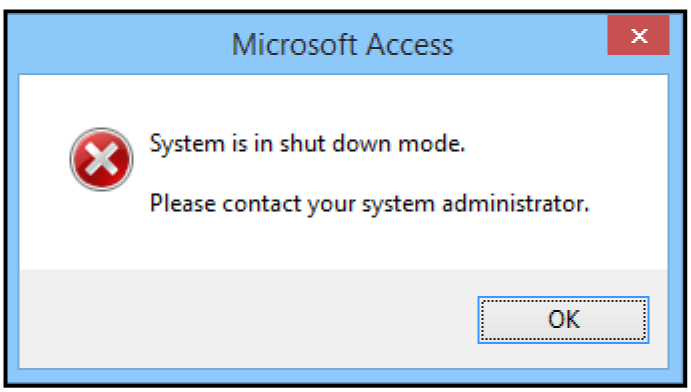
1. Click ***Shut Down System***, the following prompt displays:



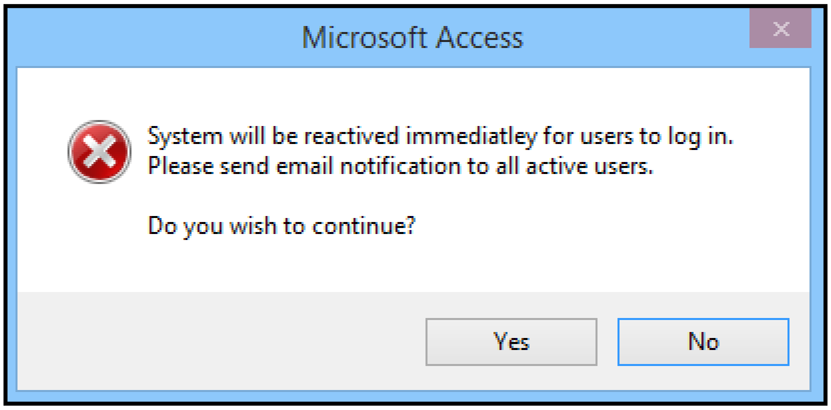
2. Click ***Yes*** to Continue, ***No*** to Cancel
3. The following confirmation message displays:

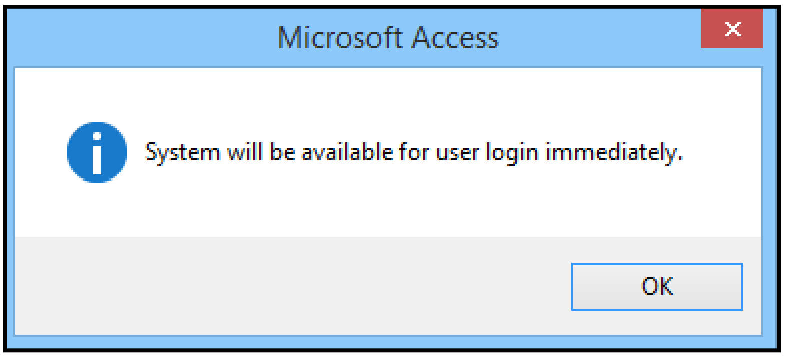


No confirmation message is received once the system shuts down. If a user attempts to log into Avail, the following message displays:



To restart the system, click ***Restart System***, the following messages display:

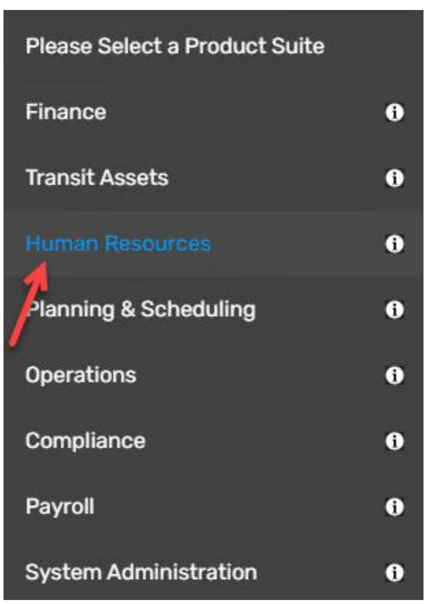




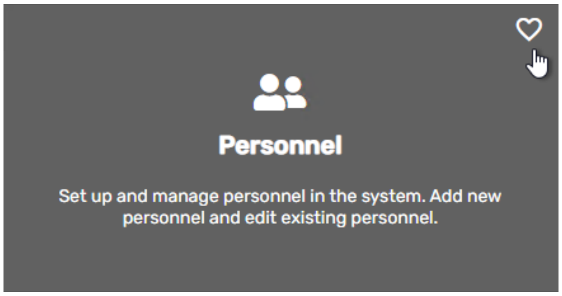
Creating a New User

Users are entered and given permissions via the Human Resources Suite.

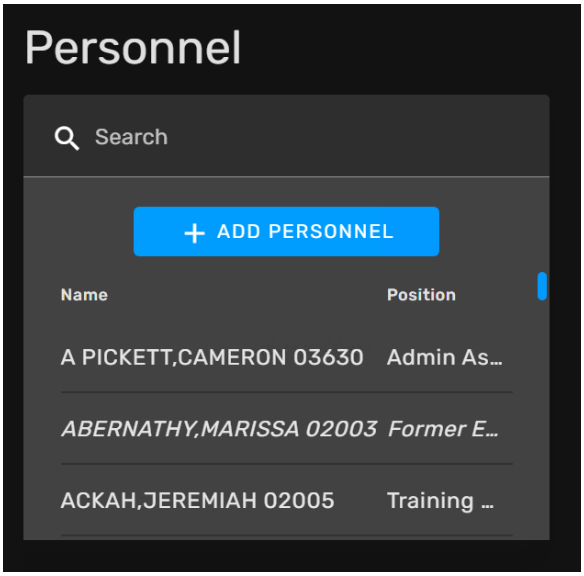
To access the Human Resources cards, choose Human Resources from the Product Suite drop-down.



Click on the Personnel Card.



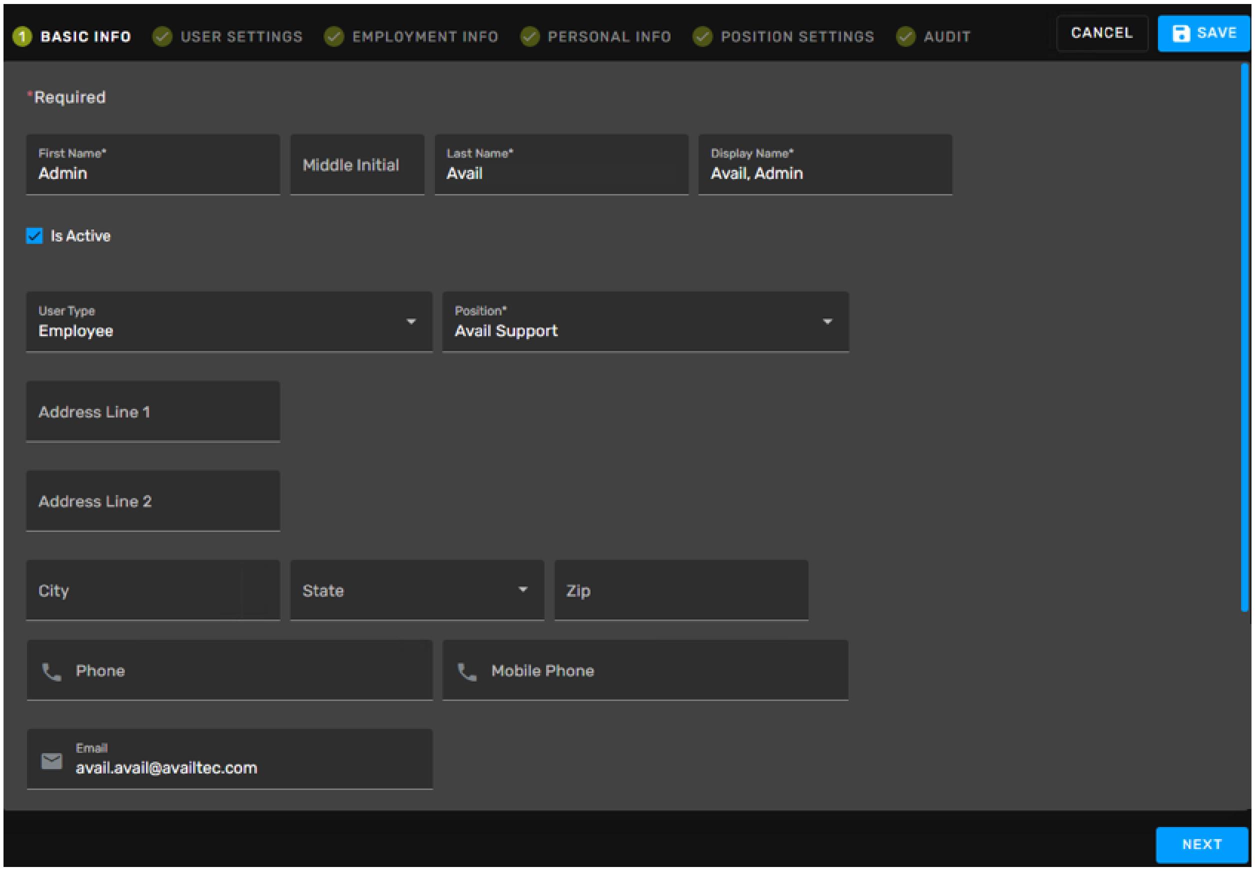
Click the Add Personnel button to add a new employee, contractor, or consultant.



