



Doorlister®
Drawerlister™
"The Cabinet Door & Drawer Making Solutions"™

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Security Module

The Security Module allows you to define user access privileges for various parts of the program. You may set up any number of security levels where different users have access to only specific aspects of the program.

Setting up Security

There is a switch called "User Security" in the Company Setup form under Settings. This switch needs to be turned on in order to have access to the Security Menu.

Settings --> Company Setup

Company Setup Use Password User Security

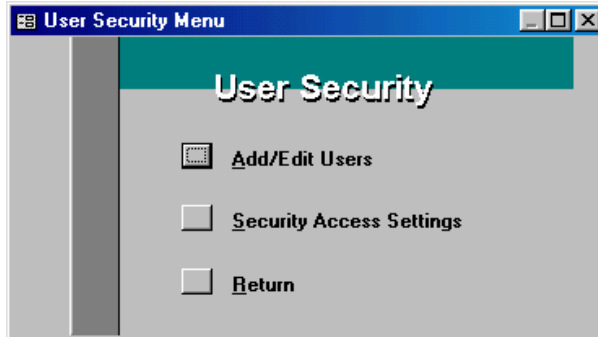
Name Your Company Name
Address 123 American Way
Yourtown US 99999
Phone 800-123-4567
Phone 2
FAX 555-555-1234 Use Logo:

Logo:
Your Logo

Invoice Address: 123 American Way
Yourtown US
800-123-4567
Fax: 555-555-1234
Centered

NOTE: The first time you turn this switch on, you will need to exit back out of the Settings form for security to be activated. The default username and password is "admin". You will be prompted to put in this information. After you are in your program, you can proceed to add users, change passwords/permissions, etc.

Once activated and after you have logged in with a Security Level 1 account there will be a new menu available under Settings → User Security.



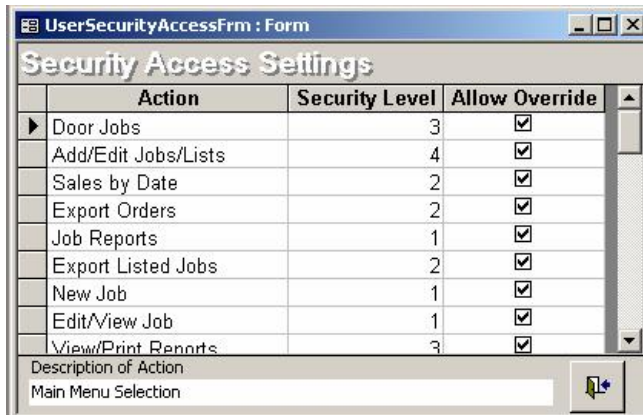
◆ **Add/Edit Users**

Use this option to add or edit users, delete existing users or change passwords.



◆ **Security Access Settings**

Use this Option to Set Security Level and Allow Override switch for Doorlister®/Drawerlister™ Actions.



- ◆ Some care and study of the Available Actions needs to be made in setting the Security Levels. Some actions are beneath other actions in the Doorlister®/Drawerlister™ menu and form system. Thus if you want a user to be able to be able to print Acknowledgements or Packing Lists, then he needs access to the Door Jobs Main Menu Selection as well as the Add/Edit Jobs/List selection. He may however be shut off for all other buttons and menu selections (The sample startup Security Levels have this example setup for Security Level 3)
- ◆ **Action:** This is the Doorlister®/Drawerlister™ Action. It may be a menu selection, a form button or a report type. Details of each Action are shown at the bottom of the form under the title “Description of Action”
- ◆ **Security Level:** 1 is the highest security level. A level 1 action requires a Level 1 User, A Level 2 Action Requires a Level 2 or a Level 1 User and so on. Using this type of Security Level management, you can set as many security levels as desired.
- ◆ **Allow Override:** If Allow Override is checked (the default), then a user who is denied access to a portion of the program may allow a more secure person a one time Override. This override may be activated using the hot key combination Ctrl-Shift-O. Thus a supervisor may be working with someone in training or whatever and Override to get to a more secure Action. This Override is good for only one instance, and will need to be repeated if going two or more levels deep. The only place that this override is not effective is in the Job Reports menu as each report is checked in sequence when the form is enacted, thus the override is disabled.