

Topic: **SETTING UP USER SECURITY**

SharpLynx Lite allows access limitations to be set for different users of the software.

FAQ How can I create a new user and set their permissions?

- *Go to **Setup > Users***
- *Add a new user*
- *Enter the user's name and a password*
  - *Note: the password can be securely changed by the user once they have logged into SharpLynx Lite*
- *Deselect sections of the software that you do not wish the new user to gain access to*
  - *You can also give them access to a section of the software, but not allow them to modify or delete items within that section*

FAQ Why can't I change the permissions for the Administrator user?

*The Administrator user has full access to all of the software. A password can be set for Administrator. **It is critical that the Administrator password is not forgotten, but kept secure.***

FAQ Is there a report in the software that can show me who has been accessing the program and what they have been doing?

*Yes, a User Log is available in the Setup menu. It provides information about which User has opened the software, as well as some limited detail regarding critical functions they have performed.*