The form that opens has six tabs for entering information: Basic Info, User Settings, Employment Info, Personal Info, Position Settings and Audit.

Basic Info Tab

This tab is completed for all employees, contractors and consultants. Only starred fields are required.



Display Name - This defaults to "Last Name, First Name", but it can be changed by the user. The display name must be unique because it identifies the user on all reports and screens.

Is Active - This button will default to checked when entering in a new employee. To make a user inactive, uncheck the Is Active checkbox, a popup will ask you to confirm the selection because the user will not be able to log on.

User Type - Pick the appropriate user type from this drop-down. This field is used for Employee and non-ERP customers. If a non-employee is chosen, the Employment Info, Personal Info, and Position Settings tabs will not need to be filled out and will be greyed out/disabled.

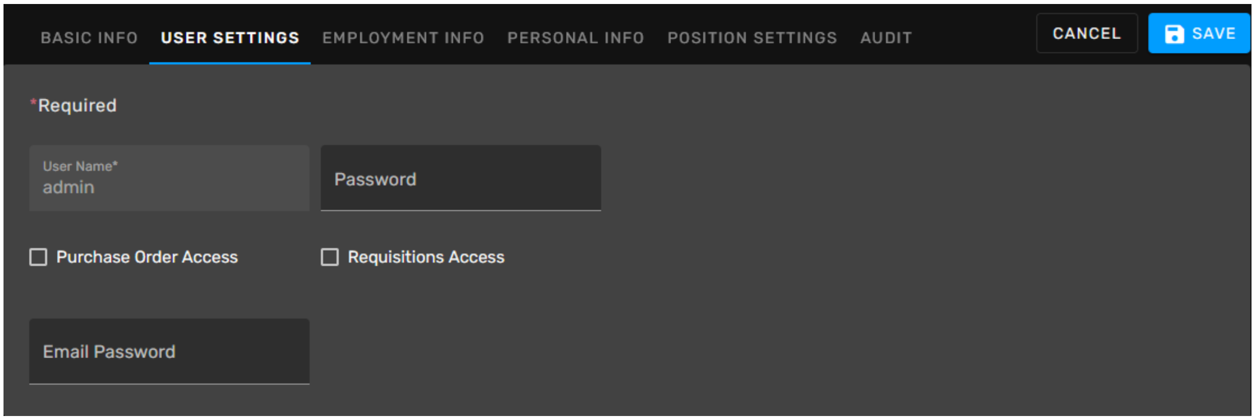
Position - This drop-down contains the list of possible positions to assign to a user. This choice defines the system functionality the user can access, this field is required. If the user position is a Bus Operator, the Position Settings Tab will need to be populated.

Enter the user's address, City, State, and zip code. For email and mobile phone numbers, enter the information for where myAvail should send email and text alert messages.

Click Next/Save.

User Settings Tab

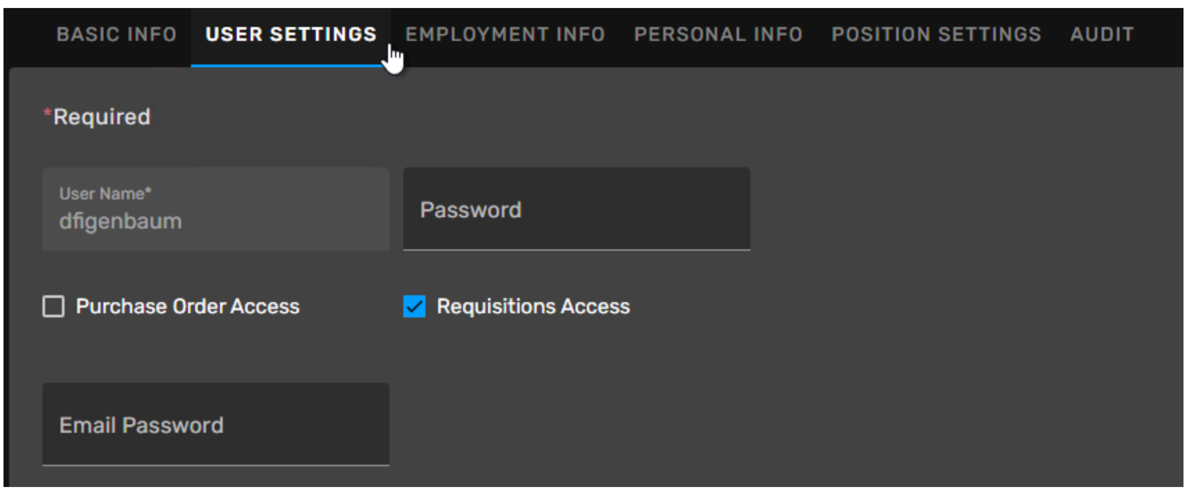
This tab allows the user to enter a password. It must be at least 8 characters, have at least one non alphanumeric character and at least one digit.



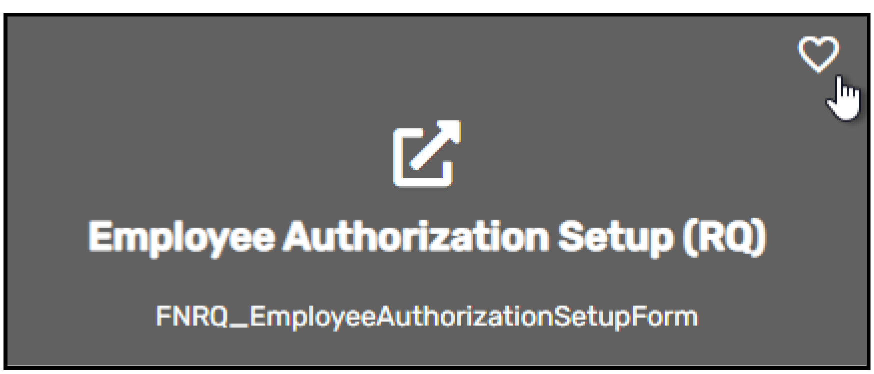
If the user needs to login to myAvail, they must enter a password. Passwords are not required for Operators who will not be logging in to myAvail. Use the checkboxes if the user will be accessing Purchase Orders or Requisitions, additional setup is required. The Email Password field will be used by all employees and will be the password for their Agency Domain Email address. Click Save.

RQ Authorization Permission

If the employee needs RQ authorization permission, the password the user needs to PIN/authorize requisitions is entered here.



Further parameters for this permission need to be set up in the legacy RQ Employee Authorization Setup. This is normally done by procurement or the maintenance manager and is accessed via ETMS on the card below.

