



**Manhattan Group™**

Strategic Solutions for Business Intelligence



**Administrative Guide  
Version: 2003-05-08**



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## **Introduction**

### **The pRas Administrative Guide**

This document covers the general administrative features and recommended routines for the operation of the pRas software application. This document does not contain information relating the installation or distribution of the software. Such information can be found in the pRas Technical Guide that can be obtained from your local technical staff or by visiting the Manhattan Group™ web site at <http://www.manhattangroup.com>.



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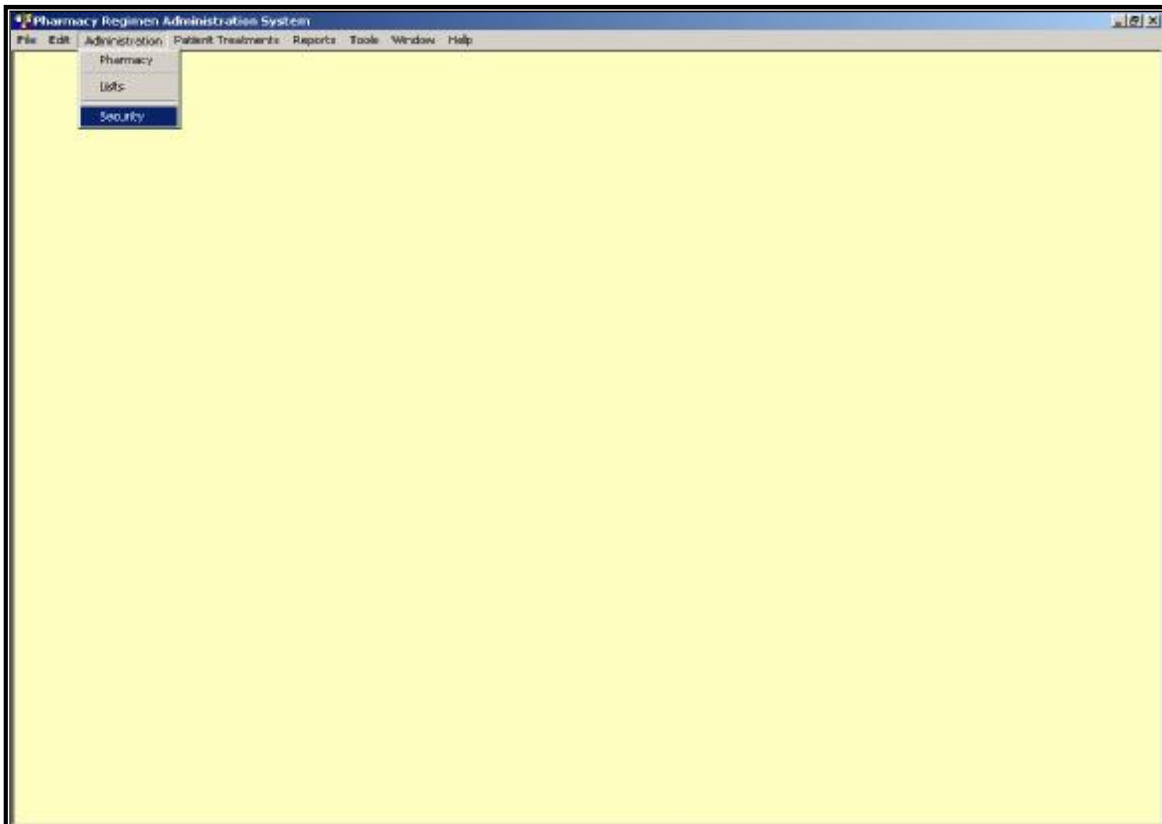
## User Management

The software supports a wide range of manageable privileges. Each user can have one or more assigned privileges that will either prohibit or non-prohibit the user's ability to create, modify or remove information.

Please note that only the assigned system administrator can manage users. Please consult your local technical or administrative staff for the account information.

### Creating new users

Log onto pRas using the system administrator account and click on the menu option "Administration". The menu will expand and display several options. Click on the "Security" option.



