TSS all Hire   Event Hire Software

Create a new user

You need to be logged in as the **SYSDBA** user (if you do not know the password please contact us).

Click the [icon] icon at the top left of the Main Screen, then **General Maintenance** -> **Security Maintenance**

Enter the new users name into the box at the top left, Click on the [icon] button:

Click on the name then fill in the relevant details on the right of the screen (the password must be 8 characters or less), set the user group to DEFAULT unless you already have sections set up.

Set the Default profile in the drop down box **and** against the company at the bottom (drag the profile from the right and drop it next to the company name). If you have more than one company, make sure you only add a profile to the one(s) you want this user to have access to.

Press the **UPDATE** button at the top right – You will now be able to log into all Hire as the new user.
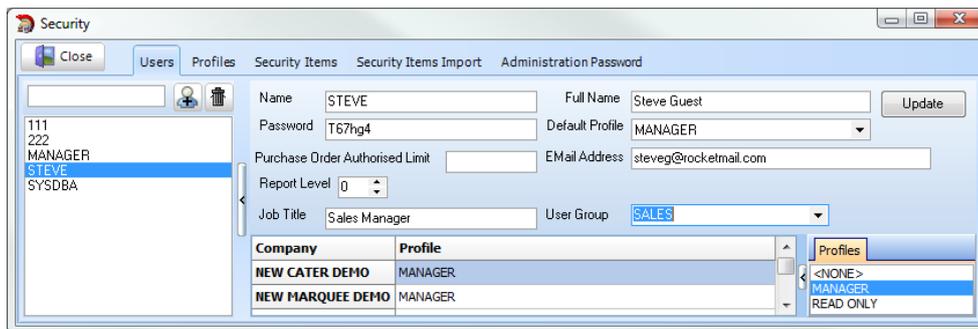
To store the user name on the log in screen on the machine you are on, simply type it in, right mouse click and select 'Save User Name as Default'.

Adding users to the drop down lists

If you have added a new User, it is likely that you will also want to add them to the 'Entered By' drop down and possibly also 'Contact'.

Go to General Maintenance,
Misc File Maintenance.
Find the name associated with the list and click on it. For example:
   Entered By is linked to TAKENBY
   Contact is linked to ASSIGNEDTO

DO NOT USE the icon at the top
unless you are really sure that you want to delete the entire Misc field section. If you just want to delete one item from the list, then highlight it and use the backspace button on your keyboard.

Type the new data into the left hand column. If you want to re order the list alphabetically then click on the column header box at the top of the list. When you have finished making changes press the Update button at the top right and then close the section down.

The new data will be available after you close and re open the program.

Outlook Signature

If you wish to use a default signature when sending emails from TSS then the first thing to do is to set up your Outlook signature. Click on the relevant link below to see how to do this (**Note: the name used for the signature must be one word and have no spaces in it**).

Outlook 2003, Outlook 2007, Outlook 2010
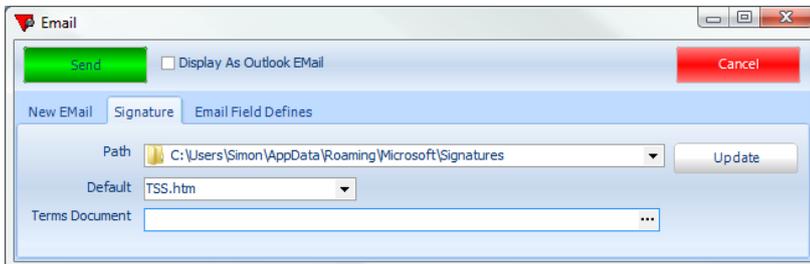
To use that signature in TSS go to the reports screen, select the **Email** tab and press the **Complete** button at the bottom. You can set the program to use your current email signature by clicking on the 'signature' tab at the top.

Browse to find your signature on your computer using the drop down to the right of the Path. Once selected click into the default box and select the signature, then press the update button to save the details.

If you are using Outlook 2007/2010 then the signatures are stored under;
C:\users\'*username*'\AppData\Roaming\Microsoft\Signatures

and for 2003 the signatures are stored under;
C:\Documents and Settings\'*username*'\Application Data\ Microsoft\Signatures

Once you have set what is needed here return to the **New Email** tab and you will see your signature.

Using images in your signature
If you want to use an image in the signature then it must be stored on the web in a location that everyone has access to, the logical place being your website. If you do not currently have the images you require on your website you need to send them to your web designer and ask for the internet address(URL) of the picture(s).

Insert image as link

    Outlook 2003
Right click in the Signature Editor (do not use Advanced Edit) and choose; Insert Image…
Type the Internet address (URL) to the image in full when prompted for the Picture Source and click OK
    Outlook 2007 and Outlook 2010
Click on the Picture icon in the Signature Editor
As the file name, type the Internet address (URL) to the image in
Instead of clicking on Insert, click on the little down arrow on the
Insert button and choose; Link to File
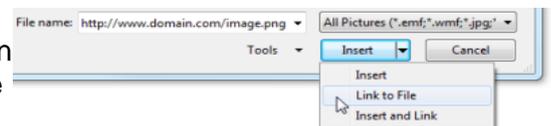
Create a hyperlink

Once the image has been added, you can make it clickable and point it to a website via the hyperlink function.
    Outlook 2003
Right click on the inserted image, choose Edit Hyperlink and copy in the URL for the relevant image.
    Outlook 2007 and Outlook 2010
Select the image, click on the Hyperlink icon and copy in the URL for the relevant image.