

Recommended BARS User Profiles

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Overview

This paper describes the classic BARS User profiles and how to set them up. There are a number of distinct BARS Account configurations and user profiles. The actual needs of each BARS Account will vary greatly, but we will outline a few of the more obvious ones. The job responsibilities and recommended user access permissions for each profile are described in detail below.

Definitions

Account (BARS Account) – An Account is the equivalent of a Surety contract with any one surety. The contracts includes information that BARS uses to calculate surety premiums and payments to reserve accounts or build up funds.

Agency – An agency is equivalent to an office, a retail bail business, and/or a sub-agent. Each BARS account must have at least one agency.

Agents – An agent is a Bondsman. Each Account must have at least one agent. Each agent must be assigned to an Agency.

Sub-Agent/Agency – The same as an Agency except they are not owned by the BARS Account owner. Bonds which are issued to the General Agent are reassigned to a Sub-Agent/Agency by the General Agent.

Users – A user is a person using BARS. Each user is assigned a unique UserID. The UserID grants access permissions to different areas and processes within BARS. UserIDs are required for each individual using BARS and in some instances, a user may elect to have more than one user record.

BARS Account Configurations

There are 3 basic types of BARS Accounts:

- Single Agency with one Agent
- Single Agency with multiple agent employees
- One or more Agencies with agent employees
- General Agent and multiple Sub-Agencies/Agents

Single Agency with one Agent

This type of Account is small one-man shop. The owner is usually a licensed bail bond agent that writes the bonds. The Agency may or may not have an Office Manager/Bookkeeper to handle to books. The agent may have a clerk to enter data.

The BARS account will have the following structure:

<u>Item</u>	<u>Number in Account</u>
BARS Accounts	1
Surety Contract	1 for each Surety/Insurance combination.
Agencies	1
Agents	1
Users	Usually less than 3

This type of account will need the following users:

BARS Account Owner)	The Owner and Agent may be only one user profile, or
Agent)	may be set up as two different users, with different levels of security
Office Manager/Bookkeeper	
Administrative Assistant	

Single Agency with multiple agent employees

This is a small Agency with a single agency. The Account owner owns the agency and employs all of its staff. The agency has one or more licensed bail bond agents writing bonds. Bonds are NOT re-assigned to an agent, but transferred on a bond-by-bond basis. All bonds/powers are drawn from central inventory.

<u>Item</u>	<u>Number in Account</u>
BARS Accounts	1
Surety Contract	1 for each Surety/Insurance combination.
Agencies	1.
Independent Sub-Agents	0
Agents	1 or more employee agents.
Users	Many

This type of account will need the following users:

BARS Account Owner
 Operations Manager/Bookkeeper
 Employee Bail Agents
 Administrative Assistants

Multiple Agencies with agent employees

This is a large Account that has multiple offices throughout a geographic area. The Account owner owns all of the agencies. Each agency has one or more licensed bail bond agents writing bonds. These agents are employees working for the Account owner. Bonds are NOT re-assigned to an agent, but transferred on a bond-by-bond basis. All bonds/powers are drawn from central inventory.

<u>Item</u>	<u>Number in Account</u>
BARS Accounts	Minimum of 1 for each State.
Surety Contract	Minimum of 1 for each State/Surety/Insurance combination.
Agencies	Many - Bonds are NOT re-assigned to an agent
Independent Sub-Agents	0
Agents	Many – At least one agent must be assigned to each Agency.
Users	Many – At least one User must be assigned to each Agency.

This type of account will need the following users:

- BARS Account Owner
- Office Manager/Bookkeeper
- Employee Bail Agents
- Administrative Assistants

General Agent and multiple Sub-Agencies

This is the largest and most complex type of BARS account. It consists of a General Agent and all of his/her independent sub-agents and sub-agencies. Because of the size of the Account it is not unusual for it to span several counties or even several States.

The agents are not employees of the General Agent, instead they are independent licensed bail agents who run their own offices. The offices obtain their inventory from the General Agent and generally pay an override (commission) to the General Agent to be able to use the inventory. Inventory is re-assigned to the agents/agencies using the Inventory Re-assignment process. There should have a separate agency for each sub-agent to whom bonds/powers are re-assigned.

