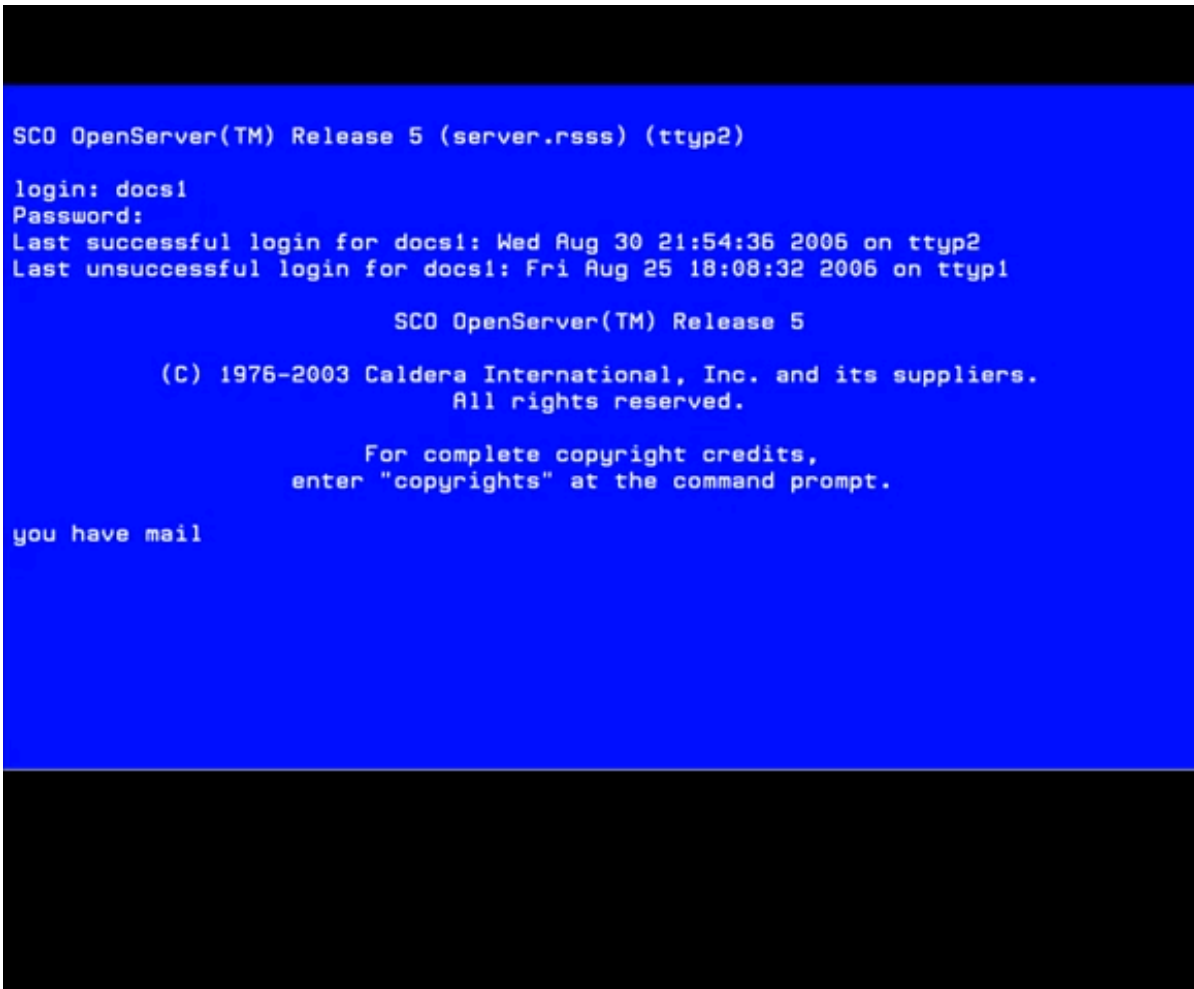# RSSS Training Guide: Menu System, Security Entry, and Passcode Management

Presented by: Fancie Cross

00:00 – Introduction

- Speaker: Fancie Cross

- Introduction to the RSSS system.