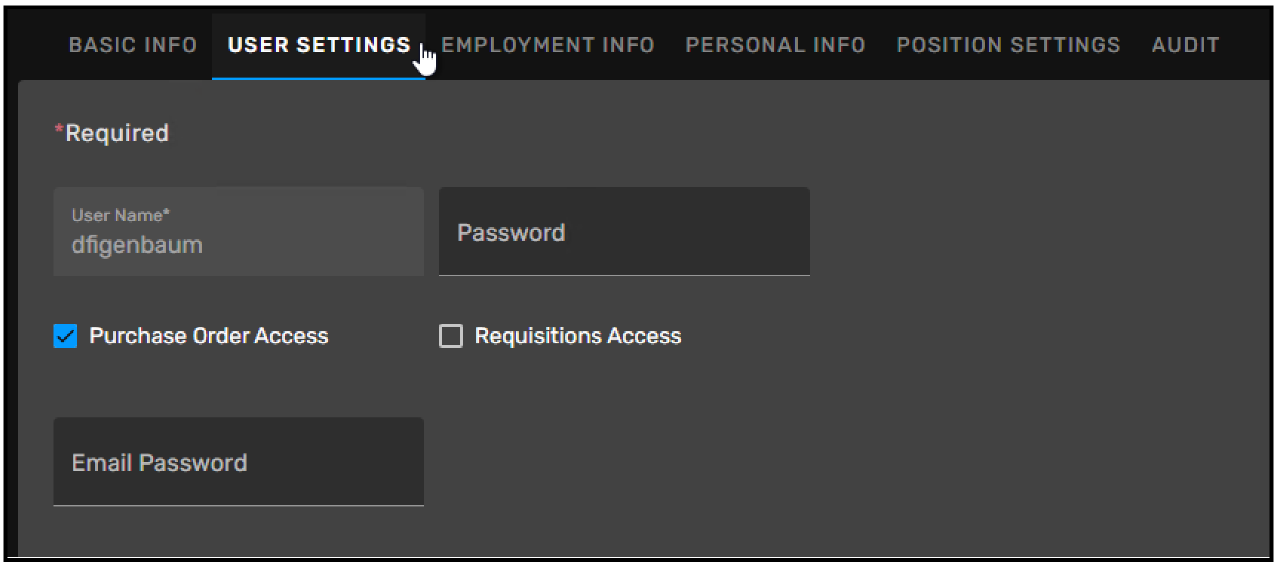


1. Select the employee's ID in the Authorization ID drop-down in the RQ screen. If the employee is not in the drop-down, verify that the RQ access checkbox is selected for this employee in the User Settings tab in their Personnel card.
2. Fill in the fields on the Employee Authorization Setup screen
   a. Pin setup is disabled because employees set up their own Pin Number via their profile.
3. Select the departments this employee will be authorizing and their limits.
4. Select the Roles button to choose each department and assign the appropriate role for this employee.

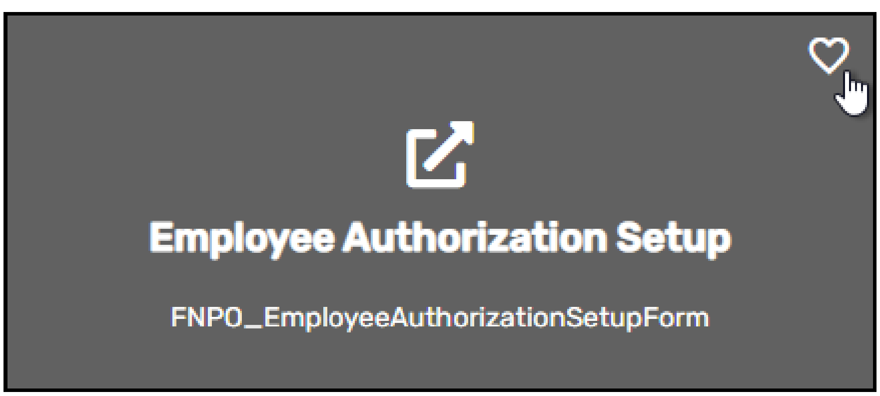
NOTE: Authorizers are no longer deleted through the RQ Employee Authorization Setup screen. To remove RQ Authorization permission from an employee, uncheck the RQ Access checkbox on their Personnel card.

PO Authorization Permission

If an employee has PO authorization permission, the password the user needs to PIN/authorize requisitions is entered here. Purchase Order Access is checked.



The other parameters for this permission are set up in the legacy PO Employee Authorization Setup screen accessed via ETMS. This is normally done by procurement or the maintenance manager and is accessed via ETMS on the card below.



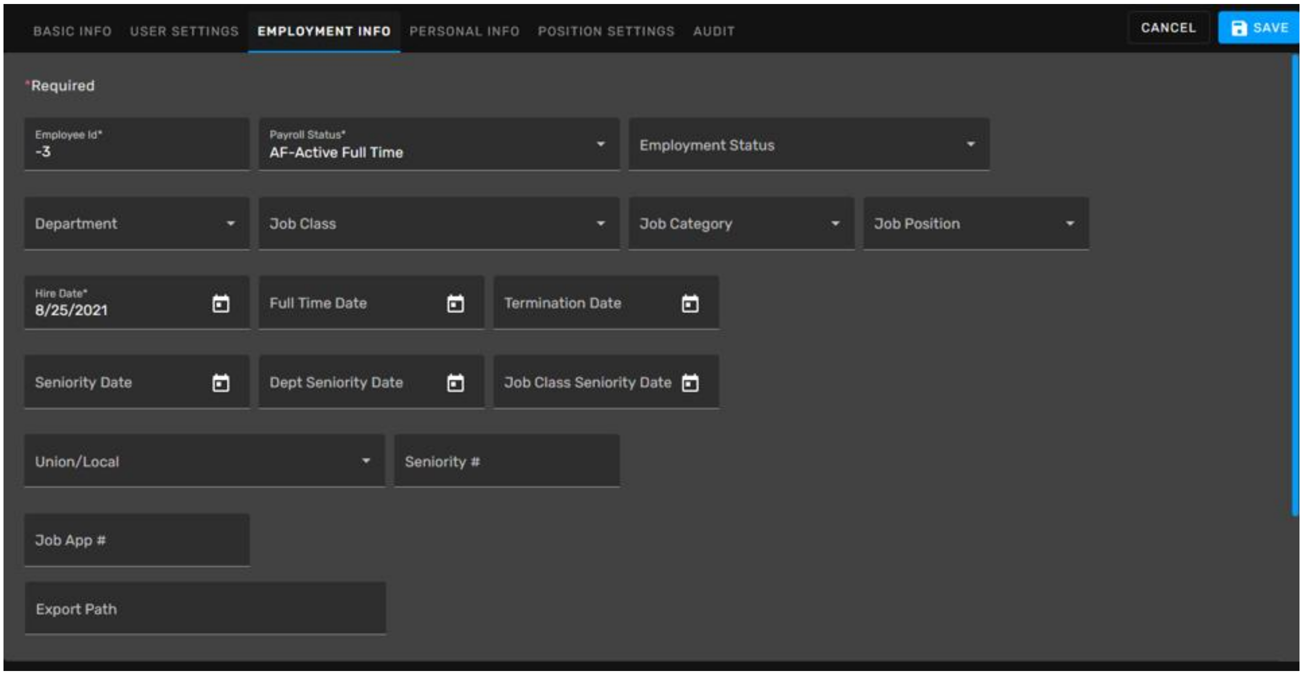
1. Select the employee's ID in the Employee Id drop-down in the PO screen. If the employee is not in the drop-down, verify that the PO access checkbox is selected for this employee in the User Settings tab in their Personnel card.

2. Fill in the fields on the Employee Authorization Setup screen
    a. Pin setup is disabled because employees set up their own Pin Number via their profile.
3. Select the Departments button to select the correct departments for this employee.

NOTE: Authorizers are no longer deleted through the PO Employee Authorization Setup screen. To remove PO Authorization permission from an employee, uncheck the PO Authorization checkbox for this employee in their Personnel screen.

Employment Info Tab

Employee Id, Payroll Status, and Hire Date are required fields on this tab.



The Employee Id is 8-character max and is alpha/numeric.

Choose the Payroll Status, Employment Status, Department, Job Class, Job Category and Job Position from the drop-down. The options in the dropdowns are pre-determined by the transit during initial setup.

Enter the Hire Date, this field is required. Enter the Full Time Date, Termination Date, Seniority Date, Dept Seniority Date, Job Class Seniority Date, Union/Local, Seniority #, and Job App # if needed. Click Save.

