

Topic: **SETTING UP USER SECURITY**

Uniwell Lynx 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 Uniwell Lynx 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*

The screenshot shows the 'Create New User' dialog box. It has a title bar 'Create New User' and a yellow background. The 'User ID' field contains 'Bob Smith'. The 'Password' and 'Confirm Password' fields are masked with '\*\*\*\*'. Below these are three columns of checkboxes for permissions: 'Access Permissions', 'Modify Permissions', and 'Delete Permissions'. The 'Access Permissions' column is checked for File, Data, Sales, Communications, and Setup. The 'Modify Permissions' column is checked for Data, Sales, and Setup. The 'Delete Permissions' column is checked for Data, Sales, and Setup. At the bottom right are 'Ok' and 'Cancel' buttons.

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.*