

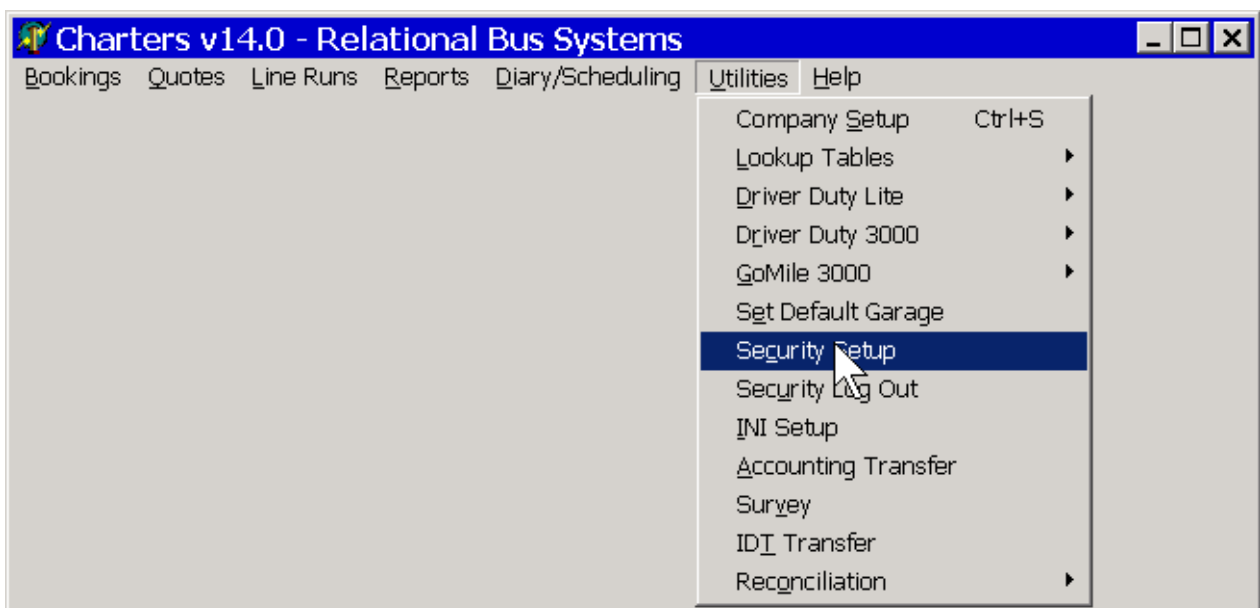


GoChart 2000 with Version 14 Enhanced Security and Password Protection

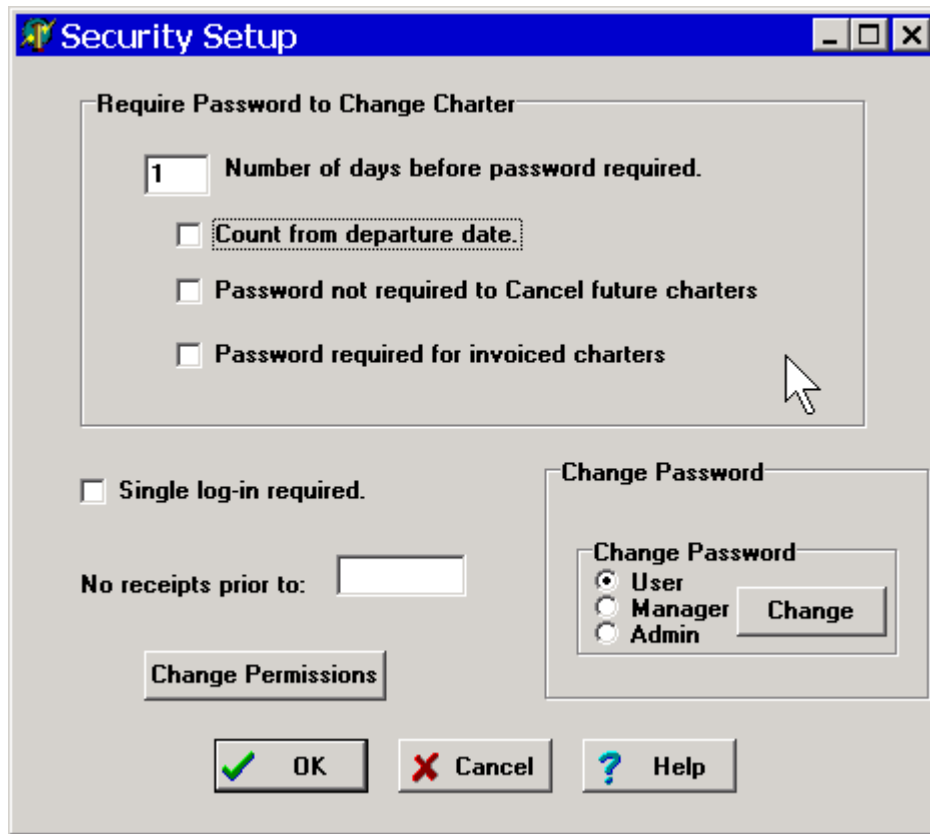
RBS has enhanced the existing Security and Password System by adding a 3rd password level (Manager) and the ability to assign a User Manager or Administrator password to almost every report and screen in the GoChart System. This will allow for different individuals to have access to view and perform jobs in different areas. You will find Security Setup located under the **Utilities** area.