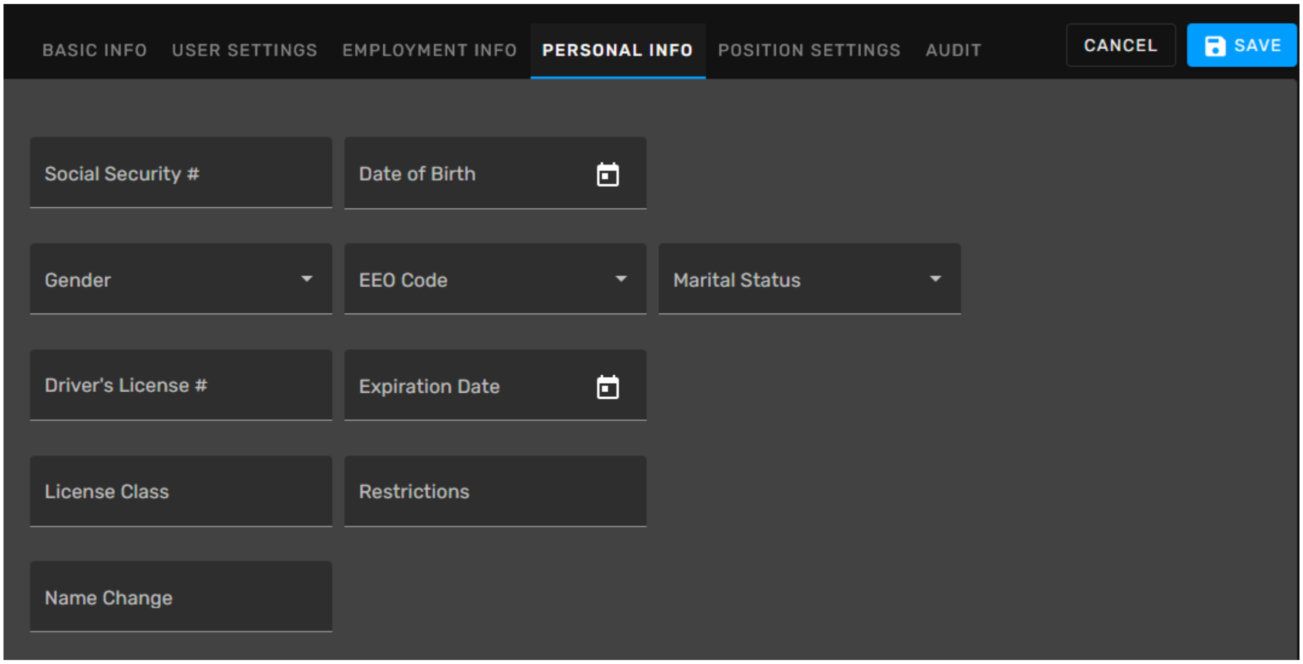
NOTE: If using payroll, set up Additional Employee Information in Legacy Screens.

The following employee information will be set up through legacy PR screens accessed via ETMS cards:

- Pay Rate
- Benefits
- Dependents
- Payroll Information

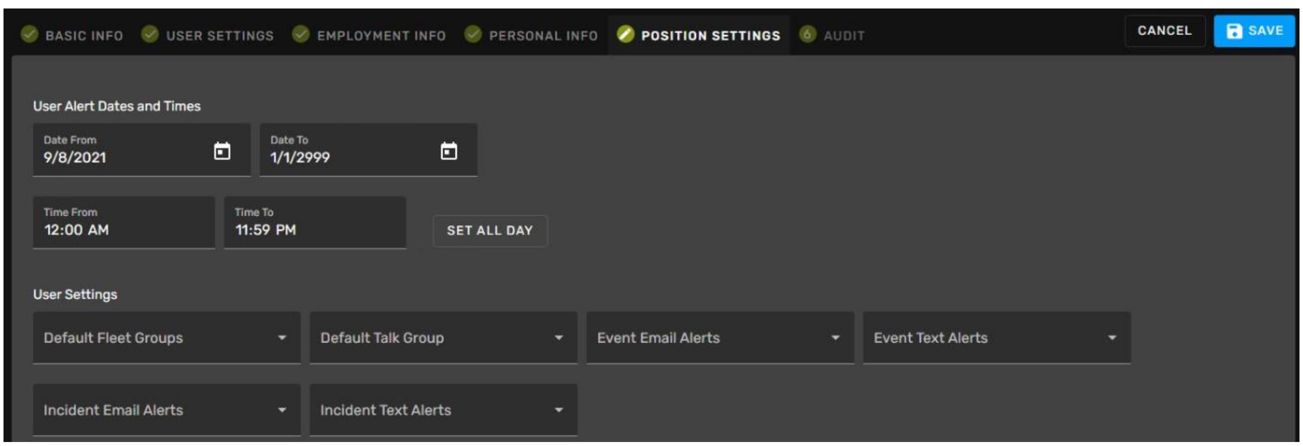
Personal Info Tab

Enter new employee's Social Security Number, Date of Birth, Gender, EEO Code, Marital Status, Driver's License#, Expiration Date, License Class, Restrictions and Name Change. Click Save.



Position Settings Tab

The contents of the Position Settings tab depends on the Position assigned to the user. Administrators can set functions for positions that add fields to this tab. Depending on the user's position, some of the following additional information may need to be added.



User Alert Date/Times/Days - These times indicate when myAvail can send alert messages to receive alerts 24/7 while a shift leader might receive them only during work hours. Union rules can apply.

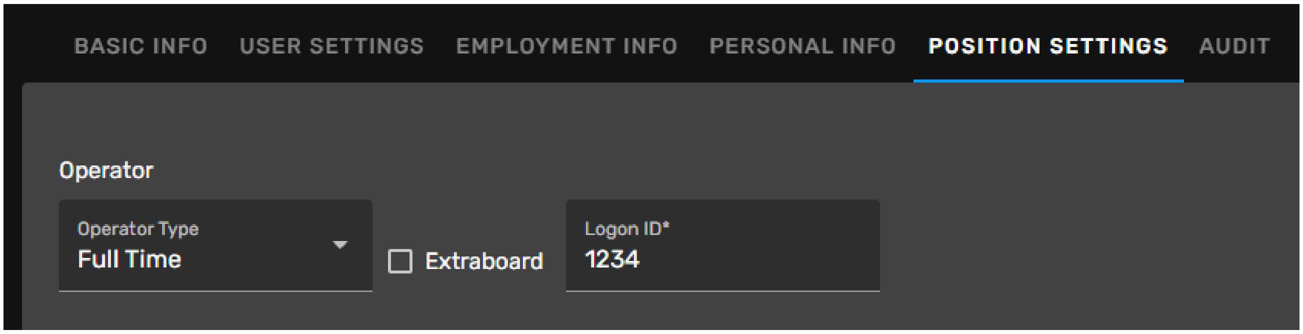
Default Fleet Groups - This field specifies which fleet groups the user will automatically monitor while they are on the Operations tab. A fleet group is a defined set of vehicles.

Default Talk Group - This field sets the default group the user monitors. A talk group is a defined set of communications devices, such as radios and VoIP numbers.

Event Email and Text Alerts - Specify the types of alerts that the user should receive. Typically, an internal event triggers an alert to notify a user about the need to act. Avail customizes these alerts for each property.

Incident Email and Text Alerts - Specify the types of incident alerts that the user should receive. When a user records an incident (usually an external event), it triggers these alerts. Avail customizes the types of alerts that are available to meet the needs of each property.

If the user is a Bus Operator, the Position Settings tab will show the following fields:

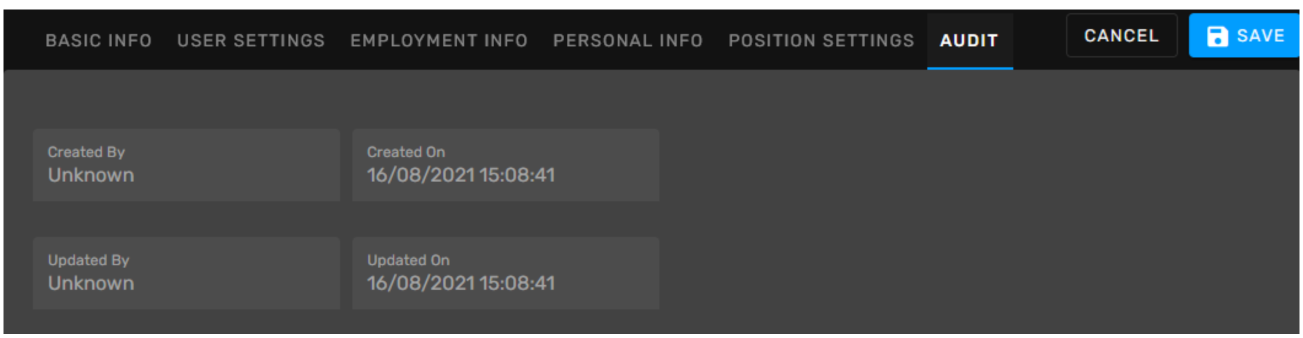


Operator Type - Specify whether operators are full-time or part-time employees.