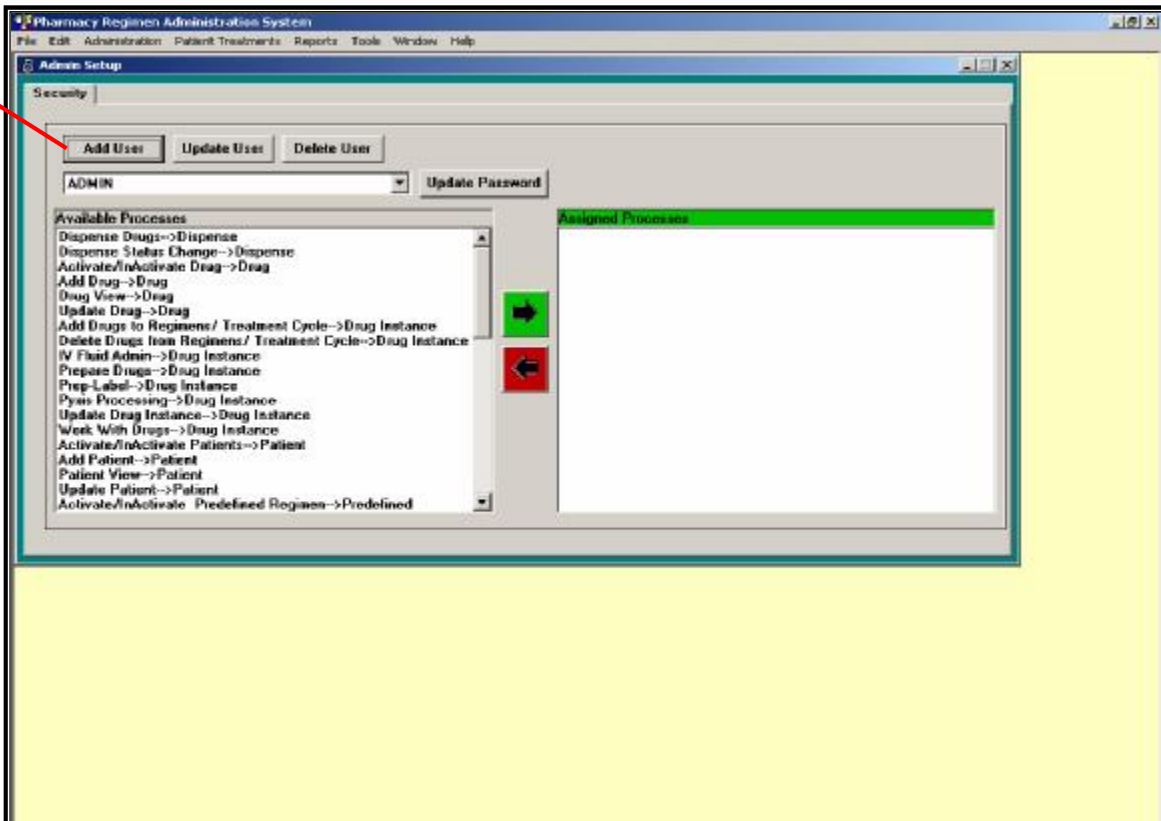


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The user management screen will appear displaying all processes “privileges” a user can be assigned, a drop down displaying all users and buttons for creating new, updating or removing users.

Click on the button “Add User”. A new screen will appear for supplying the new user information.