Use your mouse to click on **Utilities** on the Main GoChart 2000 Menu.

Now click on **Security Setup**.



You will now arrive at the **Security Setup** screen.

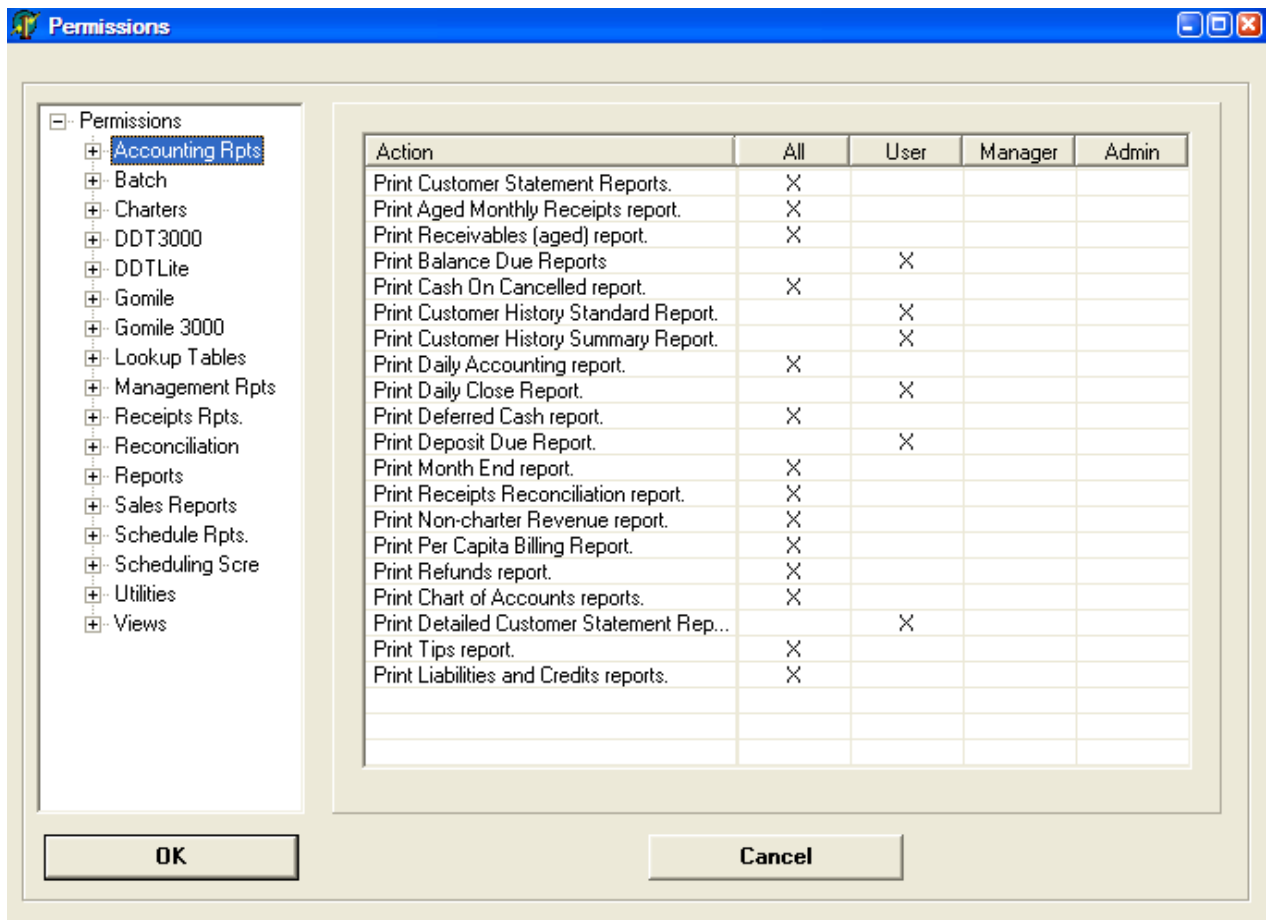


Take a quick look at this screen. This is where you can set the number of days before a password is required. You can change the password required for the User, Manager, and Administrator. The **Change Permissions** button allows you to change which areas are password protected.

Obviously, you want to assure that only those with the appropriate qualifications are able to enter this area. When you first receive the new system everyone is able to get into this region. The first thing you are going to want to do is **Change Permissions**.