Extraboard - Check this checkbox to indicate that this user is an extraboard driver. The term extraboard operator applies broadly to operators who fill in for shifts as needed.
Logon ID - The numeric ID value that the operator uses to log in to Avail's in-vehicle system. This value must be unique for each Operator. Optionally, assign a password for the in-vehicle system.

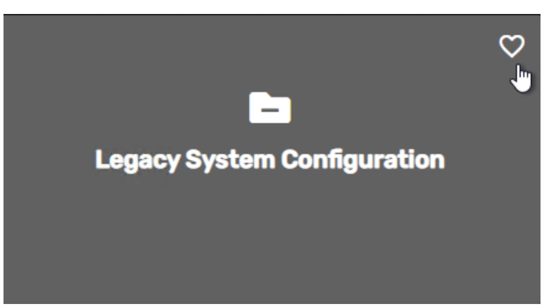
Audit Tab

This tab is informational only and will track who originally created this user, when it was created and the last user who updated any fields for this user and when.



System Configurations – Legacy System Configuration Card

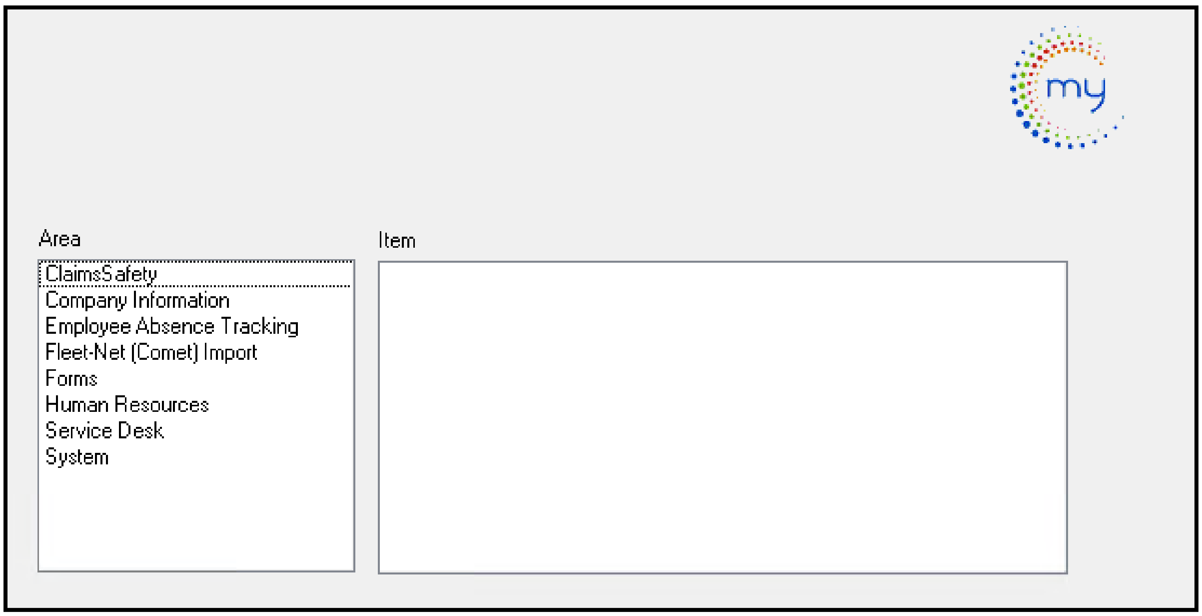
Click the Legacy System Configuration Card in the System Administration suite:



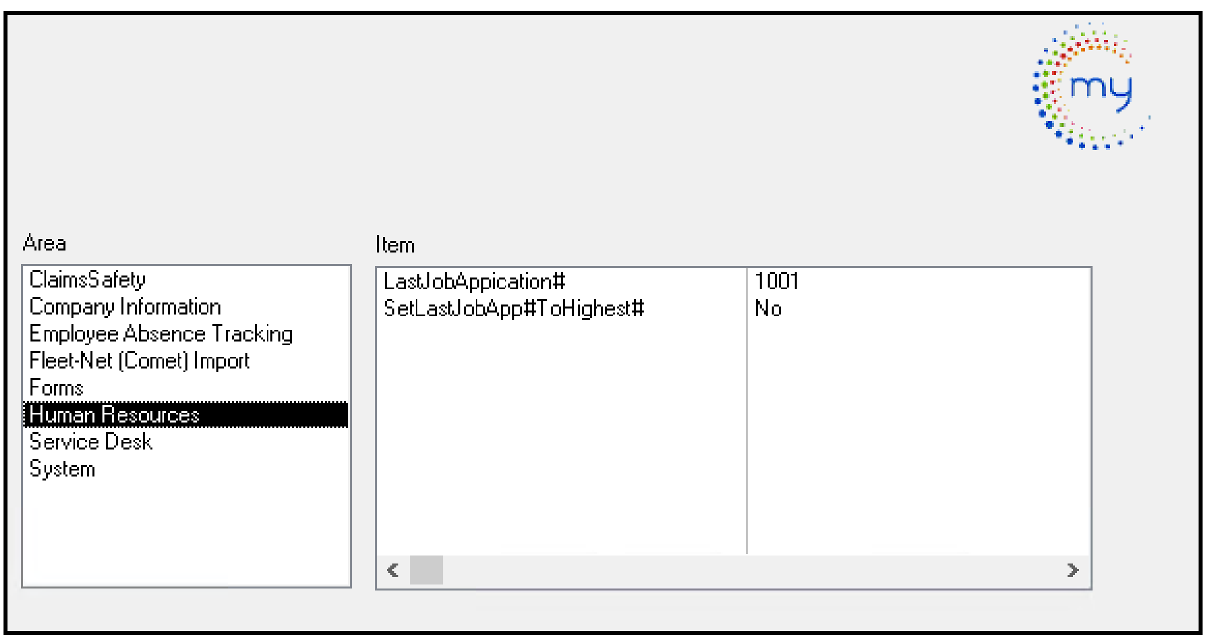
Legacy System Configuration Card

Click the Legacy System Configuration Card.

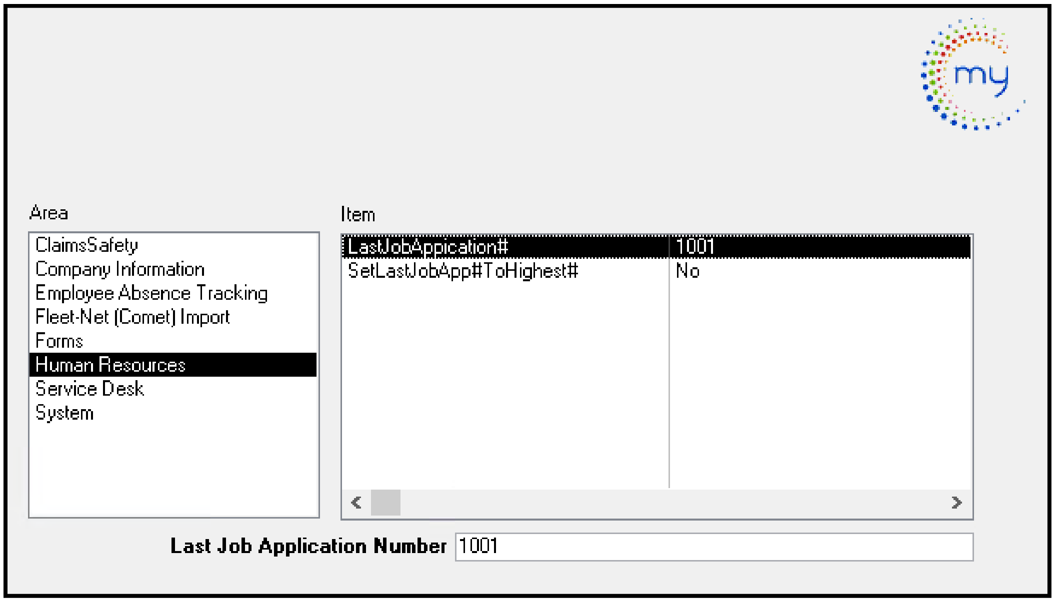
This form is used to set up Company Information.



