
Application	ChreosClient – Chreos 3
Module	Maintenance
Access	“Maintenance Advanced access Access maintenance”
Minimum service pack	SP26
This document	Access Maintenance Ref 9.16 Release 1 Published February 2003

Overview

“Access maintenance” allows you to add new users to Chreos and to add and edit the details of existing *Chreos* users.

Details Displayed

- **Name.** The name of the user. This displays the ‘Connection’ details below.
- **User.** The user-name of the user. The user will type this in when logging into Chreos.
- **Level.** The access level that the user has been assigned. Refer to “Access levels (1.7)”.

To Add a User

- Click the [Add] button and the ‘Add entry’ screen will be displayed.
- Enter the following information:
 - **User-name** – Enter the user-name of the user. The user will type this in when logging into Chreos.
 - **Level** – Enter the access level of the user. Refer to “Access levels (1.7)”.
 - **Connection** – What connection to the company the user is. This is usually a staff member and will list staff members set up in “Maintenance | Staff”. Refer to “Staff maintenance (9.6)”.
 - **Password** – The password of the user. The user will type this in when logging into Chreos.
- Click the [OK] button and the ‘Confirmation’ screen will be displayed.

- Re-enter the password and click the [OK] button again. The screen will disappear.

To Edit a User

- Select the required user from the grid.
- Click the [Edit] button and the 'Edit entry' screen will be displayed.
- Change the required details.
- Click the [OK] button.
- If you have changed the password the 'Confirmation' screen will be displayed and the new password will need to be re-entered. Note: This will allow you to change a users password without having to know the original one.
- Click the [OK] button.

To Delete a User

- Select the required user.
- Click the [Delete] button.
- A confirmation message will be displayed asking if you are sure that you want to completely remove this user.
- Click the [OK] button.

Related Issues

- This form will automatically have an access level of '1' due to the security issues involved with the ability to change a users password without knowing the original one, therefore only a user with level '1' administrative rights can access this menu option. When a user without an access level of one selects this menu option nothing will be displayed.
- Passwords must have at least 4 characters and they are not case sensitive. They should not be meaningful words, names or numbers and they should not be written down anywhere. Creating a password from the first letters of words of a meaningful phrase often makes memorisation easier.
- Passwords should be changed frequently. While Chreos does not enforce this it is good practice to change it every few months. Passwords should never be shared so if you suspect someone else knows your password you should change it immediately.

Changing a password can be done in "Access maintenance" with a user with administrative rights, or in "Change password". Refer to "Change password (9.15)".

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