<u>Item</u>	<u>Number in Account</u>
BARS Accounts	Minimum of 1 for each State.
Surety Contract	Minimum of 1 for each State/Surety/Insurance combination.
Agencies	Many – Bonds are re-assigned.
Independent Sub-Agents	Many – Must be associated with an Agency. At least one agent must be assigned to each Agency
Users	Many – At least one User must be assigned to each Agency.

This type of account will need the following users:

- BARS Account Owner
- Operations Manager/Bookkeeper
- Independent Sub-Agents
- Sub-Agency Office Manager/Bookkeepers
- Administrative Assistants

Types of BARS UserIDs

BARS Account Owner

Who

- Person(s) who has control over the entire BARS Account.
- Responsible for all of the bonds written by all of the agencies and agents under the account.
- In a large operation = General Agent

Responsibilities Include

- Reporting disposition of bonds to the Surety/Insurance Company.
- Is ultimately responsible for all bonds issued to the (BARS) account.

Aim of Access Permissions

- Enable user to view, edit and insert data (BARS) Account wide.
- Control access permissions of every single user on their Account
- Enable user to view and maintain all financial data for their Account.
- Enable user to run Surety Reporting Process.
- Enable user to run management reports for individual agents, agencies or for the entire account.
- Enable user to setup and edit UserIDs across the entire BARS Account.

Special Permissions

- Yes to all

Page Specific Permissions

- Yes to all

Agency Owner – Independent Sub-Agent

Who

- Person(s) who owns or operates a single agency in a multi-agency BARS Account. He does not interact directly with the Surety.
- Responsible for all of the bonds issued to the agency.
- May have one or more bonded bail agents working for him/her.
- His/her inventory consists of bonds that have been re-assigned from the General Agent's inventory.

Responsibilities Include

- Reporting disposition of bonds to the General Agent.
- Is ultimately responsible for all bonds re-assigned to the him/her.

Aim of Access Permissions

- Enable user to view, edit and insert data Agency wide.
- Run Override Report Procedure (Agency level Execution Report)
- Control access permissions of every single user on their Agency.
- Enable user to view and maintain all financial data for their agency.
- Limit data on reports to their agency.
- Enable user to run management reports for their Agency.

Special Permissions

- Run Override Report: Yes
- Internal Agency: Yes
- Accounting: Yes
- Admin: Yes
- All others: No

Page Specific Permissions

- User View No
- User Edit No
- Agency View: Yes
- Agency Edit: No
- Agent View: Yes
- Agent Edit: No
- All others: Yes

Employee Bail Agent

Who

- A bail agent (writes bonds/powers) who is an employee of his/her Agency. Bonds are drawn on a one-by-one basis from a central inventory shared by all agents.

Responsibilities Include

- Writing bonds for the agency.
- Following up on the bonds he/she writes.
- Collecting payment and collateral for his/her bonds.

Aim of Access Permissions

- Provide access to data (bonds, indemnitors, defendants, phone calls etc) associated with the agent
- Limit access to only that data associated with the agent.
- Block access to bond record's surety financial data.
- Block access to agency wide financial data, but enable user to view receivables for his/her bonds.

Special Permissions

- Internal Agency: No
- Admin: Yes - if agent needs access to his/her override report.
No - otherwise.
- All others: No

Page Specific Permissions

- No to the following permissions
 - UserView
 - Agent View
 - Agency View
 - Employee View
 - User Edit
 - Agent Edit
 - Agency Edit
 - Employee Edit
- All others: Yes

(BARS) Account Operations Manager/Bookkeeper

Who

- BARS Account owner's assistant or operations manager.
- Responsible for the administrative and financial side of the business
- Works in the head office of a (large) Account.

Responsibilities Include

- Run Surety reports for Account.
- Handles Account's financial data.
- Tracking/reporting all bonds issued to the BARS Account.
- Responsible for maintaining Account, agency and surety contract data (e.g. addresses, premium percentages, etc)
- Setup and maintain central and sub-Agency IDs, and some UserIDs.

Aim of Access Permissions

- Enable user to view and maintain all financial data for their Account.
- Enable user to run Surety Reporting Process.
- Enable user to run management reports for individual agencies or for the entire account.
- Enable user to setup and edit UserIDs across the entire BARS Account.
- Enable user to maintain Agency data for the BARS account.
- Provide user with same access as the Account Owner.