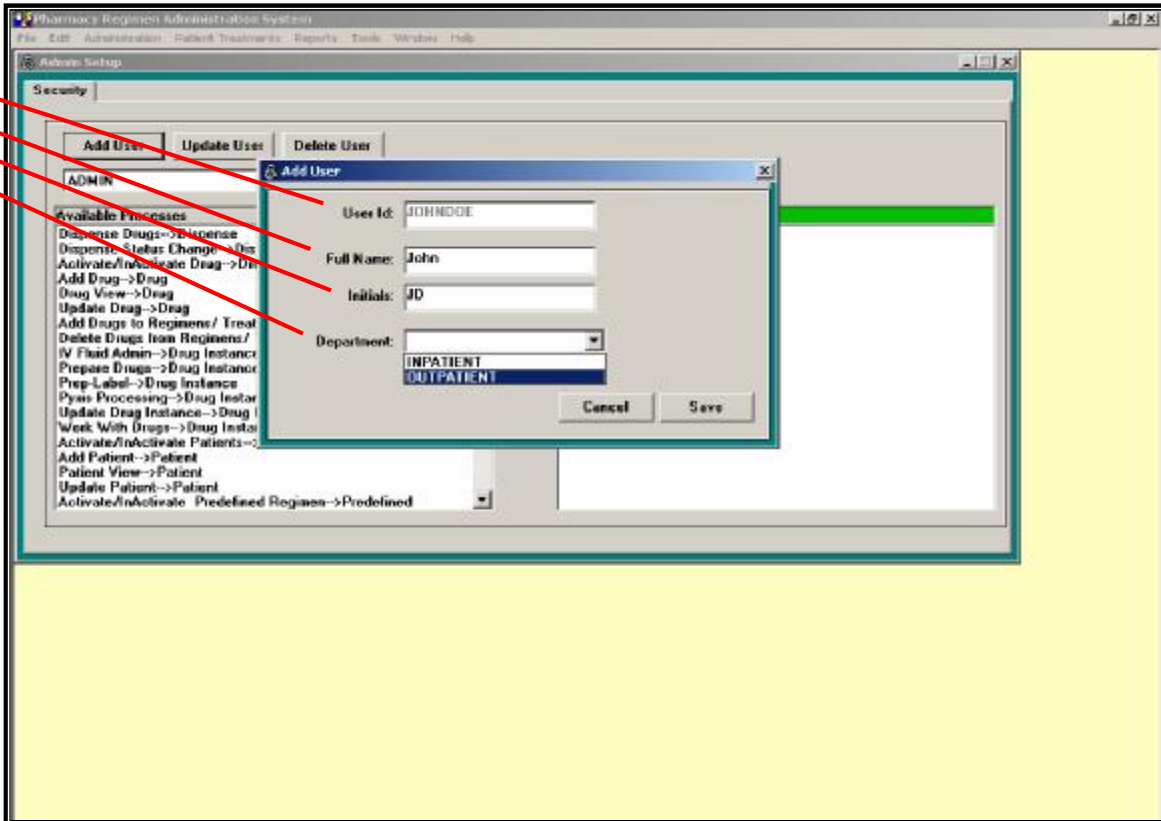




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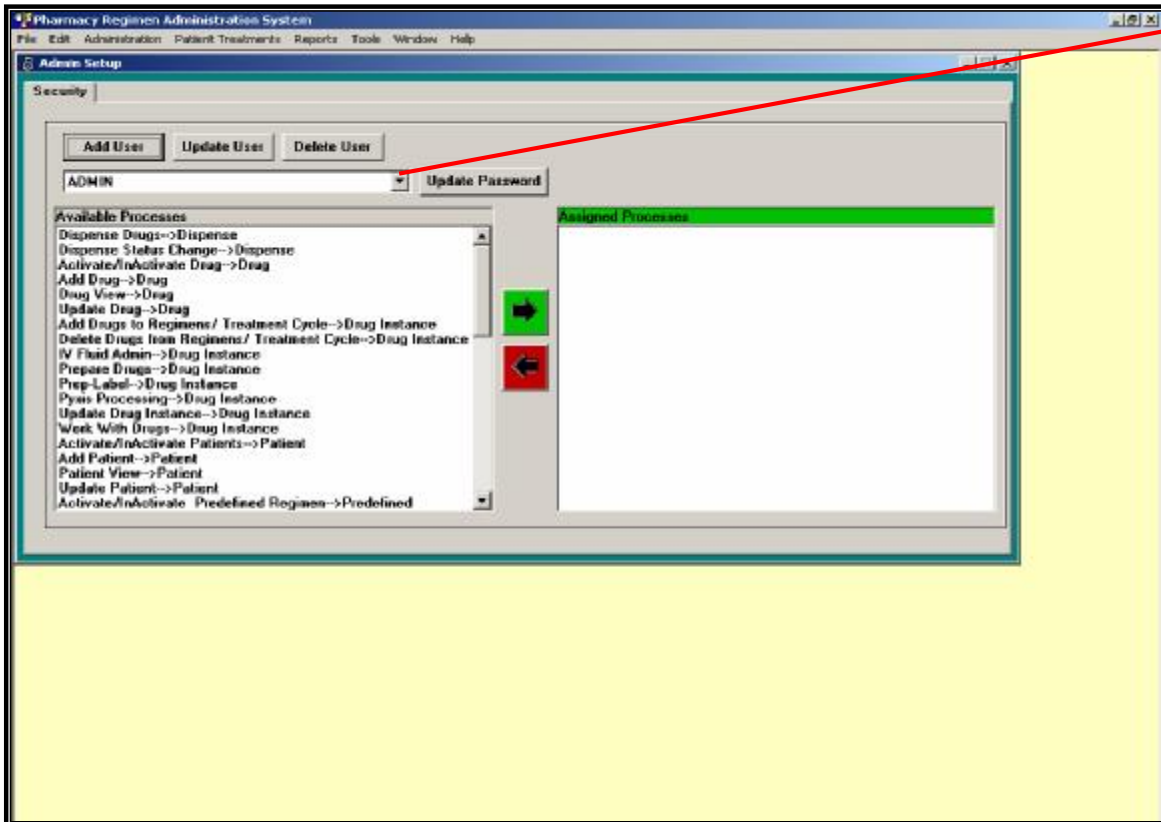
You must supply the User Id that is the account name for the new user. Once you have done so you may enter in the additional information shown. After creating the new user may begin to assign processes "privileges" to the new user account.





