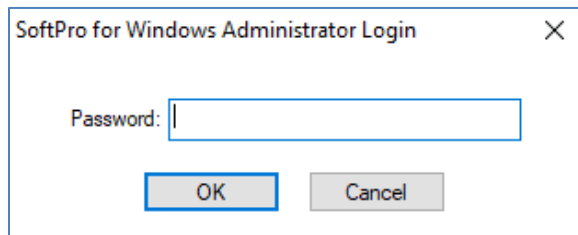


## SPADMIN

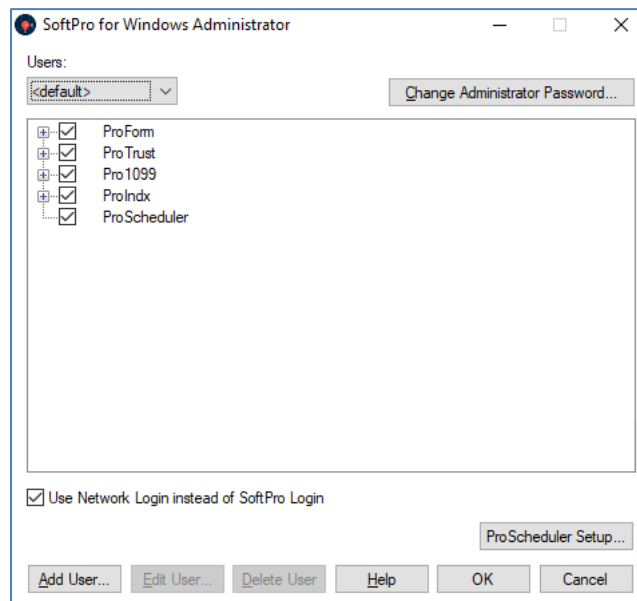
The **SoftPro Administrator (SPAdmin)** is a tool used to set up permissions and passwords for SoftPro programs for Enterprise and Standard Edition versions. With the **Administrator**, you can grant or deny a user's access to entire programs (ProForm, ProTrust, Pro1099, ProIndx) or specific program features (opening a file, printing, changing a transaction, etc.).

To access the **Administrator**, navigate to where Softpro lives in your environment (i.e. Network drive or Local drive). Open the **Tools** folder, then the **SPAdmin** folder. Open **spadmin.exe**. The **Administrator Login** prompt will appear.



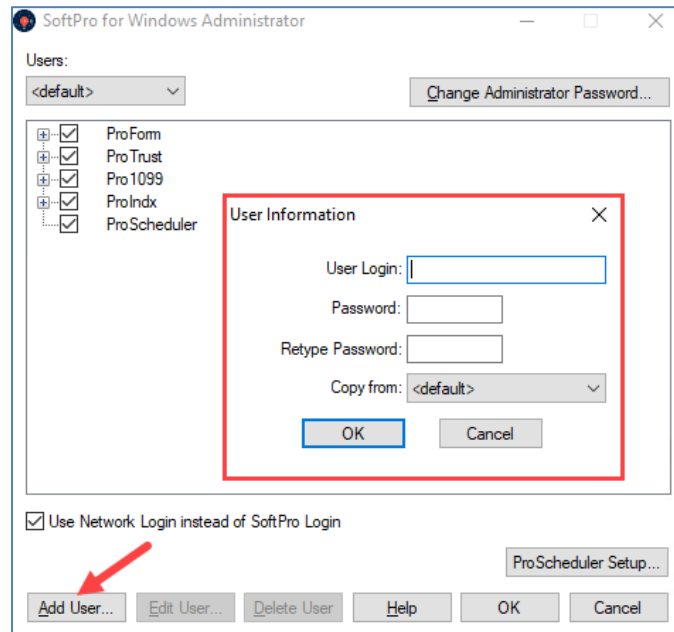
***NOTE: The first time you access the Administrator, you will be prompted to set the password.***

Enter the **Administrator Password** and click **OK**. The **Softpro Administrator** will appear.



## Adding a User:

Click **Add User**. A blank **User Information** window will appear.

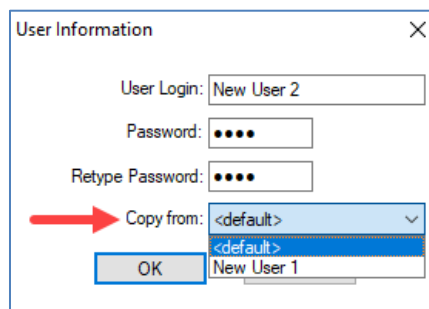


Enter a login name for the user in the **User Login** field (User Login cannot exceed 25 characters). You can enter the user's existing network login name, but make sure to enter it in the same case.

