

Cypher 1 Working Notes 19 – Users & Security Settings

This guide covers the set up of Cypher1 user profiles and security settings

When shipped Cypher will have a default user called GUEST

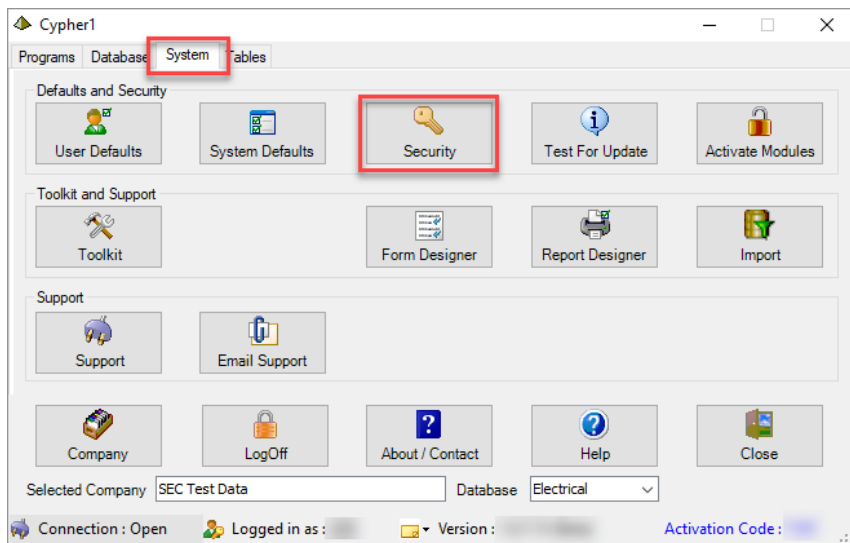
This will allow only 1 log in at a time and logging in from other stations under the same User Name will result in the other User being logged off immediately.

BEWARE:

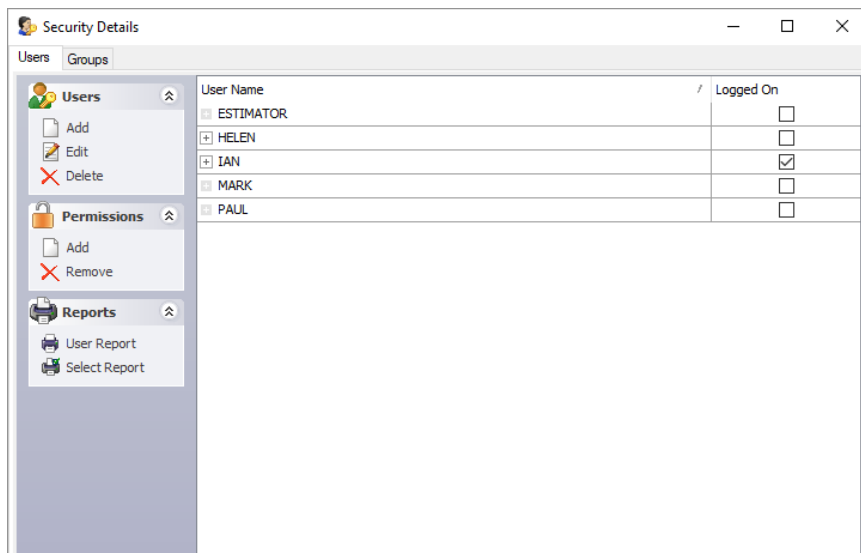
**THIS SIMULTANEOUS LOG IN MAY RESULT IN THE LOSS OF DATA.
AN ON SCREEN WARNING OF THIS WILL BE GIVEN.**

Once your Users have been created you will need to delete the User "Guest".

