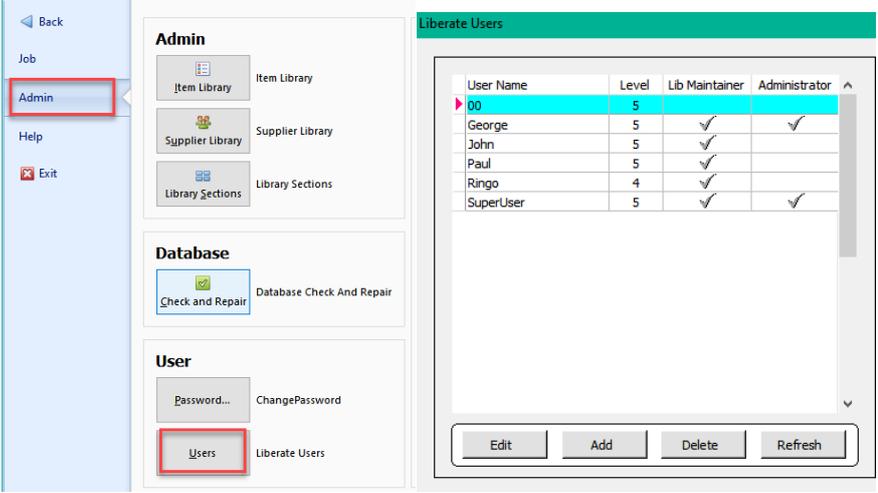
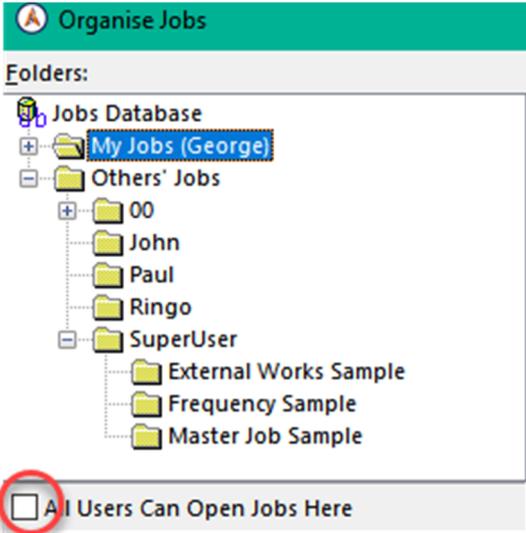


<p>Notes</p>	<p>Liberate is issued universally with the Username and Password as Superuser Demo</p> <p>These are not case sensitive.</p> <p>You cannot delete the Superuser account, but we strongly recommend that if security is an issue that you change the Superuser password.</p>																												
<p>Tender security</p>	<p>If data security is an issue in your organisation you should consider using the security features in Liberate There should be a minimum amount of people in any organisation who are set as Admin users Only Administrators can add other users and change passwords Administrators are all set at Job level 5.</p>																												
<p>User levels</p>	<p>If an Administrator sets a user with a level below 5 (or 4 or 3 etc.), users with level restrictions will not be able to view jobs that are above their designated level. If your staff have an opportunity to pass your information on to competitors, you should strongly consider managing your security as follows.</p> <ul style="list-style-type: none"> • Change your Superuser password from the Issued Demo • Ensure that a record of this password is kept as we will not be able to assist you with lost passwords at the Superuser level if this is lost. • Make sure all your new users are registered as level 4 or below • You will then change the access level of tendered jobs to allow access to lower level users once the tender security is no longer an issue for any selected Job. <p>Each Job can have a user level assigned to it. Users can only access Jobs that are their password level or below. Only the user with Level 5 the password may access the users and password screen. User levels are adjusted on the drop down on the Job screen. You can set a Job to a lower user than yours but not a higher one. If a Job is not visible to you ask a higher-level user to set it to your user level for access.</p>																												
<p>Adding Users or changing Passwords;</p> <p>Access Admin from the Control button</p>	 <table border="1" data-bbox="742 1512 1181 1915"> <thead> <tr> <th>User Name</th> <th>Level</th> <th>Lib Maintainer</th> <th>Administrator</th> </tr> </thead> <tbody> <tr> <td>DD</td> <td>5</td> <td></td> <td></td> </tr> <tr> <td>George</td> <td>5</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>John</td> <td>5</td> <td>✓</td> <td></td> </tr> <tr> <td>Paul</td> <td>5</td> <td>✓</td> <td></td> </tr> <tr> <td>Ringo</td> <td>4</td> <td>✓</td> <td></td> </tr> <tr> <td>SuperUser</td> <td>5</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table>	User Name	Level	Lib Maintainer	Administrator	DD	5			George	5	✓	✓	John	5	✓		Paul	5	✓		Ringo	4	✓		SuperUser	5	✓	✓
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SuperUser	5	✓	✓																										
	<p>You can add or edit users Users do not have to have passwords User names are not case sensitive.</p>																												

Administrator	Only users ticked as Administrator can access the functions to add users or change user levels
Lib Maintainer	Allows users to maintain the Libraries
Folder Access	<p>The administrator can set additional levels of security via the Jobs organiser.</p> 
Desktop shortcut	Users can set a desktop shortcut without the need for username or password via the Settings
	