



CAS – Security Groups

Settings → Site → Security Groups

Security Groups

The Security Groups section is where you define what access and actions are available for a group of users in the CAS system.

You must be logged in as the the “scs_admin” to add, edit or disable a Security Group.

Create, Edit, Disable Security Groups

Click on the “Create Group” button to create a new Security Group

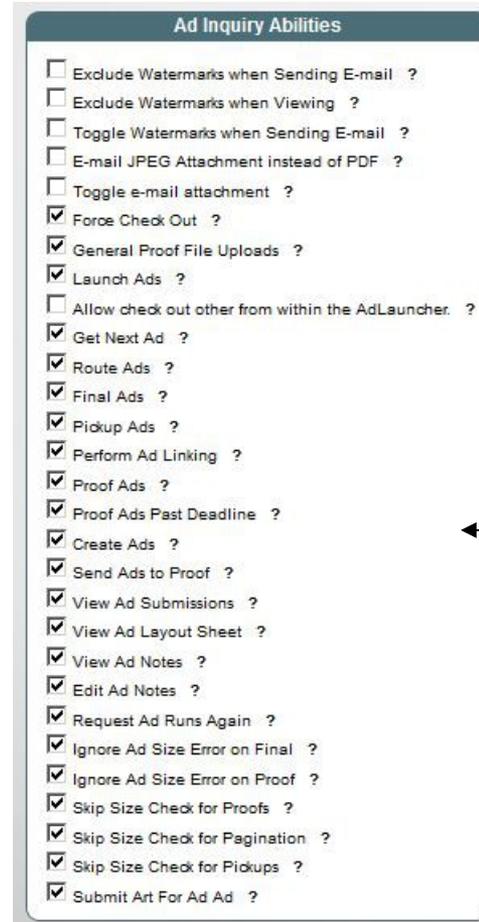
Click on the “Edit” pencil next to a Security Group in the list to edit an existing group.

Click on the “Active” flag next to the Security Group to disable a group.

A red flag means the group is inactive, a green flag means the group is active. Security Groups can be disabled only if there are no longer any users associated with the group.



These options control what is available under the Inquire menu.



These options specify whether or not certain things can be viewed.

These options specify what functions can be performed.

Place the mouse pointer over the ? to the left of the option to see a description.



CAS – User Accounts – Administrators

Settings → Site → Users

Administrator Accounts

Administrator accounts have access to all accounts and ads.

Sites Codes

If your CAS environment supports multiple newspapers, site codes allows you to specify what site's ad a user can access.

Site Code: Click on the Site link in the table below to assign a primary site to the user account.

Site Codes: Click to the “+” next to a site in the table below to add additional sites access to the user account.

>>Remove Site Code – highlight a site and click this button to remove any additional site access for this user account.

User Info

Security: ?

User Type: ?

Content Group: ?

Name: ?

User Name: ?

Email Address: ?

New Password: ?

(None)

Verify New Password: ?

(Passwords match)

Groups: ?

Site Code: ?

Site Code Name: ?

Site Codes:

>> Remove Site Code

New Cancel

Security: Select an active Security Group that this user will belong to.

User Type: Select the type of account for this user.

Content Group: Select the Content Group for this user.

Name: Enter the user's Full Name.

User Name: Enter a user id.

Email Address: Enter the user's email address.

New Password: Enter a password for the user.

Verify New Password: Re-enter to confirm the password.

Place the mouse pointer over the ? to the left of the option to see a description.



CAS – User Accounts – Salesperson

Settings → Site → Users

User Info

Salesperson Accounts

Salesperson accounts have fewer privileges and the accounts they have access to can be restricted.

Security: Select an active Security Group for the user.

User Type: Select the type of account for this user.

Content Group: Select the Content Group for this user.

Name: Enter the user's Full Name.

User Name: Enter a user id.

Email Address: Enter the user's email address.

New Password: Enter a password for the user.

Verify New Password: Re-enter to confirm the password.

User Account: Enter the Salesperson ID or use the search option below to select the Salesperson. Click on the name to select it.

User Account Name: This field will get filled automatically.

