

System Settings Management

Summary:

The system settings are what make PIMSY different for every organization. Each setting has a default so everything should work fine out of the box. However, you can go through these settings to change them to meet your organization's needs.

The screenshot shows the PIMSY System Settings Management window. On the left, a list of 265 settings is displayed in a grid format. The columns are labeled 'Setting ID' and 'Setting Name'. Some visible entries include '-239 ALERTS - Send alerts when the Inti', '-240 ALERTS - Send alerts when the Inti', '-236 ALERTS - Send alerts when the Inti', '-43 ALERTS - Send alerts when requ', '-35 ALERTS - Send Alerts when User R', '-11 ALERTS - Send Alerts when User R', '-130 ALERTS - Sent alerts to Users wher', '-155 Allow Users to see other users notes', '-80 Allow Users to see other users notes', '-428 AUTHORIZATIONS - Filter list of av', '-52 Automatically activate Client Autho.', '-85 Automatically assign the user enterin', '-76 Automatically Create SAL Entry with', '-14 Automatically deactivate expired bill', '-13 Automatically Inactivate Client Authc', '-286 BILLING - Prohibit users from reproc', '-419 BILLING - Years to Add to Urmana', '-247 BILLING - Auto Adjust the Amount F', '-177 BILLING - Auto create the Seconda', and '-235 BILLING - Auto Exclude from EDEC C'. On the right, a detailed view of a selected setting is shown. The form fields include: 'Setting ID' (empty), 'Setting Name' (empty), 'Default Description' (empty), 'Default Value' (empty), 'Your Description' (empty), 'Your Value' (empty), 'Created Date' (empty), 'Created By' (empty), 'Last Edited Date' (empty), and 'Last Edited By' (empty). The bottom of the window shows navigation links: 'System Administrator', 'AAA - Behavioral Health - Demo', and 'PLATINUM'.

System Setting Fields

Setting ID - when a setting is selected, this will populate with that setting ID number.

Setting Name - The name of the setting that is selected.

Default Description - PIMSY has descriptions of all settings available to help you understand what the setting is for or what it does.

Default Value - This is the default setting for the selected setting.

Your Description - You can change the description for your purposes.

Your Value - Use this area to put in a new value for the setting. If the setting is False by default, put True in this area to change the setting.

Created Date/Created By - The date the setting was first created and who created it.

Last Edited Date/Last Edited By - The date and person who last edited the setting.

Instructions:

Click **Administration** from the main menu and select **Setting Management > System Settings**.

We recommend sorting by the numbers so they are in order the first time you go through them. To do this, click twice on **Setting ID** so number one is at the top. Please read each one. The **Default Value** is the default system setting. To make a change, type the new setting in the **Your Value** box. Click **Save** at the top left so the changed value will be implemented. Only put something in the **Your Value** box if you want to change the default value.

See example of a change:

Setting ID:	-1
Setting Name:	Login Attempts
Default Description:	This setting allows you to set the number of login attempts a user gets before their account is suspended. This is a security measure that helps prevent unauthorized access to the system.
Default Value:	3
Your Description:	
Your Value:	5

It's that simple, but it is important each one is read and made to work for your organization.

Use Case:

Company ABC has just received their PIMSY software and there are settings to be checked by the company's Super User (administrator). The users in the company must login every day and number of times they can try to login with an incorrect username or password should be limited.

The Administrator goes to the system settings and looks for setting -1 which has the description: *This setting allows you to set the number of login attempts a user gets before*

their account is suspended. This is a security measure that helps prevent unauthorized access to the system.

The default value is 3, which means the users are prevented from logging into PIMSY after 3 unsuccessful attempts. If the company prefers more or fewer attempts, this setting needs a new value in the **Your Value** box, such as 2, 4 or 5.

After saving, users at the ABC Company are allowed only a specified amount of time before they are *locked out* of PIMSY.