

# How to Configure SOUP for a Second Userid

## Requirements

- Make sure you have SOUP release 9.5.15 or newer.
- All Userids must be Administrator ids
- Only 1 id can be active at a time. You may NOT switch among userids. You must logoff and login to perform the switch.

## How to do it

To create a new userid, go to your control panel. Click on User Accounts. Create a new account WITH administrative privileges. Close the control panel.

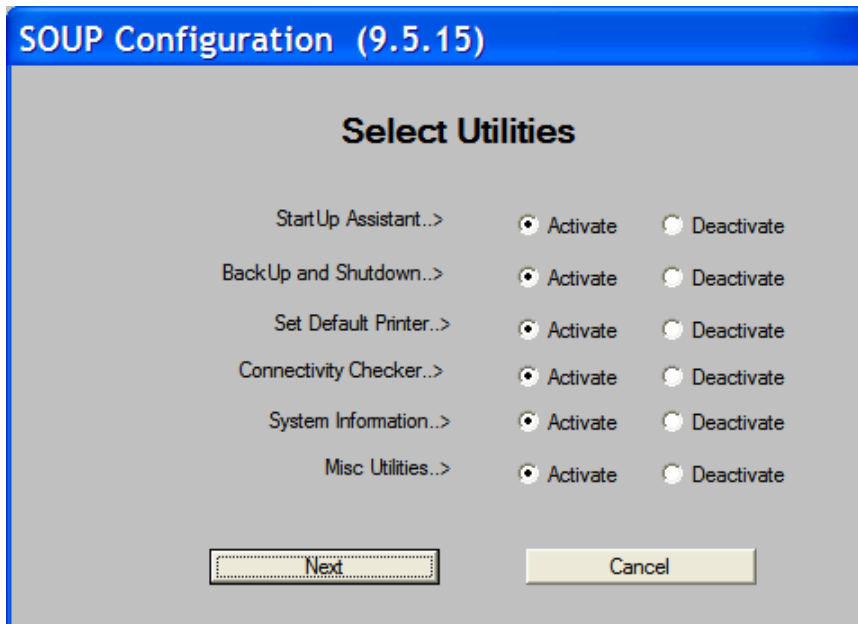
If you have an existing userid, go to your control panel. Click on User Accounts. View the existing account and make sure it has administrative privileges. If it does not, modify it to be an account WITH administrative privileges. Close the control panel.

Log on to the second userid.

- Run SOUP Configuration:
  - The weekly job need NOT include the following as they are taken care of on the Primary Userid's Weekly Job.
    - the check of the file system on the hard drive
    - the check for Windows Updates
    - the check for SOUP updates
    - the running of the disk defragmenter
  - the SOUP configuration windows might look like:

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Select the desired Utilities:

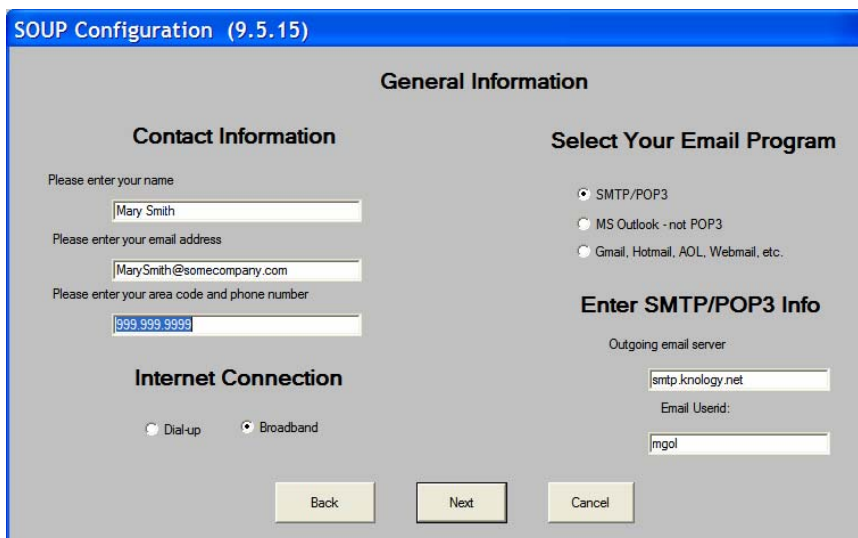


The image shows a screenshot of the 'SOUP Configuration (9.5.15)' window, specifically the 'Select Utilities' screen. The window has a blue title bar. The main area is grey and contains the following text and controls:

- Select Utilities**
- StartUp Assistant...>  Activate  Deactivate
- BackUp and Shutdown...>  Activate  Deactivate
- Set Default Printer...>  Activate  Deactivate
- Connectivity Checker...>  Activate  Deactivate
- System Information...>  Activate  Deactivate
- Misc Utilities...>  Activate  Deactivate

At the bottom, there are two buttons: 'Next' (highlighted with a dashed border) and 'Cancel'.

