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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.

SoftPro for Windows Administrator Login		
Password:		
ОК	Cancel	

<u>NOTE</u>: 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.

💿 SoftPro for Windows Administrator	– 🗆 X
Users:	
<default> ~</default>	Change Administrator Password
ProForm Pro Trust Pro 1099 Pro Indx Pro Scheduler	
Use Network Login instead of SoftPro Login	
	ProScheduler Setup
Add User Edit User Delete User He	p OK Cancel

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Adding a User:

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

💿 SoftPro for Windows Ad	ministrator	—	
Users:			
<default> ~</default>		Change Administrat	or Password
ProForm ProTrust Pro1099			
ProIndx ProScheduler	User Information		×
	User Login:		
	Password: [
	Retype Password:		
	Copy from:	<default></default>	~
	ок	Cancel	
Use Network Login instea	d of SoftPro Login		
		ProSch	neduler Setup
Add User Edit User	Delete User	р ОК	Cancel

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).

User Information	×
User Login:	New User 2
Password:	••••
Retype Password:	••••
Copy from:	<default> ~</default>
01/	<default></default>
ОК	New User I

Click OK.



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Editing a User Password:

Select a User.

💿 SoftPro for Windows Administrator	_		×
Users:			
New User 2 V	Change Administrat	or Passwo	ord
<default> New User 1</default>	-		
New User 2			
📺 🗹 🛛 Pro 1099			
ProIndx			
Pro Scheduler			

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

💿 SoftPro for Windows A	dministrator — 🗆 🗙
Users:	
New User 1 🛛 🗸	Change Administrator Password
ProForm	User Information X
ProIndx ProScheduler	User Login: New User 1
	Retype Password:
	OK Cancel
Use Network Login inste	ad of SoftPro Login
Add User	ProScheduler Setup Delete User Help OK Cancel

Deleting a User:

Select a User.

🛞 So	oftPro	o for Windows Administrator	-		×
Usen	s:				
Nev	v User	r 2 V	dministra	tor Passwo	rd
<def< td=""><td>fault> v User</td><td></td><td></td><td></td><td></td></def<>	fault> v User				
New	v User	12			
÷	\sim	Pro 1099			
÷	~	ProIndx			
	~	ProScheduler			

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

SoftPro for Windows Administrator	– 🗆 X
Users:	
New User 2 V	<u>O</u> hange Administrator Password
B ProForm B Pro Trust	
SoftPro for Windows Administrator (SPADMIN-009)	×
Are you sure you want to delete this use ProScheduler, all closing appointments deleted as well.)	er? (Note: If you are using assigned to this user will be
	Yes No
Use Network Login instead of SoftPro Login	
Add User Edit User Delete User Hel	ProScheduler Setup p OK Cancel

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.

0	SoftPro	for Windows Administrator
ι	Jsers:	
	New Use	1 ~
Γ	±	ProForm
	÷	ProTrust
	•	Pro 1099
	±	ProIndx
	~	ProScheduler

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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.

💿 SoftPro fo	💿 SoftPro for Windows Administrator		
Users:			
New User 1	\checkmark		
Pr V V V V V V	oTrust Import a ProForm data file Print Reports Print Checks		
	Add Ledger Add Transaction Edit Ledger Edit Transaction		
	Delete Ledger Delete Transaction Edit Cleared / Voided Dates Edit / Delete Cleared Transactions		
	Transfer +/- Items Change Transaction Type		

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**.

User Information	×
User Login:	New User 2
Password:	••••
Retype Password:	••••
Copy from:	<default> ~</default>
ОК	<default> New User 1</default>

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.

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SoftPro for Windows Administrator	– 🗆 X
Users: <a href="https://www.engliship-complexity-compl</td> <td>Change Administrator Password</td>	Change Administrator Password
ProForm Pro Trust Pro 1099 ProIndx Pro Scheduler	
Use Network Login instead of SoftPro Login	
	ProScheduler Setup
Add User Edit User Delete User	lp OK Cancel

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**.

SoftPro for Windows Administrator		
Users:		
New User 1 🛛 🗸 🗸	<u>C</u> hange Administrato	or Password
ProForm	User Information	
	User mornation	^
	User Login: Admin	
	Password: ••••	
	Retype Password:	
	Copy from:	\sim
	OK Cancel	
Use Network Login instead of SoftPro Login		
	ProSch	eduler Setup
<u>A</u> dd User <u>E</u> dit User	Delete User Help OK	Cancel