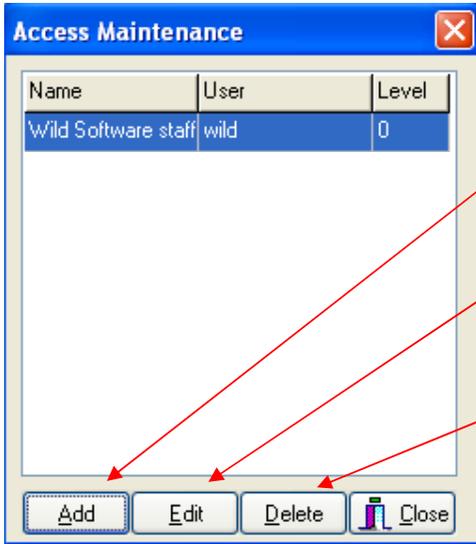


Adding New Users Help Sheet

To add new users to Chreos and to add and edit the details of existing Chreos users, go to "Maintenance | Advanced access | Access maintenance" (Fig1.).

Access Maintenance



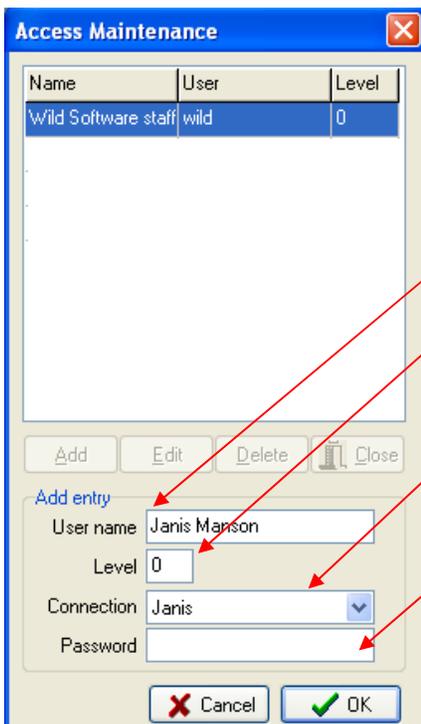
To add a new user click [Add].

To edit an existing user, select the required user from the grid and click [Edit].

To delete a user select the user and click [Delete].

Fig 1. Access Maintenance Screen

Add a New User



To add a new user click [Add] and the Add entry screen (Fig 2.) allows you to enter information for the new user.

Enter the User name.

Enter the access level you want the new user to have - every user is assigned a numeric access level that only allows them access to the areas up to that level.

Select the Connection - this is usually a staff member and the drop down option will list staff members set up in "Maintenance | Staff".

Enter a password for the user that will be typed in when the user is logging in to Chreos.

Click [OK] and a 'Confirmation' Screen will be displayed. See (Fig 3.).

Fig 2. Access Maintenance Add Entry Screen

Usernames and Passwords must have at least 4 characters and they are not case sensitive. Changing a password can be done in "Access maintenance" with a user with administrative rights, or in "Change password". Go to "Maintenance | Advanced Access | Change password".

Add a New User cont.

| Name | User | Level |
|---------------------|------|-------|
| Wild Software Staff | Wild | 0 |

Add Edit Delete Close

Add entry

User name: Janis Manson
Level: 0
Connection: Janis Manson
Password:

Cancel OK

Confirmation Password:

Re-enter the password again in the Confirmation Password Screen (Fig3.) and the box will disappear and return to the Access Maintenance Screen (Fig 1.).

Fig 3. Access Maintenance Confirmation Password Screen

To Edit an existing User

To Edit an existing User in Access Maintenance, see (Fig 1), click [Edit] and change the necessary details. Click [OK]. 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 user's password without having to know the original one. Click the [OK] button.

To Delete an existing User

To delete an existing user select the required user and 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.

Note:

A New User's access level number will determine what areas of Chreos they will have access to. For example, you may want to set your 'Managers' up with an access level of 2 and other mid level users an access level of 3 - 5. This would mean that the mid level users cannot access anything below 3, 4 or 5 and would need a 'Manager' to access the areas below those numbers. Level 0 has the greatest access to the system.

The Access Maintenance Screen 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.