Go to: **System/Security**

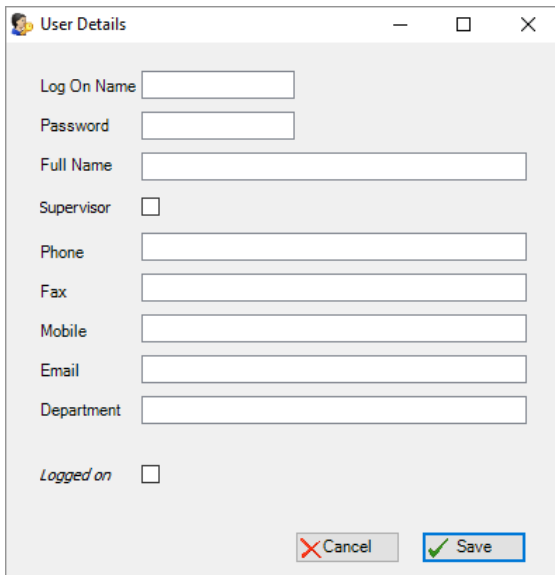


Here you can **Add, Delete** or **Edit** users;



1) Adding a User:

Click on the Add option and complete the following screen for each User;



The screenshot shows a 'User Details' dialog box with the following fields and options:

- Log On Name:
- Password:
- Full Name:
- Supervisor:
- Phone:
- Fax:
- Mobile:
- Email:
- Department:
- Logged on:

Buttons:

Password Hint: Use something you can remember. It can be anything you like and **IS NOT** case sensitive.

Ticking the **Supervisor** box gives the User **FULL ACCESS** to Cypher screens and features

Future development of Cypher will allow for the Users personal details (Phone, Email, Department etc.) to be added to the Cypher reports.

Once the Users have been created, they can be allocated individual **Permissions** or put into **Groups**, each group having their own **global permissions** (applying to all members of the Group).

Editing or Deleting a User:

Use the relevant menu options on the left to edit or delete Users.

Using the Delete button is an irrecoverable action.

2) Permissions:

This feature is complex and as such only brief outlines are provided here.

This is not an area for the inexperienced user... removing or adding Permissions without full knowledge can lead to problems in the operation of the software.

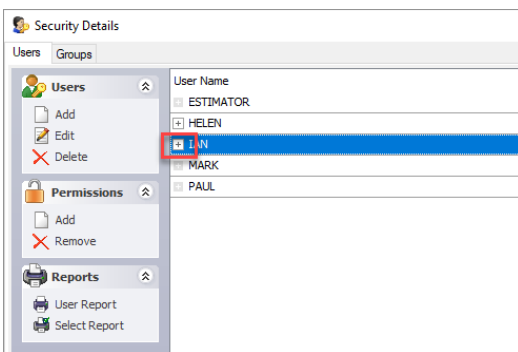
For full instructions we recommend you contact the Support Dept. direct on 01905 641011.

Permissions to access virtually every screen and feature can be turned on or off here, and Permissions can be added to an individual record or to a Group.

Adding individual permissions takes preference over any Group permissions that that User may be part of.

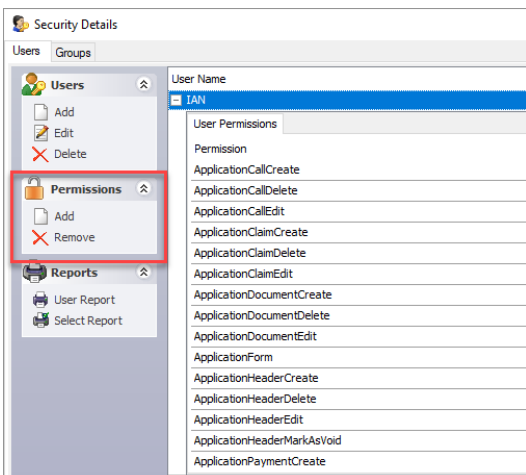
Clicking the Supervisor box in the User profile (as above) will give that User full access to all areas of Cypher.

If individual permissions have been added a box with a "+" sign will appear the left of their name:



Clicking on the "+" will open a screen showing the Permissions applicable to that User

Permissions can be then be **Added** or **Removed**:

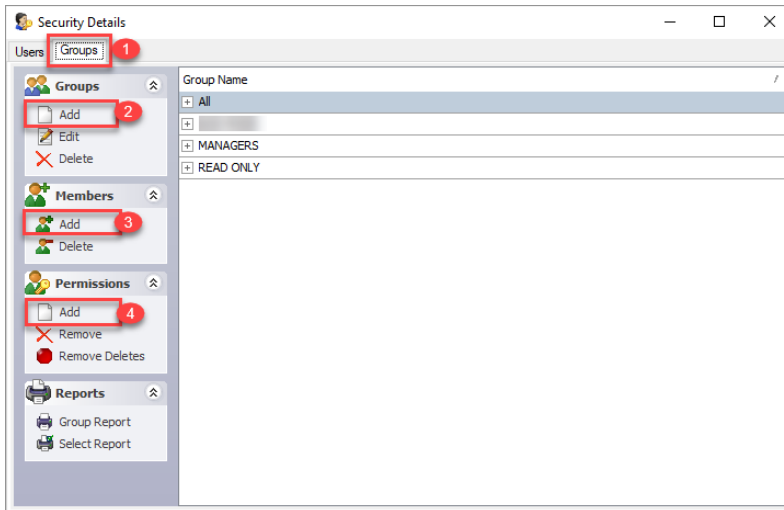


Clicking on **Add** will present the list of Permissions available, please refer to SEC (as above) before proceeding.

3) Groups

An unlimited number of Groups can be created, and Users can be added to 1, or multiple, Groups.

In **Security Details**, select the **Groups** tab (1)



2. Create your Groups

3. Highlight the Group and **Members/Add**

(A 'Select User' list will appear, from which you can multi select by Ctrl + click)

4. Again with the Group highlighted click **Permissions/Add** to select the Permissions relevant to that Group.

For ease of use we have added a **Remove Deletes** option that will remove ANY delete permission, from all areas of Cypher, for members of the highlighted Group

4) User Count

Cypher 1 is very strict on the number of concurrent users allowed at any one time.

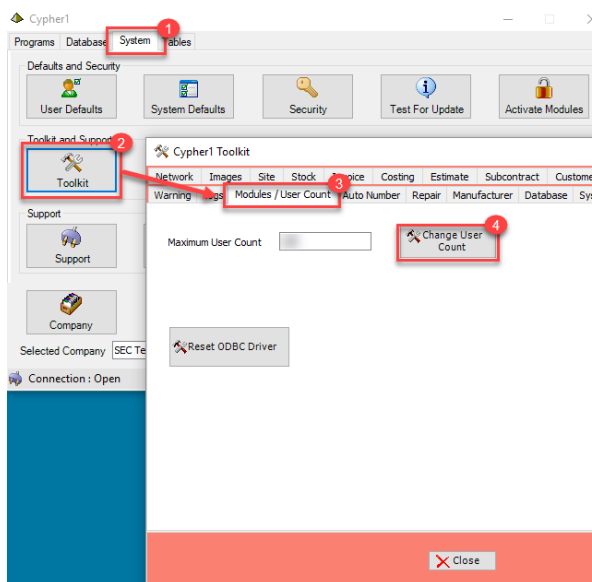
Your Order Form will specifically note how many **User Licenses** have been purchased and this will be the maximum number of Users allowed into Cypher simultaneously.

In the **System** Tab the **User Count** is controlled by, and linked directly to, your Company record on our database.

When shipped, Cypher will (generally) be set to 1 (one) User, but this can be amended after your installation by following the procedure as follows:

**YOU WILL NEED INTERNET ACCESS AND THE COMPANY NUMBER AND PASSWORD SUPPLIED WITH YOUR DOWNLOAD INSTRUCTIONS.
YOU WILL ALSO NEED A VALID SUPPORT CONTRACT**

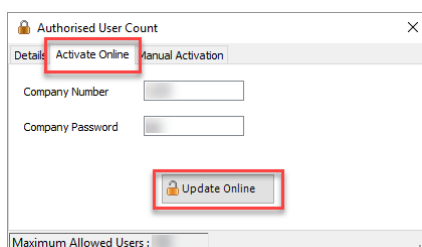
Enter the Toolkit via the **System** tab and select Modules/Users:



Enter the number of User Licenses purchased in the **Number User Count** field and click on **Change User Count** (4 above).

From the next screen click on the **Activate Online** tab and enter your Company Number and Company Password as supplied with your download instructions.

(Call the Support Dept. if you don't have this information to hand.)



.. To finish, click **Update Online**.

After all security checks are satisfied, the User Count will be updated.