## Assigning user processes “privileges”

You may at any time add or remove processes “privileges” from any user account. Simply select the user from the drop down as shown below.

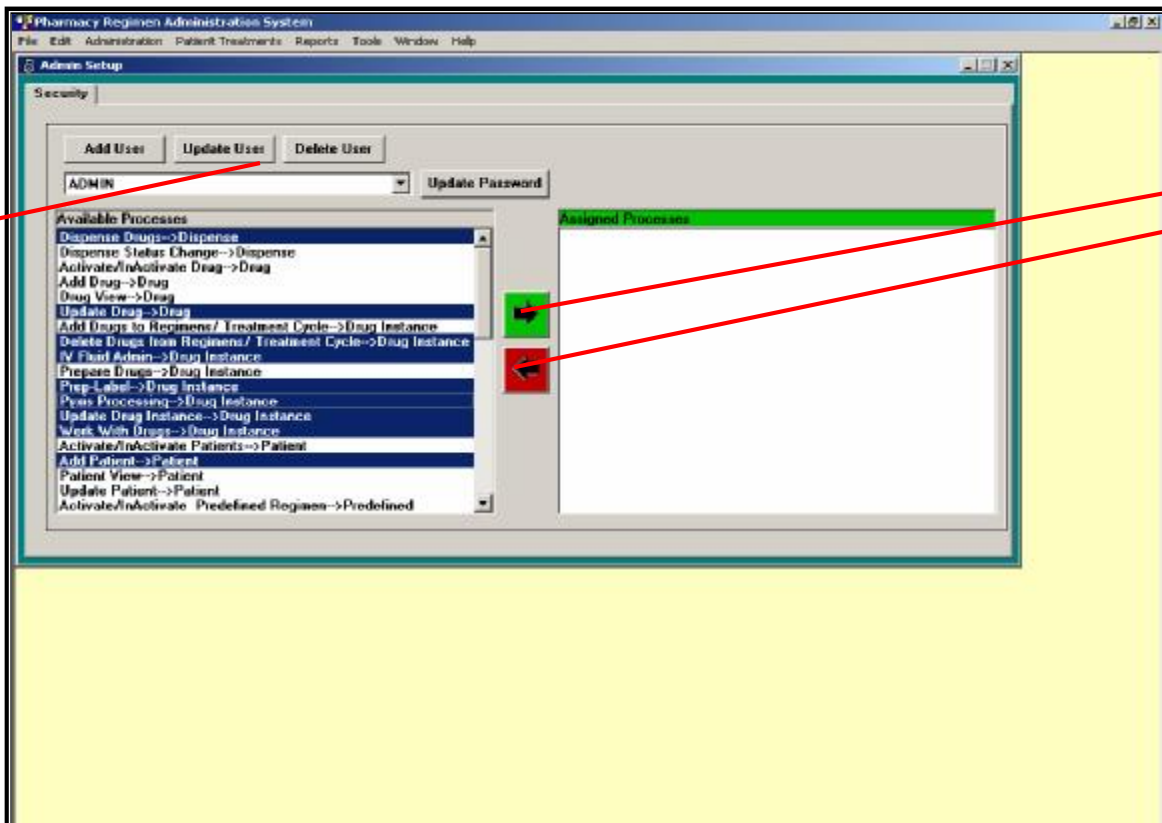


Once the user is selected from the drop down, any currently assigned processes will be listed in the right list box “Assigned Processes”. You can then select one or more processes from the “Available Processes” listing to assign to the user by clicking the green arrow button. Should you wish to remove previously assigned processes simply click on one or more within the “Assigned Processes” and click the red arrow button to remove them. Holding the shift key or Ctrl key will allow you to select more than one item.



## Updating user information

To update any user select the user from the drop down list. All currently assigned processes will be displayed in the "Assigned Processes" box. You may then remove or add processes as required. Using the green and red arrow buttons will either add processes or remove them respectively.



## Removing users

Select the user from the drop down list and click "Delete User".



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## Database Administration

The pRas product uses Microsoft Access 2000 for storing data. To ensure the best possible performance it is recommended that you perform a compact and repair of the database once a week. In addition to general compact and repairing it is also recommended that you keep the system running with the latest patches applied.

### Compact and repairing the database

Before executing the compact and repair or patches please ensure all users are completely logged off from the system. Log in to the system under the system administrative account. From the main menu, select the "Tools" – "Database Utilities" – "Compact and Repair Database" option.