Special Permissions

- Run Surety Report: Yes
- View Execution Reports: Yes
- Set All Agency: Yes
- All Agency: Yes
- Internal Agency: Yes
- Accounting: Yes
- Admin: Yes
- All others: Yes

Page Specific Permissions

- Yes to all

Sub-Agency Office Manager/Bookkeeper

Who

- Agency owner's assistant.
- Responsible for the administrative and financial side of the agency's business
- Works for a single (BARS) Account's sub-agency.

Responsibilities Include

- Run Override reports for agency.
- Handles agency's financial data.
- Responsible for maintaining agent administrative data (e.g. addresses, override percentages, etc)
- Tracking/monitoring/reporting all bonds (re-assigned) issued to the agency.
- Setup and maintain the Agency's UserIDs.
- Notifying the head office of changes to the Agency's administrative data (e.g. address, telephone number, etc)

Aim of Access Permissions

- Enable user to view and maintain all financial data for their agency. (e.g. Agent Override percentages, Surety contracts, bonds, defendants, receivables, etc.)
- Enable user to run management reports for their Agency.
- Enable user to run Override Reporting Process.
- Enable user to setup and edit UserIDs under their agency.
- Enable user to maintain Agent data for those agents assigned to the agency.
- Cannot run Surety Reporting Process.
- Block access to any data not associated with the agency.
- Enable user to view their Agency data but not change it. They need to contact the General Agent to make the changes.

Special Permissions

- Run Override Report: Yes
- All Agency: No
- Internal Agency: Yes
- Accounting: Yes
- Admin: Yes
- All others: No

Page Specific Permissions

- Agency View: Yes
- Agency Edit: No
- Agent View: Yes
- Agent Edit: No
- User View: No
- User Edit: No
- All Others: Yes

Administrative Assistant, Secretary, Data Entry Clerk

Who

- This is a junior staff member, not an agent.
- Enters data into BARS for one or more licensed agents.
- Helps an agent follow-up on outstanding bonds.
- Handles inquiry and check-in phone calls

Responsibilities Include

- Entering and updating bond, defendant, indemnitor, phone call and prospect information.

Aim of Access Permissions

- Provide access to data (bonds, indemnitors, defendants, phone calls etc) associated with the agent(s) this person works for.
- Limit access to only that data which this person has to enter or maintain.
- Block access to bond's surety financial data.
- Limit access of customer financial data to a bond-by-bond basis.
- Block access to Management Reports and BARS Processes.

Special Permissions

- Internal Agency: Yes - if clerk needs access to all of the agents in the Agency.
No - if just working for one agent.
- All others: No

Page Specific Permissions

- No to the following permissions
 - UserView
 - Agent View
 - Agency View
 - Employee View
 - User Edit
 - Agent Edit
 - Agency Edit
 - Employee Edit
- For all other pages, grant permissions on an as needed basis. Only grant Edit permission on the pages that the clerk will need to make changes

For example, the clerk may need to be given full permissions to the bond pages, but only needs to view the Forfeiture pages.

Note: Granting BondEdit permission enables a user to exonerate and transfer bonds.

Permission Access Tables

The following table outlines the access granted with each permission.

User Setup for Typical BARS Users												
This grid lists the typical BARS User Profiles and the report/processes that they have access to.												
Report or Process	Typical BARS Users									Data Filters		Notes
	BARS Account Owner	Operations Manager	Employee Agent	Employee Agent with admin	Agency Owner - Independent Agent	Sub-Agency Office Mgr	Admin Asst.	Multiple-Agent Admin Amsst.	By Internal Agency View	By All Agencies		
Special User Access Permissions												
Run Surety Report	X	X										
View Execution Reports	X	X										
Run Override Report	X	X			X	X						
Admin	X	X		X	X	X						
Accounting	X	X			X	X						
All Agency	X	X										
Internal Agency View	X	X			X	X		X				
BARS Processes & Maintenance												
Run Execution Report Process	X	X										
Agency Override Process	X	X			X	X						
Transfer Bonds	X	X	X	X		X	X	X				
Reassign Inventory	X	X		X	X	X			X	X		
Account Court Maintenance Insert and Edit	X	X	X	X	X	X	X	X				
Surety Contract View, Insert and Edit	X	X										
Run A/R Searchs	X	X			X	X						
Bond Exonerations	X	X	X	X	X	X	X	X				