Click on the **Change Permissions** button.

You are now on the **Permissions** screen. This is where all the Security is set-up.



Each of the listings on the side of the screen is associated with a different area.

The first listing showing is the **Accounting Rpts.**

Here there are several reports that can be password protected.

Notice that there are 4 different levels of security here.

All – specifies that all users of the system have access to this area.

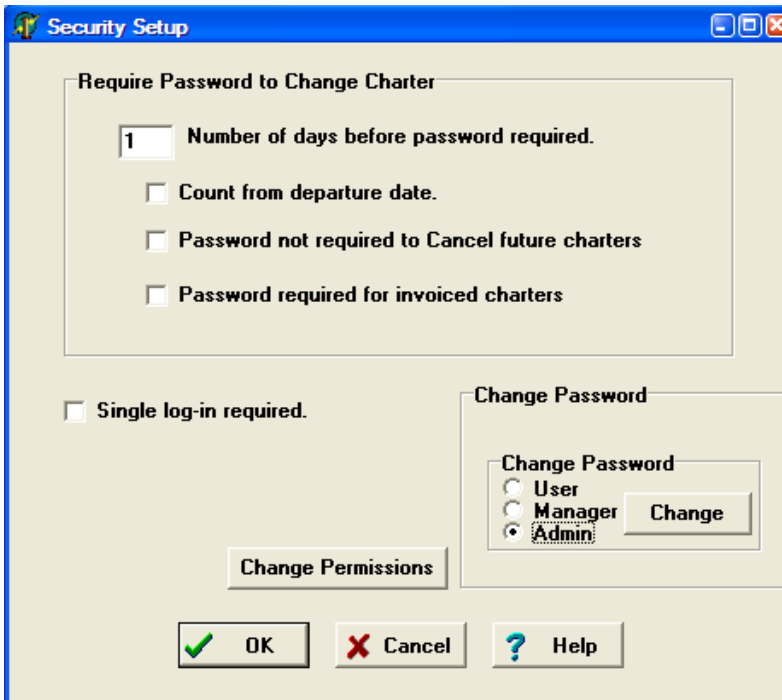
User – specifies that only the individual(s) who has the User password have access to the area.

Mgr – specifies that only those with the Manager password have access to that area.