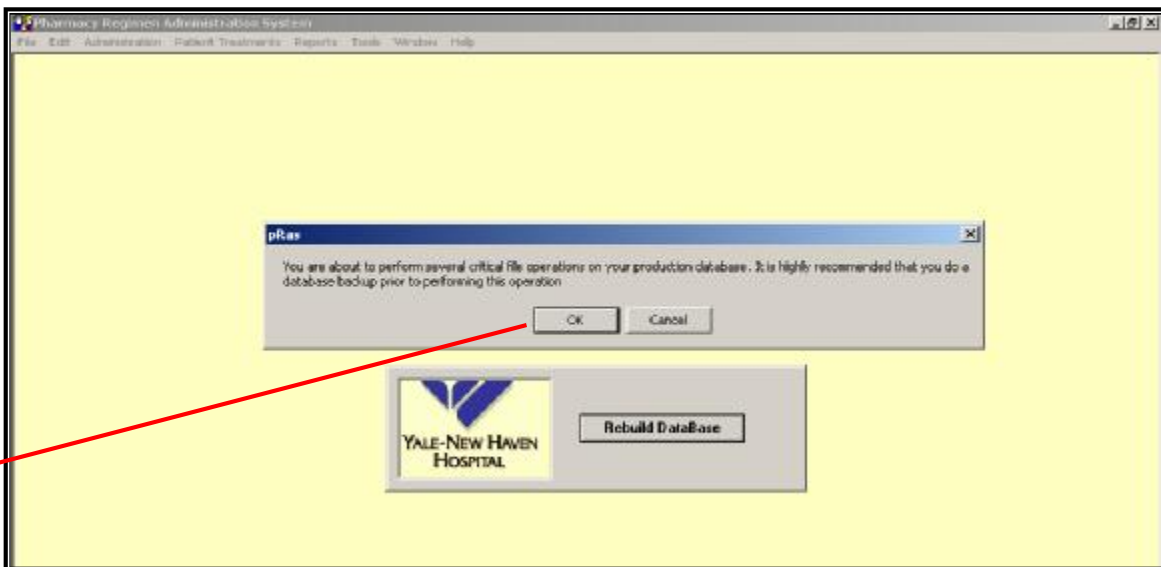
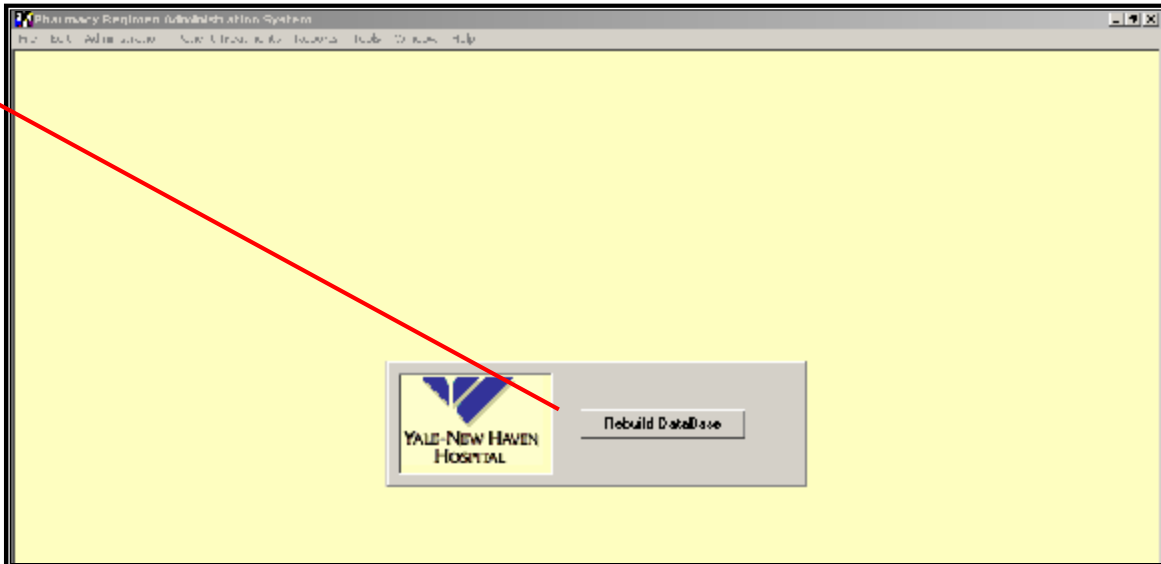




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Select "Rebuild Database" – when the next screen appears.



You be prompted to confirm your wish to issue the compact and repair. Clicking OK will start the process.



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## Executing system patches



