Setup New Horizon User

SETUP A NEW USER

All steps are done in the HZHS16.exe program

Open the Horizon Administrator V16 module (Horizon Software > Shared > Programs > HZHS16.exe)

(right click on a module shortcut on the desktop - select OPEN file location. then navigate to Horizon Software > Shared > Programs > HZHS16.exe)

ADD NEW USER

1. Maintain menu > User Maintenance
2. Look at another user to see the password security
3. Type the new user information
    1. User Code
    2. Initials
    3. Last Name
    4. First Name
    5. Password
    6. Security options matching other users
    7. Administrator – check box if the user is an administrator (full access to everything)
    8. Read Only ALL – check box if the user is to have view only access; cannot add/edit anything
    9. Email
4. Click SAVE

COMPANY SECURITY

The following instructions will allow access to the company files, i.e., C001, C002, etc.

1. Security menu > Company Security

2. Company Code: select the company the user can access

3. Check Valid Users: check the new user name
4. Click SAVE

ENABLE MODULE(S)

The following instructions will set a module to be enabled or disabled.

1. Security menu > Module Security
2. Company Code: select the company the user can access
3. User Code: select the new user
4. Click LOOKUP SECURITY
5. Installed Modules: the list of available modules will appear; MODULE SECURITY section: Click on a module name, on the right

1. if nothing is checked, the user can open the module selected on the left
2. if DISABLE MODULE is checked, the user will not be able to open the module selected on the left
3. if READ ONLY is checked, the user will not open the module, but will not be able to save changes.

6. Click SAVE
7. The PAYROLL program is always automatically disabled for all users.

Revision #1
Created 22 April 2026 13:34:11 by Missy Stephens
Updated 22 April 2026 13:36:27 by Missy Stephens