Recommended BARS User Profiles

Report or Process	Typical BARS Users									Data Filters	Notes
	BARS Account Owner	Operations Manager	Employee Agent	Employee Agent with admin	Agency Owner - Independent Agent	Sub-Agency Office Mgr	Admin Asst.	Multiple-Agent Admin Amsst.	By Internal Agency View	By All Agencies	
Management Reports											
Returned Check Letter	X	X	X	X	X	X	X	X			
Agent Override				X							Runs report for default Agent ID.
Agent Overrides for a Period	X	X			X	X			X	X	
Agency Override	X	X			X	X				X	Defaults to the User's default AgencyID. Includes an implied Internal Agency View for this process.
Agency Overrides for a Period	X	X			X	X				X	
Total Receivables/Bonds with Balances Due	X	X			X	X			X	X	
Statements				X							Runs report for default Agent ID.
Missed Payments	X	X	X	X	X	X	X	X	X	X	
No Payments Since	X	X	X	X	X	X	X	X	X	X	
Detailed Balance Outstanding for a Defendant or Indemnitor	X	X	X	X	X	X	X	X	X	X	
Renewal Premiums Due	X	X	X	X	X	X	X	X	X	X	
Receipts for a Period	X	X			X	X			X	X	
Payments by Type for a Period	X	X			X	X			X	X	
Payments for a Period	X	X			X	X			X	X	
Write-Off's for a Period	X	X			X	X			X	X	
Expenses for a Period	X	X			X	X			X	X	
Transactions for a Period	X	X			X	X			X	X	
Bonds Reassigned to an Agent	X	X	X	X	X	X	X	X		X	
Forfeiture Payments for a Period	X	X			X	X			X	X	
Forfeiture Payments for a Date	X	X			X	X			X	X	
Active User List	X	X			X	X			X	X	
Admin User List	X	X			X	X			X	X	
Agency User List	X	X			X	X			X	X	
All Agency User List	X	X							X	X	

Report or Process	Typical BARS Users									Data Filters	Notes	
	BARS Account Owner	Operations Manager	Employee Agent	Employee Agent with admin	Agency Owner - Independent Agent	Sub-Agency Office Mgr.	Admin Asst.	Multiple-Agent Admin. Amsst.	By Internal Agency View	By All Agencies		
Execution & State Reports												
Active and Unreported Bonds	X	X									X	
For a Date	X	X									X	
For a Period	X	X									X	
Sorted by Agent/Agency	X	X									X	
By Number	X	X									X	Defaults to the User's default Agency's Surety Contract. Includes an implied All Agency? for this process.
OK Insurance Dept.	X	X		X	X	X			X	X		
General Reports												
<i>Bond Forms & Applications</i>	X	X	X	X	X	X	X	X			X	
<i>Colorado Forms</i>	X	X	X	X	X	X	X	X			X	
<i>Non-Admin Bond Reports</i>	X	X	X	X	X	X	X	X			X	
Active and Unreported Bonds	X	X		X	X	X			X	X		
Bonds Written; Reported for a Period	X	X		X	X	X			X	X		
Current Liability Report	X	X		X	X	X			X	X		
Federal Bond List	X	X		X	X	X			X	X		
Volume Report	X	X	X	X	X	X	X	X			X	
<i>Collateral Reports</i>	X	X	X	X	X	X	X	X				
<i>Correspondence</i>	X	X	X	X	X	X	X	X	X	X		
<i>Court Reports</i>	X	X	X	X	X	X	X	X				
<i>Defendant Reports</i>	X	X	X	X	X	X	X	X				
Checker Notes; Forfeitures; 60 Days	X	X	X	X	X	X	X	X				
Checker Notes; Forfeitures; Send Checker	X	X	X	X	X	X	X	X				
Current Forfeitures	X	X	X	X	X	X	X	X			X	
All Indemnitor Report	X	X	X	X	X	X	X	X				
<i>Other Indemnitor Reports</i>	X	X	X	X	X	X	X	X			X	
<i>Motion Reports</i>	X	X	X	X	X	X	X	X			X	
<i>Prospect Reports</i>	X	X	X	X	X	X	X	X				