Click on each item on the left to see the fields and the entered data.



Click on one of the items on the right and the entry field will open below:



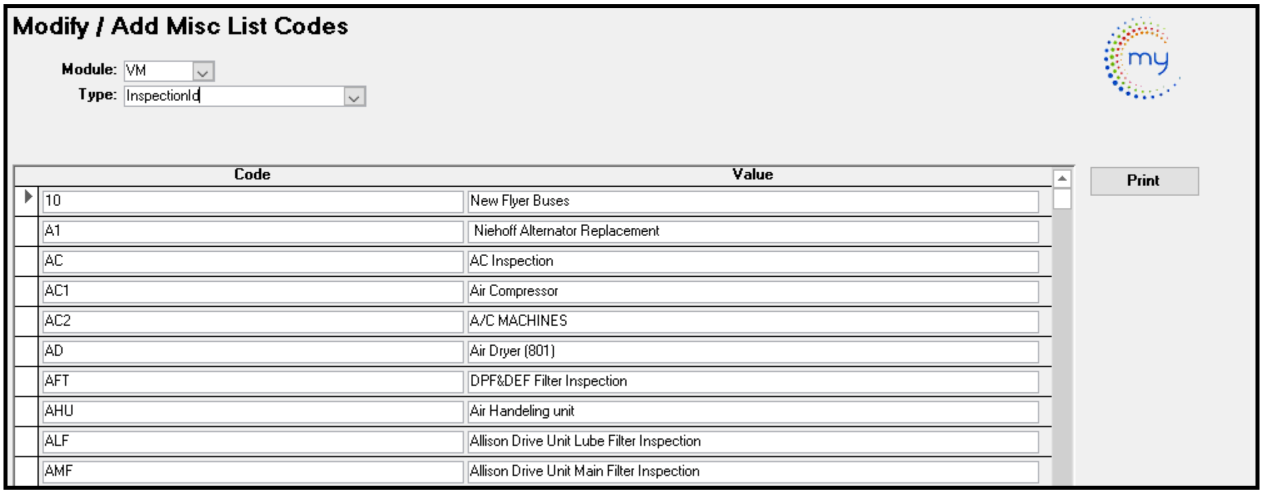
System Misc Codes Card

Click the System Misc Codes Card

Select Edit Miscellaneous System Codes

Each FNW module has codes that may be defined via this form. When a ***module*** code is entered, the Type list will display codes associated with the specified module. Select the ***Type*** and enter the code and value as needed.

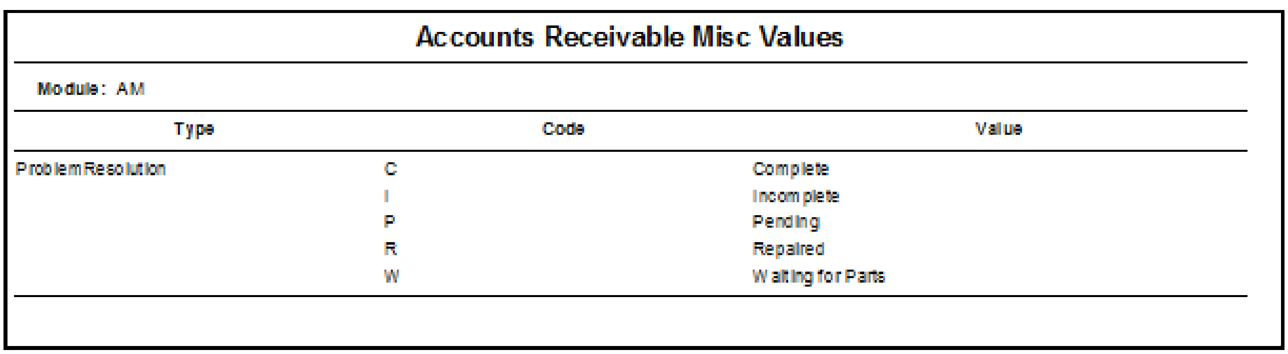
These codes may also be entered on the specific module’s menu.



Field	Description
Module	Select the applicable module from the drop-down list
Type	List miscellaneous codes specified module via the drop-down list.
Code	Enter a code, either user defined or specific
Value	Enter a description to define the selected code

NOTE: There are miscellaneous codes that are hard coded by Avail and should not be modified. See user manuals for descriptions of miscellaneous codes.

Click ***Print*** to preview a report with all miscellaneous codes for a module.



Accounts Receivable Misc Values

Module: AM

Type	Code	Value
ProblemResolution	C	Complete
	I	Incomplete
	P	Pending
	R	Repaired
	W	Waiting for Parts

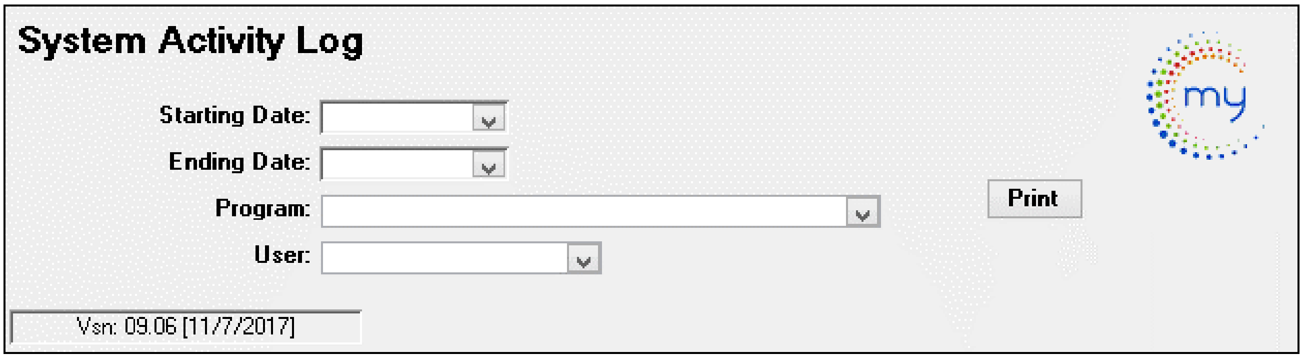
Activity Log by Date Card

Reports to track user's activity in FNW may be previewed and printed by three options.

The user login name Date/time Program accessed, Computer Name and Menu Item Argument are printed.

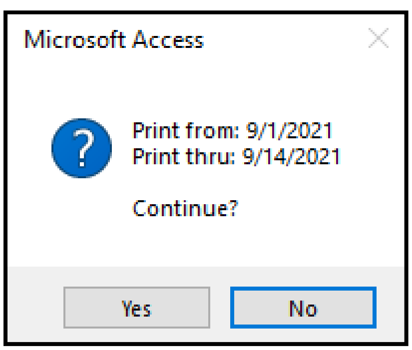
Click the Activity Log by Date Card.

This option generates a report based on criteria entered by date.



Field	Description
Starting Date	Select starting date from the drop-down.
Ending Date	Select ending date from the drop-down.
Program	Select a program from the drop-down or leave blank for all programs.
User	Select a user from the drop-down or leave blank for all users.

Click ***Print***, the following prompt displays:



Click ***Yes*** to Continue, ***No*** to cancel.

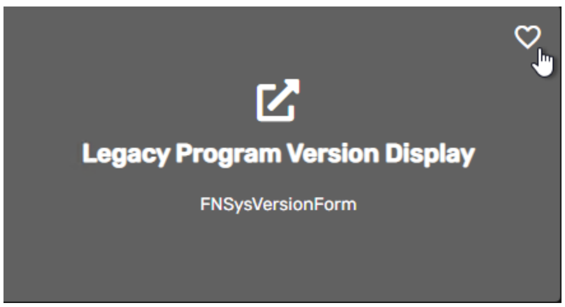
System Activity Log

Start Date: 9/1/2021 End Date: 9/14/2021

Program	Date/Time	User	Information	Total
	9/1/2021 3:26:28 pm	Admin	VM-ETMS-ERP-0 [AVL 1]	
	9/1/2021 3:33:20 pm	Admin	VM-ETMS-ERP-0 [AVL 1]	
	9/1/2021 3:33:25 pm	Admin	VM-ETMS-ERP-0 [AVL 1]	
	9/1/2021 3:33:34 pm	Admin	VM-ETMS-ERP-0 [AVL 1]	
	9/1/2021 3:38:21 pm	Admin	VM-ETMS-ERP-0 [AVL 1]	
	9/1/2021 3:38:22 pm	Admin	VM-ETMS-ERP-0 [AVL 1]	
	9/1/2021 5:46:05 pm	Admin	VM-ETMS-ERP-0 [AVL 1]	
	9/1/2021 6:40:48 pm	Admin	VM-ETMS-ERP-0 [AVL 1]	
	9/1/2021 8:10:52 pm	Admin	VM-ETMS-ERP-0 [AVL 1]	
	9/1/2021 9:00:27 pm	admin	VM-ETMS-ERP-0 [AVL 1]	
	9/10/2021 11:00:50 am	mpoust	VM-ETMS-ERP-0 [AVL 1]	
	9/14/2021 3:03:56 pm	pdodd	VM-ETMS-ERP-0 [AVL 1]	
				12
Report Total:				12

Legacy Program Version Display Card

Click the Legacy Program Version Card.