- Every terminal requires login with a login ID and password to access the system.

```
SCO OpenServer(TM) Release 5 (server.rsss) (ttyp2)

login: docs1
Password:
Last successful login for docs1: Wed Aug 30 21:54:36 2006 on ttyp2
Last unsuccessful login for docs1: Fri Aug 25 18:08:32 2006 on ttyp1

                  SCO OpenServer(TM) Release 5

        (C) 1976-2003 Caldera International, Inc. and its suppliers.
                      All rights reserved.

               For complete copyright credits,
          enter "copyrights" at the command prompt.

you have mail
```
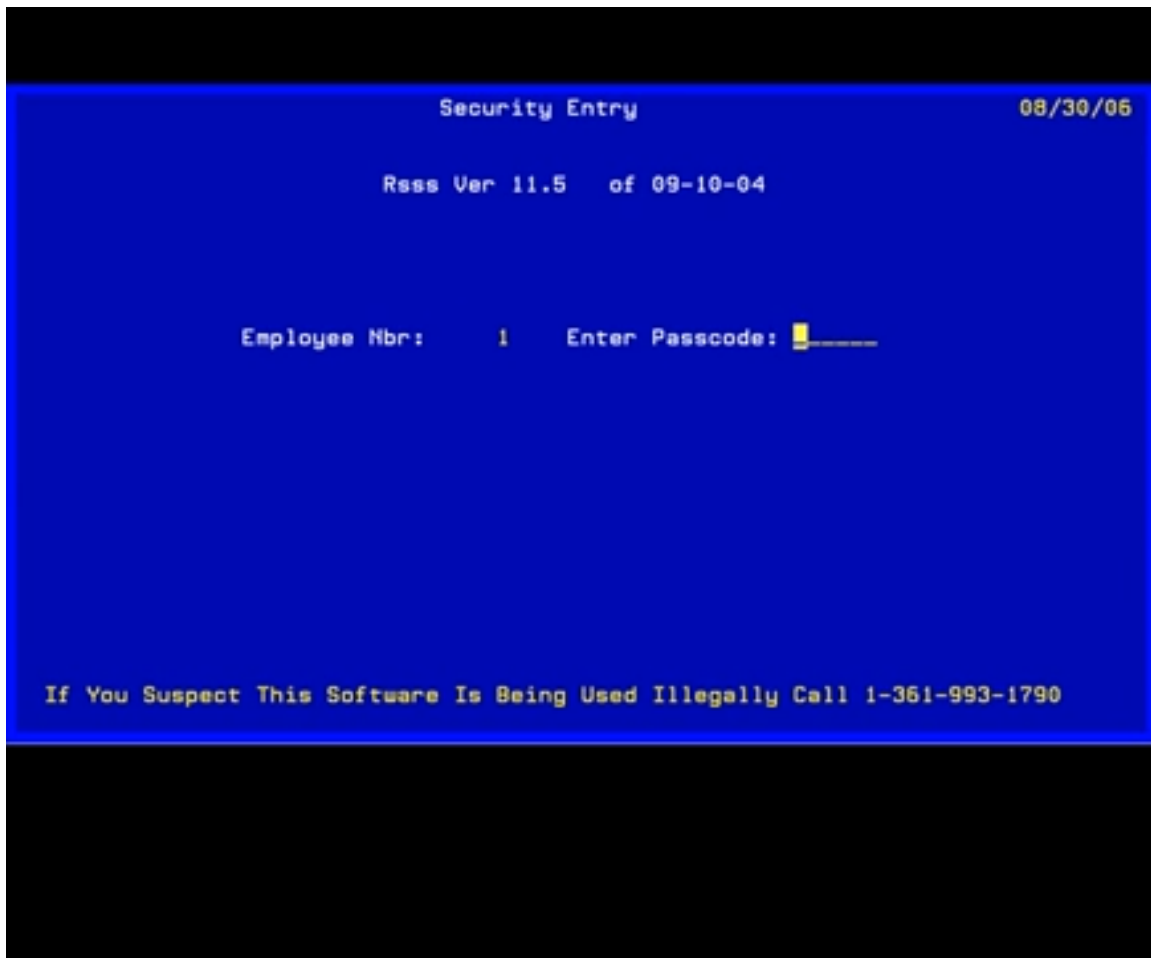
00:22 – Security Entry Screen Overview

- Upon login, the Security Entry screen appears.