Security: Default ?
User Type: Salesperson ?
Content Group: ?
Name: ?
User Name: ?
Email Address: ?
New Password: ?
(None)
Verify New Password: ?
(Passwords match)
Groups: ?
User Account: ?
User Account Name: ?
Other Accounts: ?
>> Remove Account ?
Other Salespeople: ?
>> Remove Salesperson ?
New Cancel

Other Accounts: A Salesperson can be associated with additional accounts other than ones associated with their Salesperson ID. Use the search by Customer option below and then click on the "+" sign next to the customer account in the list to add other accounts.

>>Remove Account - highlight an account and click this button to remove the access for this account from this user account.

Other Salespeople: A Salesperson can be associated with more than one ID to give them access to other ads. Use the search by Salespeople option below and then click on the "+" sign next to the Salesperson in the list to add other Salesperson ID's.

>>Remove Salesperson - highlight an account and click this button to remove the access for this account from this user account.

Place the mouse pointer over the ? to the left of the option to see a description.

Salespeople | Customers

Search by Name

Search



CAS – User Accounts – Salesperson

Settings → Site → Users

Salesperson Accounts

Salesperson accounts only have access to the ads associated with the accounts or salespeople accounts specified for the user account.

Security: Select an active Security Group for the user.

User Type: Select the type of account for this user.

Content Group: Select the Content Group for this user.

Name: Enter the user's Full Name.

User Name: Enter a user id.

Email Address: Enter the user's email address.

New Password: Enter a password for the user.

Verify New Password: Re-enter to confirm the password.

User Account: Enter the Salesperson ID or use the search option below to select the Salesperson. Click on the name to select it.

User Account Name: This field will get filled automatically.

Security: ?

User Type: ?

Content Group: ?

Name: ?

User Name: ?

Email Address: ?

New Password: ?

(None)

Verify New Password: ?

(Passwords match)

Groups: ?

User Account: ?

User Account Name: ?

Other Accounts: ?

>> Remove Account ?

Other Salespeople: ?

>> Remove Salesperson ?

New Cancel

Other Accounts: A Salesperson can be associated with additional accounts other than ones associated with their Salesperson ID. Use the search by Customer option below and then click on the "+" sign next to the customer account in the list to add other accounts.

>>Remove Account - highlight an account and click this button to remove the access for this account from this user account.

Other Salespeople: A Salesperson can be associated with more than one ID to give them access to other ads. Use the search by Salespeople option below and then click on the "+" sign next to the Salesperson in the list to add other Salesperson ID's.

>>Remove Salesperson - highlight an account and click this button to remove the access for this account from this user account.

Salespeople | Customers

Search by Name ?

Search

Place the mouse pointer over the ? to the left of the option to see a description.



CAS – User Accounts – Advertiser

Settings → Site → Users

Advertiser Accounts

Advertiser accounts only have access to the ads associated with the accounts specified for the user account.

Security: Select an active Security Group for the user.

User Type: Select the type of account for this user.

Content Group: Select the Content Group for this user.

Name: Enter the user's Full Name.

User Name: Enter a user id.

Email Address: Enter the user's email address.

New Password: Enter a password for the user.

Verify New Password: Re-enter to confirm the password.

User Account: Enter the user account or use the search option below to select the account. Click on the name to select it.

User Account Name: This field will get filled automatically.

The screenshot shows a web form for creating an advertiser account. The form includes the following fields and controls:

- Security:** A dropdown menu set to "Default" with a question mark icon.
- User Type:** A dropdown menu set to "Advertiser" with a question mark icon.
- Content Group:** A dropdown menu with a question mark icon.
- Name:** A text input field with a question mark icon.
- User Name:** A text input field with a question mark icon.
- Email Address:** A text input field with a question mark icon.
- New Password:** A text input field with a question mark icon.
- (None):** A radio button option.
- Verify New Password:** A text input field with a question mark icon.
- (Passwords match):** A green text confirmation message.
- Groups:** A list box with up and down arrow buttons and a question mark icon.
- User Account:** A text input field with a question mark icon.
- User Account Name:** A text input field with a question mark icon.
- Other Accounts:** A list box with up and down arrow buttons and a question mark icon.
- >> Remove Account:** A button with a question mark icon.
- New** and **Cancel** buttons.

Other Accounts: A Advertiser can be associated with additional accounts other than ones associated with their Account ID. Use the search by Customer option below and then click on the "+" sign next to the customer account in the list to add other accounts.

>>Remove Account - highlight an account and click this button to remove the access for this account from this user account.

Search by Name

Search

Place the mouse pointer over the ? to the left of the option to see a description.