This will display a list of all the modules installed with their Version Dates. This can be printed using the Print button on the right by the myAvail logo.

The following list shows all Fleet-Net for Windows Standard Modules and their version date. If not available appears, the module is not available on your system.

Print

Module	Name	Program	Version
AD	Automated Dispatch	FNAD_Prog.mde	Vsn: 09.06 [5/8/2019]
AM	Asset Mangement	FNAM_Prog.mde	Vsn: 09.06 [8/27/2019]
AP	Accounts Payable	FNAP_Prog.mde	Vsn: 09.06 [10/8/2020 3:00:00 AM]
AR	Accounts Receivable	FNAR_Prog.mde	Vsn: 09.06 [9/10/2020 3:00:00 AM]
BM	Bid Management	FNBM_Prog.mde	Vsn: 09.06 [3/12/2018]
CS	Claims and Safety	FNCS_Prog.mde	Vsn: 09.06 [11/5/2020 2:00:00 AM]
CT	Contract	FNCT_Prog.mde	Vsn: 09.06 [10/13/2020 3:00:00 AM]
ES	Easy Sample	FNES_Prog.mde	Vsn: 09.06 [4/18/2018]
FA	Fixed Assets	FNFA_Prog.mde	Vsn: 09.06 [7/30/2020 3:00:00 AM]
FC	Fast Cut	FNFC_Prog.mde	Vsn: 09.06 [8/19/2019]
FI	Fuel Island Interface	FNFI_Prog.mde	Vsn: 09.06 [11/5/2020 2:00:00 AM]
FT	Fast Track	FNFT_Prog.mde	Vsn: 09.06 [6/11/2018]
GL	General Ledger	FNGL_Prog.mde	Vsn: 09.06 [9/28/2020 3:00:00 AM]
GM	Grant Management	FNGM_Prog.mde	Vsn: 09.06 [10/5/2018]
HR	Human Resources	FNHR_Prog.mde	Vsn: 09.06 [11/9/2020 2:00:00 AM]
IN	Inventory	FNIN_Prog.mde	Vsn: 09.06 [12/28/2020 2:00:00 AM]
LS	Leave Scheduling	FNLS_Prog.mde	Vsn: 09.06 [1/28/2020]

Legacy Test Email Setup Card

Click the Legacy Test Email Setup Card.

The miscellaneous Code Type: Email must be set up via the **System Misc Codes** card. If users are on Outlook, the setup is below.

Modify / Add Misc List Codes

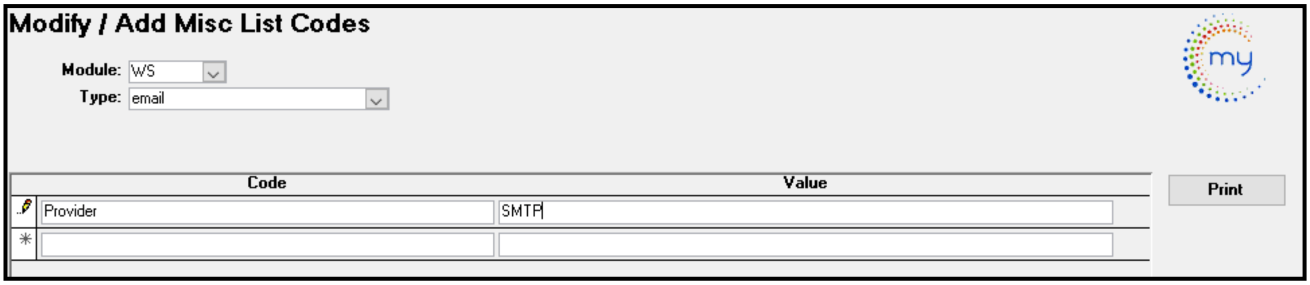
Module: WS
Type: email

Print

Code	Value
Provider	Outlook

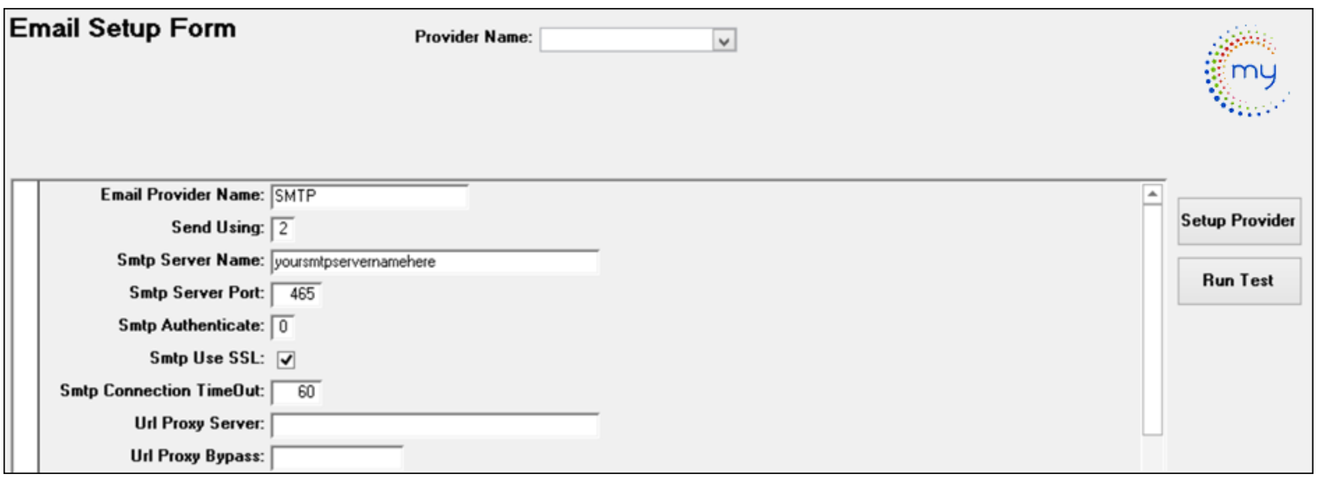
If a protocol other than Outlook will be used, this process is listed below.

The Protocol setup is not individual user based. That is, all users at the transit will use whichever protocol is selected.