- Grants access only to authorized programs.

- Unauthorized access attempts result in an error message.

00:41 – Logging in with Credentials

• After initial login, users must enter:

• Employee Number

• Assigned Passcode


```
DAILY                        1 RSSS RENT TO OWN              8/30/06 11:18 pm

          1.   TAKE A PAYMENT              RP
          2.   NEW RENTAL AGREEMENT        NEW
          3.   REPRINT RA                  CONTRACT
          4.   CLOSE RA                    RTOCLOSE
          5.   RENTAL QUOTE                RTOQUOTE
          6.   CASH SALE/REFUND            SALE
          7.   SNAPSHOT                    SUMEODS
          8.   CASH DISBURSEMENTS          PCSHREC
          9.   CHANGE PASSWORD             SECCHG



You have mail!

F2-Mail      F4-Calendar      F5-Help      F7-Security      F8-Prev
```

00:56 – Menu Display After Login

• Each user sees a custom menu based on their role.

• This menu is defined in the employee control record.

• The menu reflects the tasks and responsibilities of the employee.

```
DAILY                    1 RSSS RENT TO OWN           8/30/06 11:18 pm

            1.  TAKE A PAYMENT            RP
            2.  NEW RENTAL AGREEMENT      NEW
            3.  REPRINT RA               CONTRACT
            4.  CLOSE RA                 RTOCLOSE
            5.  RENTAL QUOTE             RTOQUOTE
            6.  CASH SALE/REFUND         SALE
            7.  SNAPSHOT                 SUMEODS
            8.  CASH DISBURSEMENTS       PCSHREC
            9.  CHANGE PASSWORD          SECCHG




   You have mail!

   F2-Mail      F4-Calendar      F5-Help      F7-Security      F8-Prev
```

01:12 – Example: Front Counter Menu

• Sample menu for Rent-to-Own front counter/sales employees.

• Designed for daily use and efficiency.

01:27 – Navigating the Menu

- Two ways to access programs:

- 1. Use the arrow keys to highlight your selection.

- 2. Press the highlighted number or letter of the task.

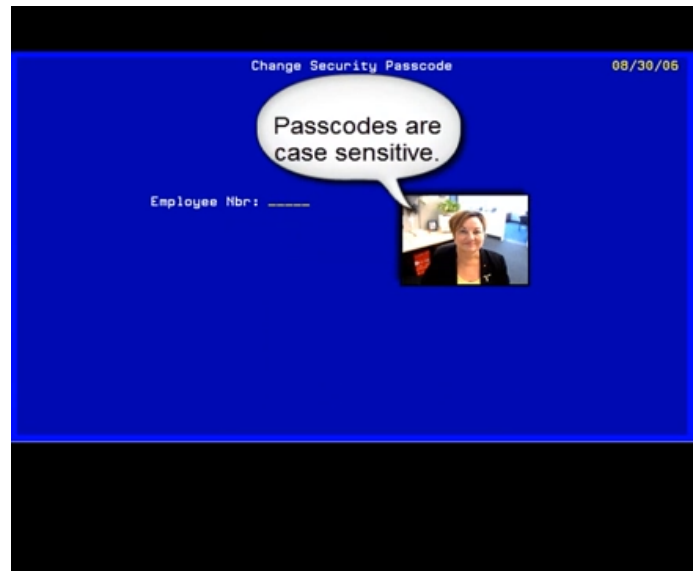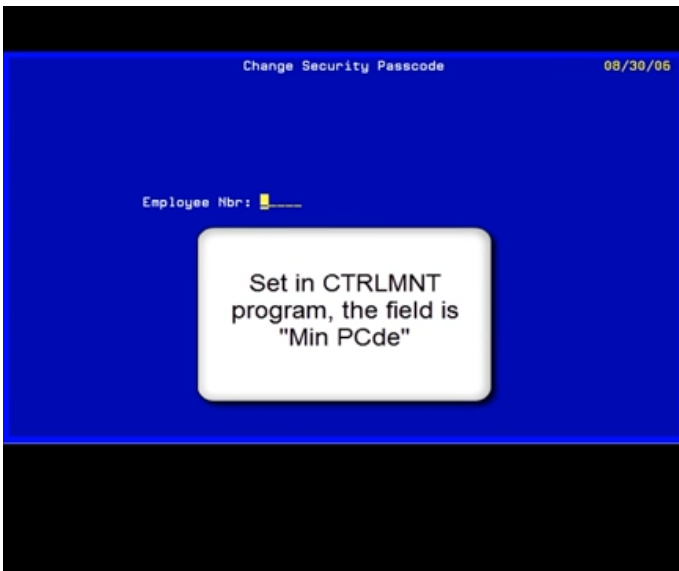- Passcode change option: Usually Option 9 under the Daily Activities menu.

