

Unit

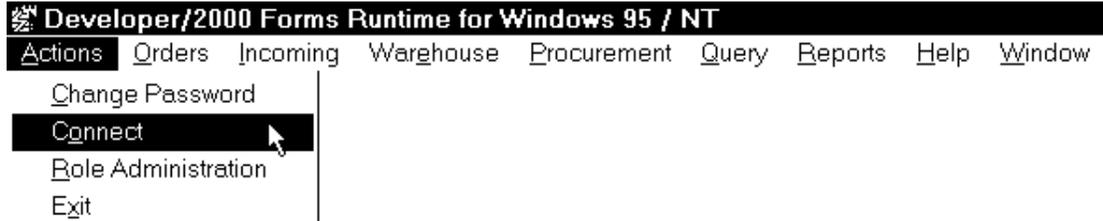
1 Actions, Reference Guide

Objective: Discuss and practice basic actions needed to begin working with the Interagency Cache Business System.

- **Connect, 2-3**
 - Exercise 1A, Connect, 3
- **Change Password, 4**
- **Role Administration, 5-7**
- **Exit, 8**

Connect

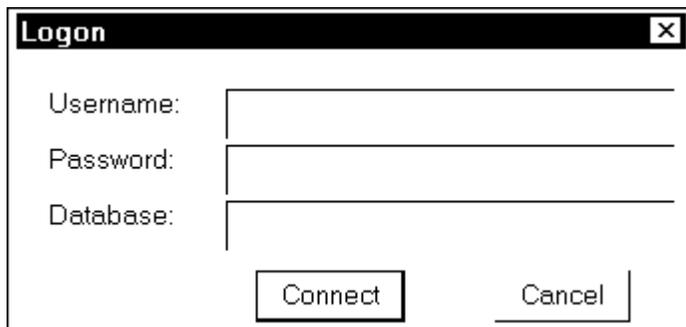
This option will connect you to the ICBS database and allow you to begin work.



From the ICBS Main Menu:

Go To: Actions
Click on: Connect

You will be prompted for your username, password, and database. After entering the requested information, click on **Connect** to access your local ICBS database or **Cancel** to terminate the process.



Notes:

- Before connecting to any database, an alias must be configured through *SQL*Net Easy Configuration*. The database alias may be specific to you. Contact your system support personnel for further assistance.

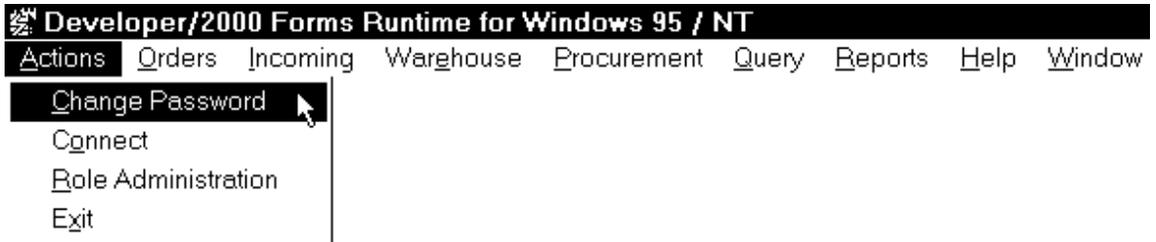
- When accessing a remote Forest Service or BLM database, use the following username and password sequence.
 - Username: FS_Public
 - Password: FS_Public

- When accessing a remote site, users will have *Inquiry* access role only.

Exercise 1A: Connect

1. On the **Actions** menu, click on **Connect**.
2. Enter your **Username**, **Password**, and **Database** (e.g. *IDGBK*).
3. Click on **Connect**.
4. When done, return to the ICBS main menu.

Role Administration



From the ICBS Main Menu:

Go To: Actions

Select: Change Password

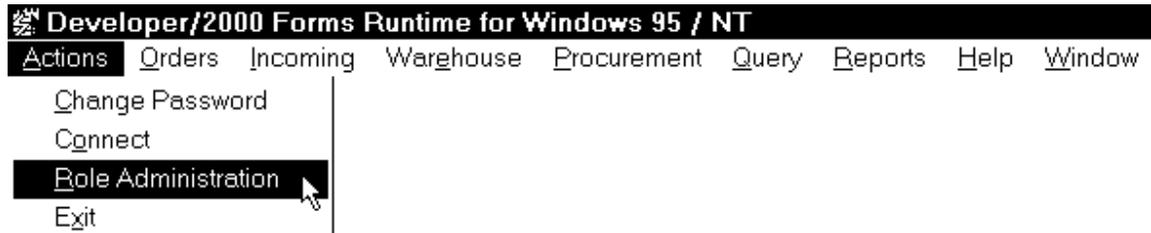
You must enter your old and new password and then you're asked to confirm your new password.