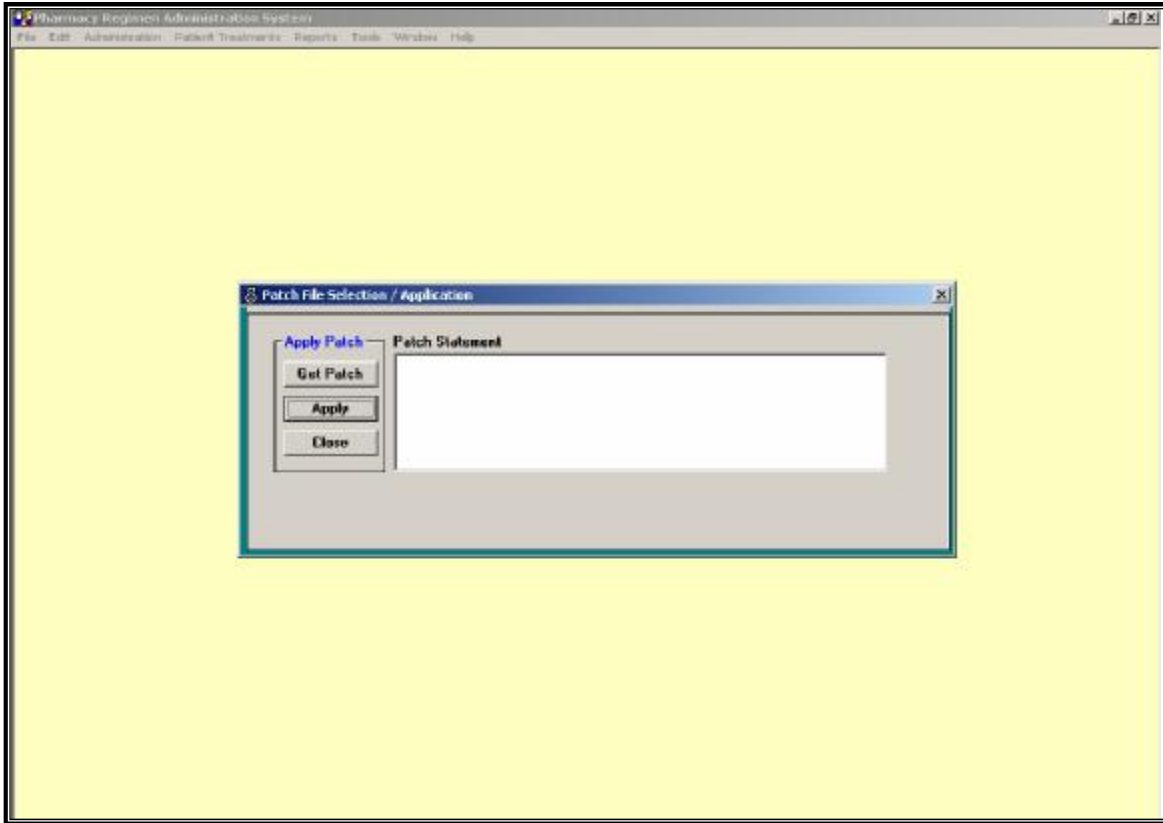
When product updates are necessary, it will be required to update the pRas database system. If this event occurs the system administrator would need to ensure no users are using the system. Log in to the system as the system administrator and click on the "Tools"- "Patch Control" menu item.



