

Creating a New User Security Record in AiM v9.0

1. Access the System Administration module → User Security
2. Click on the New button to begin creating new record
3. A blank, editable template should appear (see Diagram A below)
4. Complete only the following fields:
 - Login = UH Username of the new user (remember **NOT** to include “@hawaii.edu”)
 - Description = First and Last name of user
 - Active = Yes
 - Password = 1234 (this is only to get the record entered; Users will officially login to AiM with their UH username and password)
 - Customer Request Type = 3
 - Click Defaults -> Campus = 2-alpha campus code (Leave Facility, Property, Location blank)
 - HA – Hawaii Community College
 - HI – University of Hawaii at Hilo
 - HO – Honolulu Community College
 - KA – Kapiolani Community College
 - KU – Kauai Community College
 - LE – Leeward Community College
 - MA – University of Hawaii at Manoa
 - MU – University of Hawaii Maui College
 - WI – Windward Community College
 - WO – University of Hawaii – West Oahu

The screenshot shows the 'AiM Defaults' form for creating a new user security record. The form is titled 'TESTCUSTOMER' and has a yellow header bar. The 'Last Edited by HSONSON On 04/23/2018 09:16 AM' is displayed. The form contains several input fields and dropdown menus:

- Universal Access:** No (dropdown)
- Default Search:** Basic (dropdown)
- Campus:** MA (dropdown), UNIVERSITY OF HAWAII AT MANOA
- Facility:** (empty search field)
- Property:** (empty search field)
- Location:** (empty search field)
- Warehouse:** (empty search field)
- Default:** No (dropdown)
- Institution:** (empty search field)
- Department:** (empty search field)
- Organization:** (empty search field)
- Requestor:** (empty search field)
- Type:** (empty search field)
- Category:** (empty search field)

- Click done to return to main user security screen
- Authorizer Username = UH Username of Dean/Director/Department Chair (of the user's department)
- Authorizer email
- Fiscal Officer = 3-digit FO code

- Click load -> customer service -> done
 - *user may have multiple roles
5. Click the **Save** button

AiM User Security HSONSON About Help Logout

Save Cancel

TESTCUSTOMER Last Edited by HSONSON On 04/23/2018 09:16 AM Active Yes

test record for AiM v9.0 security record creation

Password: [masked] Tenant ID: 1 Employee ID: [input]

Login Attempt Count: 0 Customer Request Type: 3 Shop: [input]

Mobile Download: [input]

Dept Authorizer Username: UH Username of Dean/Director/Department Chair (of the user's department) Dept Authorizer Email: TEST@HAWAIIEDU

Fiscal Administrator Code: 103 Fiscal Administrator Email: isawa@hawaii.edu

Role	Description
CUSTOMER SERVICE	CUSTOMER SERVICE NOTE: ACCESS TO THE DOCUMENT PROFILE IS A TEMPORARY SOLUTION UNTIL 6.0 IS RELEASED.

Important

Do not complete the Facility, Property, and Location fields. This will trigger an error for all Customer Request submittals.

Additional/different Roles are required for internal users, depending on the level of access they may need to AiM. Campus Filters must also be applied for Internal Users only.