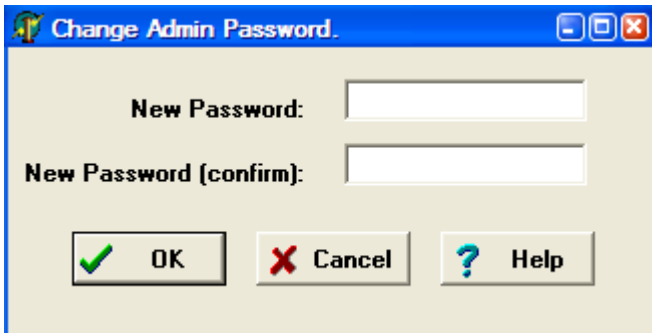
Admin – specifies that only those who has the Administrative password have access to that area.

This allows for specific information to be viewed as well as updated only by qualified individuals.

You'll notice that the reports are in a grid format with the different levels of permissions.



First, click the option next to **Admin** and then click **Change**.



In the **New Password** box type **Admin**.

Now type **Admin** in the **New Password (confirm):** box and click the **OK** button.

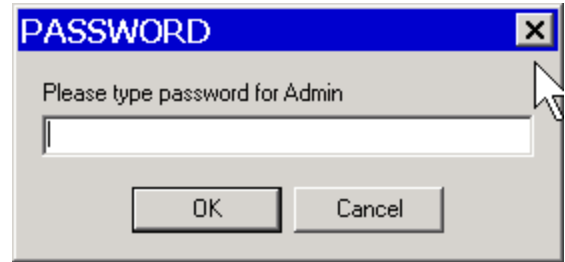
Click the **OK** button on the **Security Setup** screen to get back to the **Main** screen.

You have now changed the Admin Password to “Admin” and any screens requiring this password will ask you to enter “Admin” or whatever you have set the Admin Password.

Now let's test out what we just did. First let's see if we can get into the **Security Setup** area without a password. Click on **Security Setup** under the **Utilities** pull down menu.

As you see, in order to get into the Security Setup area you now need to type a password.

Click the **Cancel** button.



You will see this message.

Click the **OK** button to go to the **Main** menu.

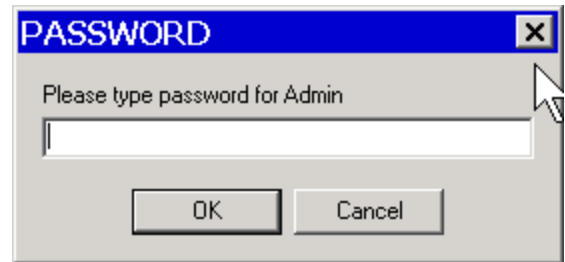
Now let's see about the other area where we set up security.



Click on **Company Setup** under the **Utilities** menu.

Again, you get the **Password** box.

Type **Admin** in the box and click **OK** button.



As we can see, the password worked. Only someone with this Admin password can now access the company setup screen.

There are many other screens that can be similarly password protected. The current list is below.

If you have any questions regarding security or any other part of GoChart 2000, please contact us. You can call us at **800-448-7001** or **607-264-9300** or send e-mail to support@rbs2000.com.

Security Tab	Options
Reports	Print Confirm Print Receipt
Utilities	RTA Transfer Import/Export RTA Data View Calendar Screen Change Company Information Access Security Screen Change System Variables Change Password Default Garage Change IDT Transfer