Change the Name on the *General Information* screen shown below. Actual users need to be identifiable if errors occur or if help is needed.



The image shows a screenshot of the 'SOUP Configuration (9.5.15)' window, specifically the 'General Information' screen. The window has a blue title bar. The main area is grey and contains the following text and controls:

- General Information**
- Contact Information**
  - Please enter your name:
  - Please enter your email address:
  - Please enter your area code and phone number:
- Select Your Email Program**
  - SMTP/POP3
  - MS Outlook - not POP3
  - Gmail, Hotmail, AOL, Webmail, etc.
- Internet Connection**
  - Dial-up
  - Broadband
- Enter SMTP/POP3 Info**
  - Outgoing email server:
  - Email Userid:

At the bottom, there are three buttons: 'Back', 'Next', and 'Cancel'.

# How to Configure SOUP for a Second Userid

It is OK to set backup and shutdown the same for all users. The backups will be kept separate on the backup drive and identified by the Userid making the backup.

**SOUP Configuration (9.5.15)**

**Backup and Shutdown Options**

Date of Last Backup: 2009-03-03    Last backup in cycle: three

Backup Path: D:\  
Monthly Copy Path: D:\

**Email Store Options**

Outlook  
 Outlook Express  
 Windows Mail

**Special Folder Backup Paths**

**Enable**

Music Folder Path: D\  
 My Pictures Folder Path: D\  
 My Videos Path: D\

**Terminate and Shutdown Options**

Delay and Shutdown     Delay and do NOT Shutdown     Delay and Logoff Network  
 Pause and Shutdown     Pause and do NOT Shutdown     Pause and Logoff Network

**Select Desktop Icons**

Backup and Shutdown  
 Backup and Logoff

Back    Next    Cancel

Set the choices for the StartUp Assistant..

**SOUP Configuration (9.5.15)**

**StartUp Assistant Options**

Check for low disk space of: 1600  
 Show Disk Drive Info  
 Reset DHCP IP Address

**Erase Files**

Run Disk Cleanup

**Weekly Cleanup**

Run Weekly Cleanup

**Map Network Drives**

Run Network Drive Mapper

Select CleanUp Mgr Delay Factor ==> 1

**Request for Support**

Enable at StartUp

**StartUp Bypass Option**

The StartUp Assistant may be configured to run with an option to skip ALL StartUp Assistant processing.  
Use with care!

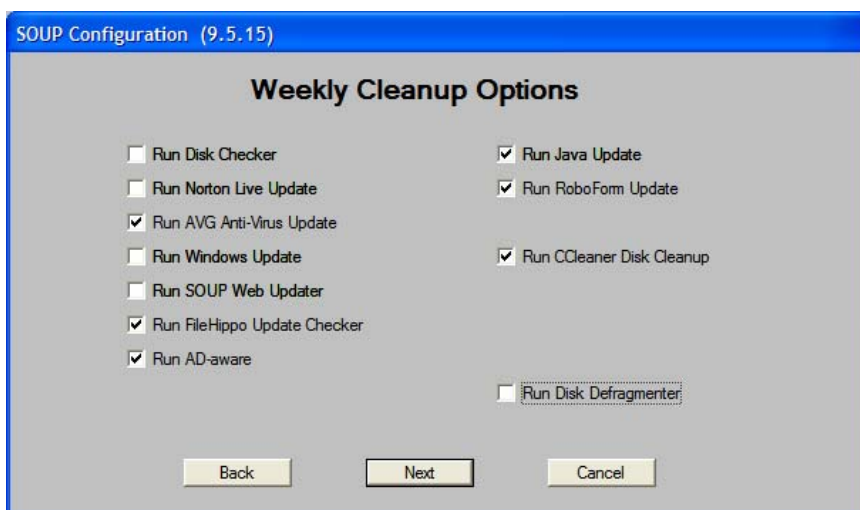
Enable Bypass Option

StartUp Bypass Delay: 11

Back    Next    Cancel

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Restrict choices for the weekly job as mentioned above.



When SOUP Configuration is complete, run the SOUP Weekly Job from the Synovative menu group. During the weekly job, each utility should run and you should check its configuration and, perhaps, bring it in line with the suggested Synovative configuration for the utility. See other Tech Notes for configuration of these utilities.