Enter a password in the **Password** field (Password cannot exceed 15 characters). You can enter the user's existing network password if you want the user's network login and SoftPro login to coincide.

Enter the password in the **Retype Password** field.

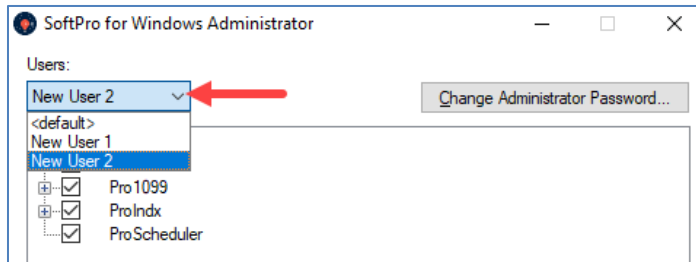
To copy the security profile from an existing user other than the **<default>** user, choose the user in the **Copy from** field (you can still change the new user's permissions).



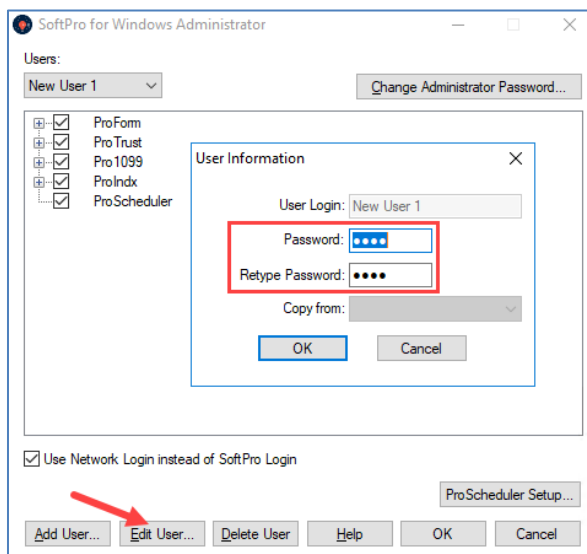
Click **OK**.

## Editing a User Password:

Select a **User**.

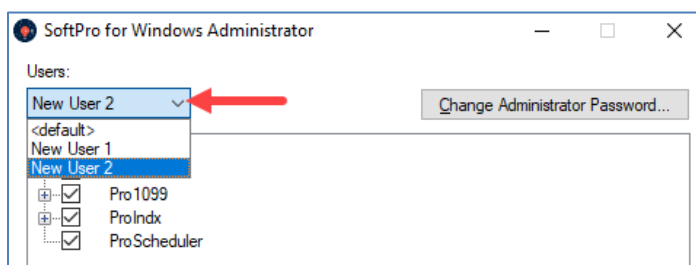


Click **Edit User**. Enter a new password in the **Password** field. Enter the new password in the **Retype Password** field. Click **OK**.

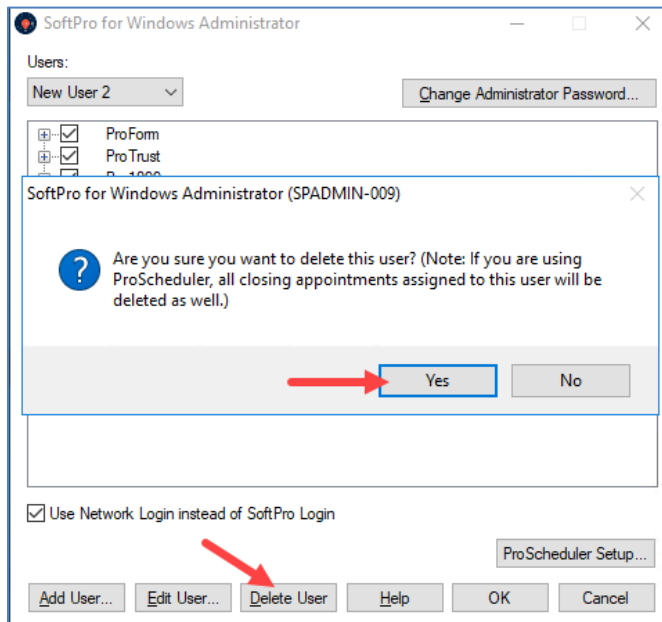


## Deleting a User:

Select a **User**.



Click **Delete User**. A prompt will appear. Click **Yes**.