Security Tab	Options
Receipts Reports	Print Daily Credit card Report Print Today's Details Report Print Daily Receipts Report Print Details By Date Reports
Lookup Tables	Reveal RBS Checkboxes Change or Insert a Bus Change or Insert Busfare Change or Insert Bustype Change or Insert Calendar Entry Change or Insert a Cost Change or Insert Charter Type Insert or Change Customer Print Customer List Change or Insert Customer Type Change or Insert Drivers Print Driver Information View Driver Dates Tab View Driver Contact Info View Driver License Tab View Driver Phone Tab View Driver Other Info Tab View Driver Tab View Driver Rates Tab Edit an existing Credit Card Change or Insert Fare Type Change or Insert a Fuel Type Change or Insert a Location Insert New Credit Card Change or Insert a Permission Change or Insert a Charter Rate Change or Insert a Rate Type Change or Insert a Referral Source Change or Insert a Salesperson Change or Insert Standard Cost Component Print Equipment List Print Driver Calendar Print Driver Contact Information Print Driver Information
Charters	Calculate Tax Cancel a Charter Change Garage on a Charter Change Salesperson on a Charter Delete Cost Duplicate a Charter as a Charter Duplicate a Charter as a Quote Insert a Cost Issue a Refund

Security Tab**Options**

	Mark a Charter
	Print Drivers Orders
	Receive a Payment
	Remove Invoice (IN) Flag
	Show Route Button
	Transfer Receipt.
	Un-cancel a Charter.
	Use Mileage Calculator
	View Cost/Mile
	View Receipts
	View Reconciliation
Schedule Report	Print Charter Confirmation.
	Print Cleaning Schedule Report
	Print Cleanup Detail Report
	Print Coach Requirements Spreadsheet Report
	Print Daily Coach Requirements Report
	Print Diary/Schedule Report
	Print Driver Bid Report
	Print Driver Details Report
	Print Driver Hours Calendar
	Print Driver Milestones Report
	Print Hourly Requirements Report
Management Rpts	Print Anticipated Revenue Report
	Print Bus Fare Details
	Print Coach Requirements Calendar Report
	Print Customer Labels
	Print Customer Labels
	Print IMG Utilization Report
	Print Revenue Per Bus Detail Report
	Print Revenue Per Bus Report
	Print Sub-contract Vehicle Report
	Print Super Summary Report
	Print Utilization Summary Report
Accounting Rpts	Print Aged Monthly Receipts Report
	Print Balance Due Reports
	Print Cash-On-Cancelled Report
	Print Chart of Accounts Reports
	Print Customer History Standard Report
	Print Customer History Summary Report
	Print Customer Statement Reports.
	Print Daily Accounting Report
	Print Daily Close Report
	Print Deferred Cash Report
	Print Deposit Due Report
	Print Detailed Customer Statement Reports
	Print Liabilities and Credits reports.
	Print Month End report

Security Tab	Options
	Print Non-charter Revenue Report
	Print Per Capita Billing Report
	Print Receipts Reconciliation Report
	Print Aged Receivables Report
	Print Refunds Report
	Print Tips Report
Batch	Batch Close Charters
	Batch Post Charters
	Run Batch Confirm
	Run Batch Pay
	Run Batch Reconciliations
Reconciliation	Print Estimated Contribution by Customer Report
	Print Estimated Contribution Report
	View Charters to Reconcile
Views	View Charter Main
	View Cost Calculator
	View Points
	View Summary
DDTLite	Autofill Drivers (DDTLite)
	Print Driver Duty Detail (DDTLite)
	Print Driver Duty Summary (DDTLite)
	Print Driver Sign-in Log (DDTLite)
	Transfer Drivers (DDTLite)
DDT3000	Print Driver Duty Detail (DDT3000)
	Print Expense Reconciliation (DDT3000)
	Print Payroll Summary (DDT3000)
	Reconcile Driver
	Reconcile Drivers (DDT3000)
	Split Pay
	Un-reconcile a Driver
GoMile 3000	Print IFTA Report (GoMile 3000)
	Print State Mileage Summary (GoMile 3000)
	Print Un-reconciled Records (GoMile 3000)
	Reconcile Buses (GoMile 3000)
	View Regions (GoMile 3000)
GoMile	Print Prophecy Summary (GoMile)
	Transfer Data (GoMile)
Sales Reports	Print Charter Summary Report.
	Print Customer Sales Summary Report
	Print Customer With Quotes Labels
	Print Exception Report
	Print Quote Follow-up Report
	Print Sales Charter Detail Report
	Print Sales Total Report
	Print Salesperson Report
Scheduling Screen	View Points Screen