Enter your new password and click on **Change** to complete the process.

The screenshot shows a dialog box titled "ICBS" with the main heading "Change Password". It contains three text input fields: "Old Password", "New Password", and "Retype New Password". At the bottom right of the dialog is a button labeled "Change".

Role Administration

Allows an administrator (manager) to add, delete, or modify the access roles for other ICBS users.

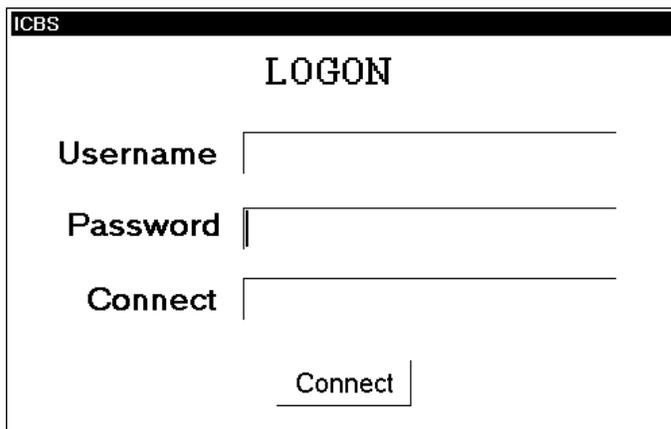


From the ICBS Main Menu:

Go To: Actions
Click On: Role Administration

After selecting the Role Administration option, a logon security menu will display and prompt you for the ICBS system password. This extra step is provided as a security precaution and will prevent unauthorized person(s) from modifying system access roles.

The ICBS system password should be obtained from your cache manager.



ICBS

LOGON

Username

Password

Connect

Connect

Role Administration

After the correct database name and password have been entered, you may select the username and role you would like to update.

ROLES		
Role Administration		
	Username	Roles
▲	DMI LBRAT	Manager ▾
	DRICHARD	Manager ▾
	CBUCKLEY	Manager ▾
	NSEITZ	Manager ▾
	DJUENKE	Supply ▾
	JRAMIREZ	Supply ▾
	FCACHE1	Manager ▾
	FCACHE2	Supply ▾
	FCACHE3	Assistant Mgr ▾
▼	FCACHE4	Assistant Mgr ▾

Role Administration

Managers may select one of the following four access roles:

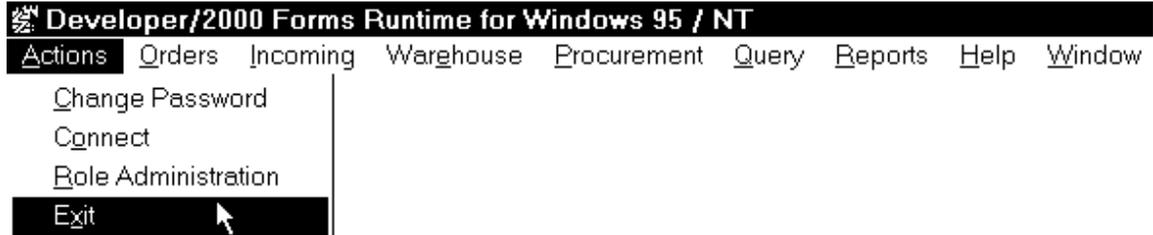
- **Manager** – Access to all modules and role administration which include:
 - Role Administration
 - Correct Processed Issue
 - Redistribution
 - Correct Processed Return
 - Item Disposal
 - Adjustment
- **Assistant Manager** – A duplication of manager administrative role with the *exception* of Role Administration, Yearend Processing, and Records Management.
 - Cache
 - Change Accounting Code
 - Change Order Number
- **Supply**
 - Orders
 - Incoming
 - Query
 - Reports
 - Help Modules
 - Warehouse/Inventory
 - Warehouse Kits
- **Procurement**
 - Procurement
 - Query
 - Reports
 - Help Modules
- **Inquiry**
 - Query
 - Reports
 - Help Modules

A role is defined as a named list of users that, because of their job responsibilities, have similar requirements for access to information. When accessing a remote site, users will have *Inquiry* access only.

- ⇒ **Reminder:** Changing of access role is available to *Managers* only. There are specific modules that only the *Manager* role has access to. These modules are deselected on the access menus for other roles.

Exit

Exits the ICBS application.



From the ICBS Main Menu:

Go To: Actions
Click On: Exit

You will be disconnected from the database.

Shortcut: To exit and save your work while in any ICBS form, press CTRL-q.
Or, click on the **Exit** icon located on the toolbar.