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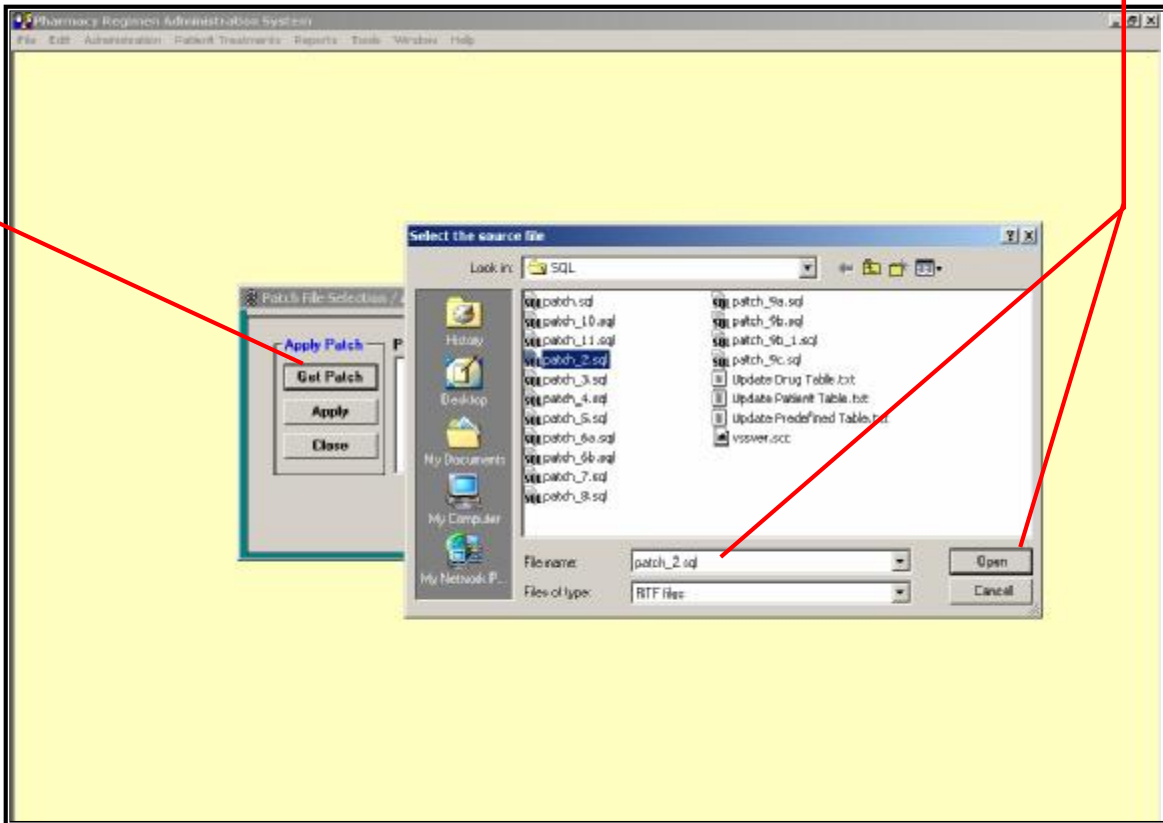
The following screen will appear allowing you to locate and run any patch.