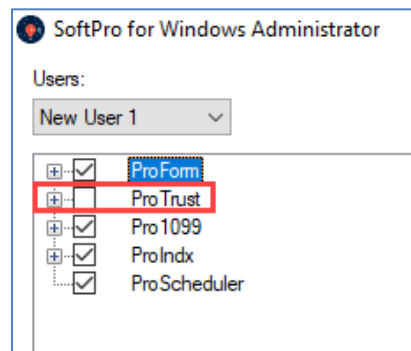


### **Permissions:**

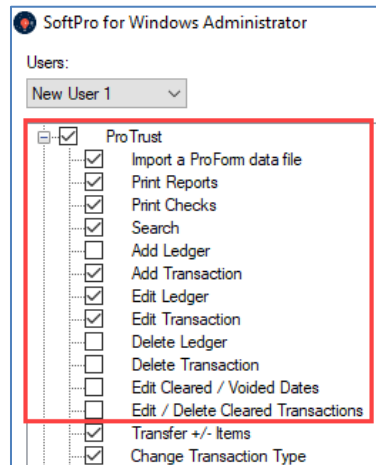
You can control user access to SoftPro programs and individual program functionality using the SoftPro Administrator **Permissions**. You can configure a different set of permissions for each user, or copy permissions from one user to another.

To set **Permissions** for a user, select a **User**.

Remove **Permission** to access a Softpro program by clicking the checkbox next to the program name to deselect it.

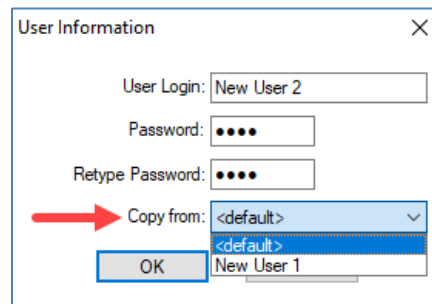


To remove **Permissions** for a specific program feature, click the **plus (+)** next to the program name. A list of features will appear. If you are removing permission to a specific feature but not an entire program, leave the check in the box for the program name.



### **Copying Permissions:**

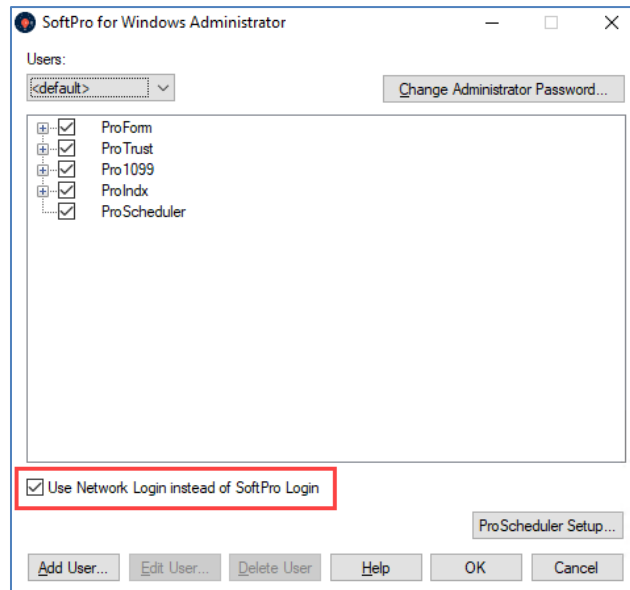
When creating a new user, choose a **User** to copy **Permissions** from in the **Copy from** field. This will copy the **Permissions** and **User Preferences**.



**NOTE:** After setting up the **Directories** for the **<default>** user, you should copy from the **<default>** when adding users for the first time. This will guarantee that each user has the same directory settings.

### **Use Network Login instead of Softpro Login:**

Instead of requiring your SoftPro users to enter in their SoftPro user name and password to log in to SoftPro programs, you can set the Administrator to accept a user's initial Network Login as the SoftPro Login. Once a user is logged into your Network, they can access SoftPro programs without an additional login required. If you do not choose to use this feature, SoftPro users will be required to enter their user names and passwords before accessing SoftPro programs.



### **Change Administrator Password:**

The **Administrator Password** protects the SoftPro Administrator from unauthorized access. You will be prompted to set up the Administrator Password the first time you start the Administrator. After the Administrator Password has been set, you will be prompted to enter it whenever the program is started. (Be aware that the Administrative Password is case-sensitive.) The Administrator Password can only be changed inside the SoftPro Administrator.

To change the Administrator Password, click **Change Administrator Password**. Enter a new Administrator Password in the **Password** field. Enter the new password in the **Retype Password** field. Click **OK**.

