

## SECURITY PASSWORDS ACCESS AND LEVELS

### Notes

Liberate is issued universally with the Username and Password as Superuser /Demo

You cannot delete the Superuser account but we strongly recommend that if security is an issue that you change the Superuser password.

### Tender security

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.

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.

- 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.

### User Levels

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.

### PASSWORD

Once you have started Liberate you will see a password screen.

The user name is Superuser and the password is Demo. Enter these and press *Login*

If you have set up passwords you will need to enter your user name and password to enter the system.

Ensure that the cursor is flashing in the User field. Use your tab key (⌘) to navigate

The password administration function is only available to level 5 users

If you have set up passwords you must use these User names and passwords in conjunction with each other

There are five password levels numbered 1 to 5

1. These are found under the menu item **Admin**. which can be accessed from the Job screen
2. A user does not have to have a password but must have a user name
3. The User field cannot be blank
4. 5 is the highest level
5. The level 5 users may add and allocate users and passwords
6. Your system is delivered with Superuser as the level 5 user with DEMO as the password (Not case sensitive)
7. You cannot delete Superuser although you may (and it is suggested that you do) change the password.
8. There may be multiple users on each level

9. Only level 5 users have access to the password administration box.
10. On setting up a new user the password administrator may allocate whether the new user has access to maintaining the libraries by placing a check mark in the **Lib Maintainer** check box