Select "Get Patch". A dialog will appear allowing you to locate the patch or patches to execute.

The selected patches will be opened and ready for execution.

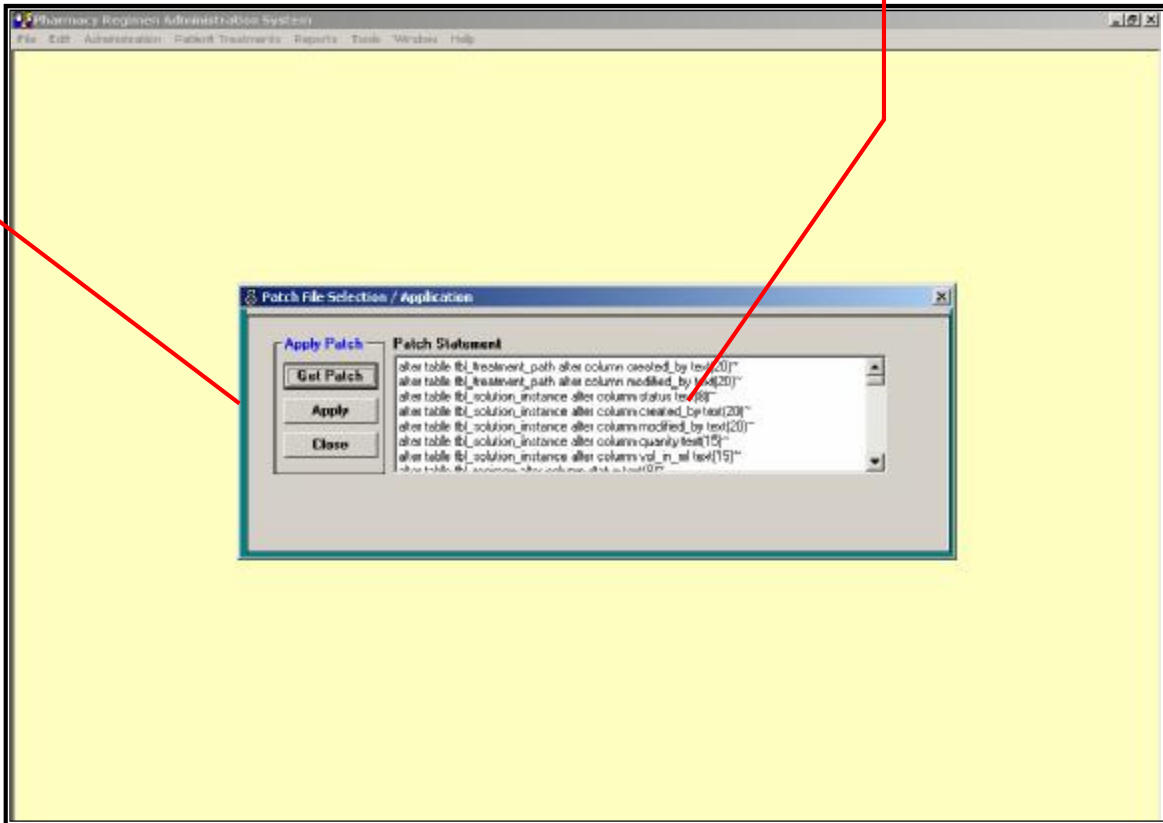




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Click "Apply" to execute the patch or patches.





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