Field	Description
Code	Provider
Value	Enter the applicable Provider

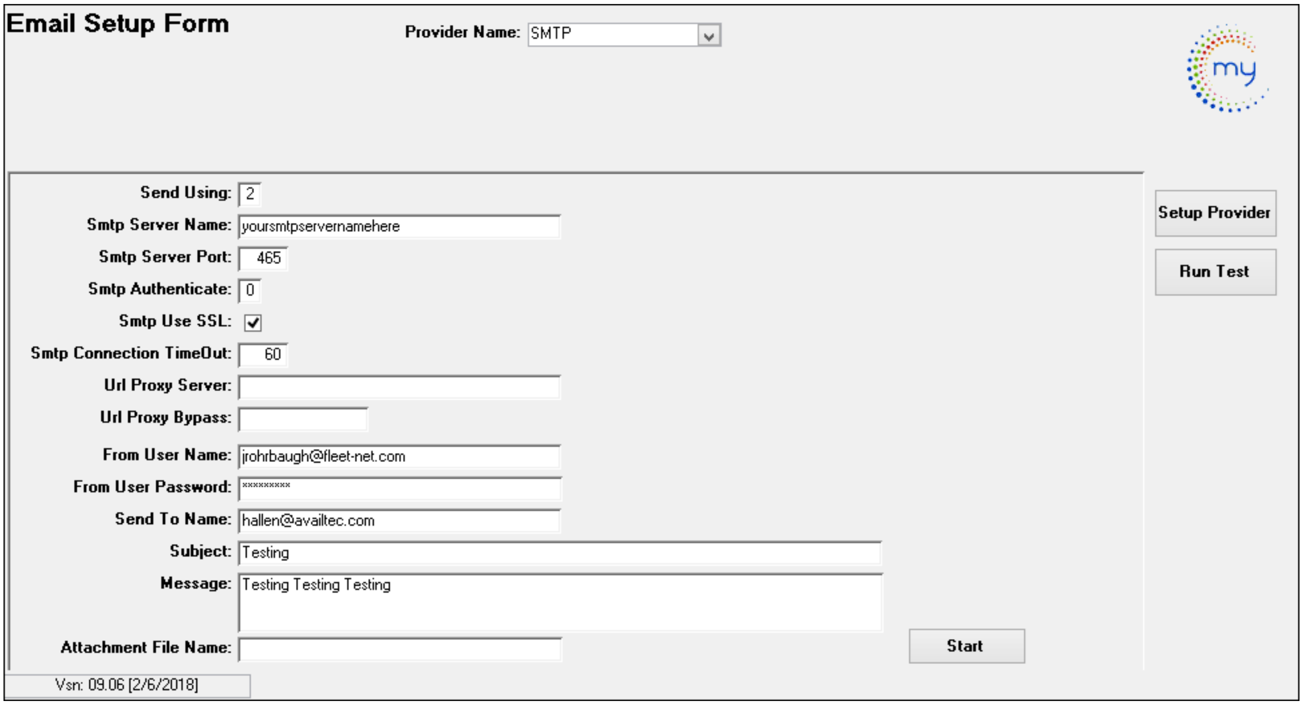
Fill out the Email Setup form:



Field	Description
Email Provider Name	Enter the email protocol, if not Outlook
Send Using	Enter 2
Smtp Server Name	Enter the name of the smtp server
Smtp Server Port	Enter 465
Smtp Authenticate	Enter 0 for Off, 1 for On
Smtp Use SSL	Check this box to use SSL (*Secure Sockets Layer)*
Smtp Connection TimeOut	Enter the number of seconds prior to Time Out
Url Proxy Server	Enter the address of the Proxy Server, if applicable
Url Proxy Bypass	Enter the Proxy bypass information, if applicable

Select the Provider Name at the top of the form.

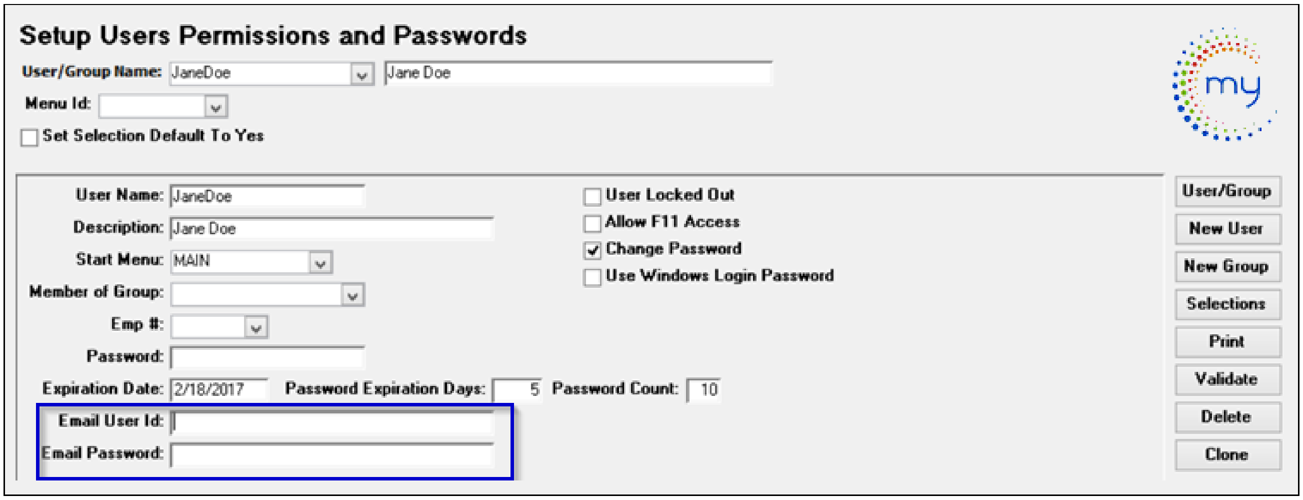
Click Run Test, the following form displays:



Field	Description
Send Using	Auto-populates based on the setups entered
Smtp Server Name	Auto-populates based on the setups entered
Smtp Server Port	Auto-populates based on the setups entered
Smtp Authenticate	Auto-populates based on the setups entered
Smtp Use SSL	Auto-populates based on the setups entered
Smtp Connection TimeOut	Auto-populates based on the setups entered
Url Proxy Server	Auto-populates based on the setups entered
Url Proxy Bypass	Auto-populates based on the setups entered
From User Name	Enter the user name for testing purposes (See User Setup section below)
From User Password	Enter the user's password (See User Setup section below)
Send to Name	Enter the email address of the recipient for testing purposes
Subject	Enter the subject line of the test email
Message	Enter the test message (optional)
Attachment File Name	Enter the location and file name (optional)

Click Start to test the email setups.

User Setup: Email User ID and Email Password must be entered on the Setup Users Permissions and Passwords form if a protocol other than Outlook will be used:



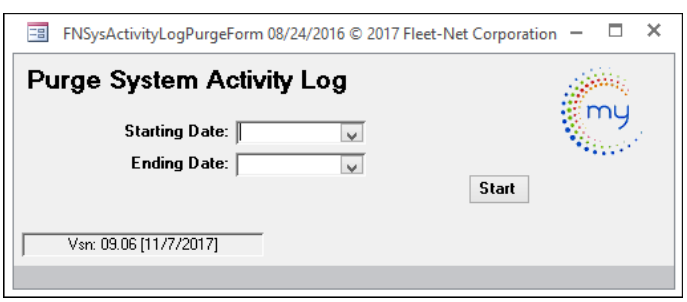
Field	Description
Email User ID	If Outlook is NOT the email protocol being used, enter the Email User ID
Email Password	If Outlook is NOT the email protocol being used, enter the Email User Password

Purge Legacy System Activity Log Card

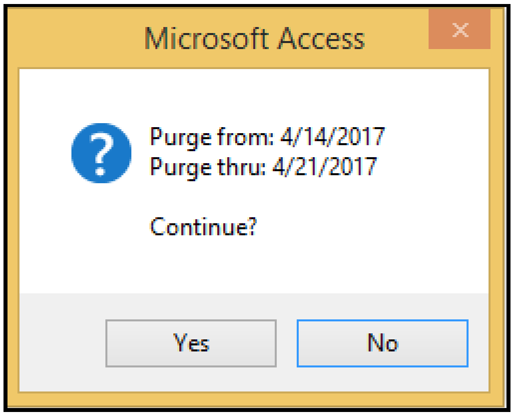
Click the Purge Legacy System Activity Log Card:

As System Activity Logs increase, you may purge the log by date range.

Caution should be taken whenever deleting records.



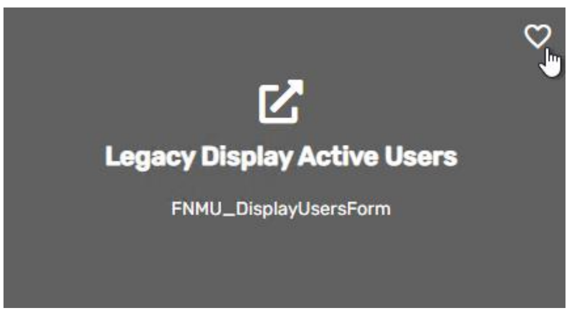
Once a date range has been selected from the ***Starting*** and ***Ending Date*** fields, click ***Start***, the following prompt displays:



Click ***Yes*** to continue, No to cancel.

Legacy Display Active Users Card

Click the Legacy Display Active Users Card:



This form allows the System Administrator to see a list of all users that are logged into Avail. The Computer Name, User Id, Logged in Date/Time, Duration for all users logged into Avail are displayed. If it is necessary to have users logged out (ex: to perform server build), contact the user listed or, the user is not available, the Log Out checkbox can be used.

Refresh button - If a user has been notified to log out or the Log Out checkbox click this button to refresh the screen.