02:06 – Shortcut: Change Passcode via Command Line

• Press F10 to activate the command line.

• Type SECCHG (in uppercase) to access the Security Change screen.

• Hit Enter to proceed.

02:33 – Passcode Requirements

- Default minimum: 6 alphanumeric characters.

- May vary by company (set in Control Maintenance).

- Passcodes are case-sensitive.

03:00 – Best Practice if Unsure

- Match your new passcode length to the current one if unsure of policy.

- If forgotten, a temporary passcode can be issued by an admin/manager.

03:12 – How to Change Your Passcode

- 1. Enter employee number → Enter

- 2. Enter old passcode → Enter

- 3. Enter new passcode → Enter

- 4. Confirm new passcode → Enter

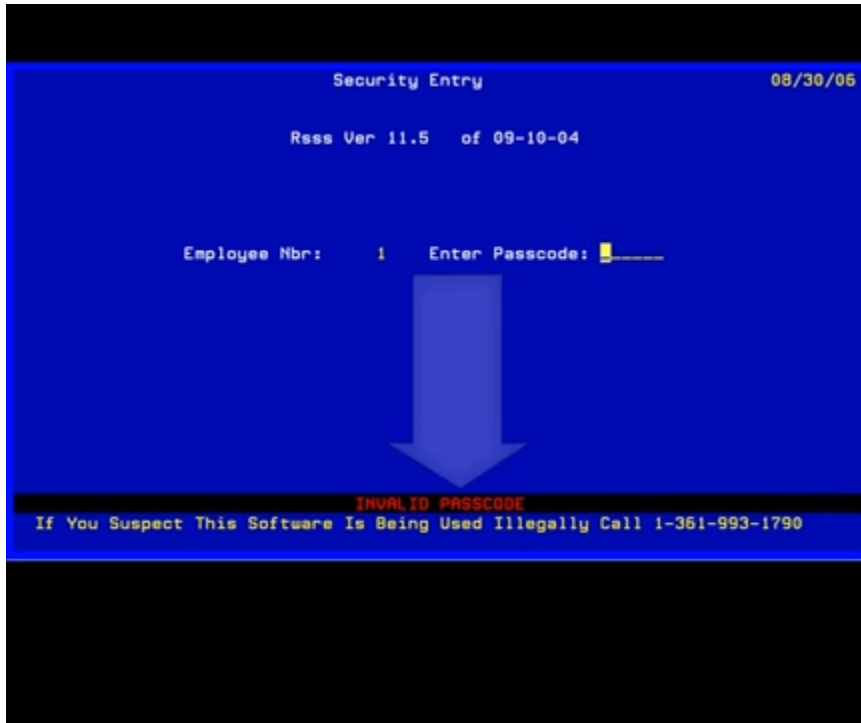- Note: Passcodes will not display on screen during entry.

04:04 – After Changing Your Passcode

- You are returned to the Security Entry screen.

- From this point on, use your new passcode to log in.

04:17 – Handling Incorrect Passcodes

• If incorrect: System displays "Invalid passcode."

• Re-enter correctly to gain access.

• If still stuck, contact an admin/manager for a new temporary passcode.

04:41 – Conclusion

• Summary of training:

• Menu System

• Security Entry

• Changing Your Passcode