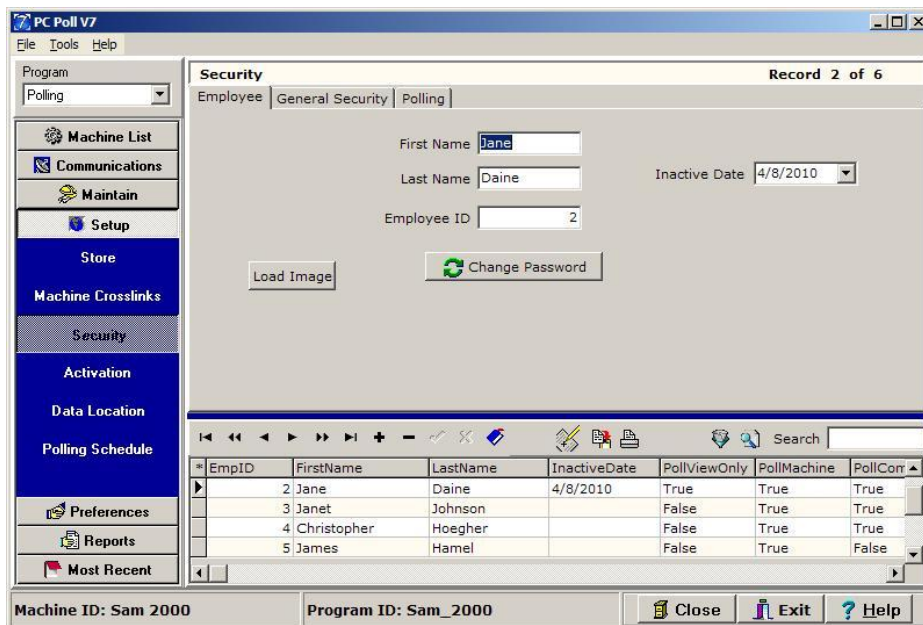


Setup Area

Administrator Rights/Security

The Security Area of the program allows an administrator to set up custom defined security options for specific users. It allows different users to have different security clearance levels.



The Security Area is located within the Setup Area. To access the Security Area, simply click on the **Setup** button on the left-hand of the screen and then click the **Security** button. This will bring up the security grid listing and the detail of the first programmed user in the listing.

Employee tab

The **Employee** tab is used to add, delete, and edit employee names, Employee IDs, add a photo of the employee, add or change an employee security password, and make the employee inactive in the system.

Only an employee with administrator rights has the security clearance to add, delete and modify the security options. For example, only an administrator will be allowed to edit passwords which are maintained in an encrypted table. When the V7 program is shipped to users, it will come with a password table, containing one administrator account. At least one administrator account will always exist in the program.

When creating a new employee, the administrator will be required to supply the necessary setup and security clearance information. The information will be needed:

First & Last Name: These text fields are used to identify an employee.

Employee ID: This number field is the employee identification number and also the record number in the grid listing. It is necessary to assign a unique ID number for each employee.

User ID & Password: These fields should be unique for every employee. The User ID and Password can be any combination of letters and numbers up to 10 characters long. Note: These fields are case-sensitive. When an employee wishes to log in, they must type their User ID and Password exactly as it is setup in the Security Area.

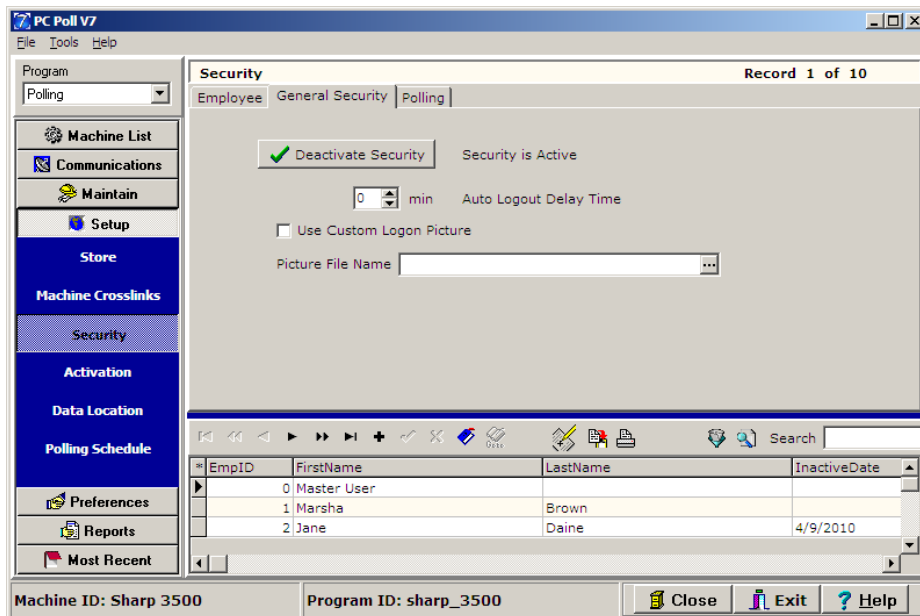
Inactive Date: The administrator has the ability to quickly set an employee's status to inactive by clicking on the **Inactive Date** box. The Inactive Date field only becomes available when a once active employee is set to inactive status and then it is used as a record keeping tool for the administrator. It is simply a way to record the date when inactive status was assigned to an employee.



Load Image button: Allows the administrator to add an image, as on the screen above, for each employee that will appear on the main screen beside their name.

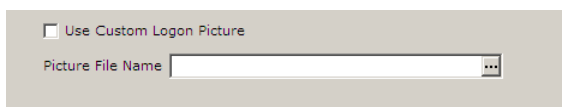
Change Password button: Use this to change an employee's password.


General Security tab

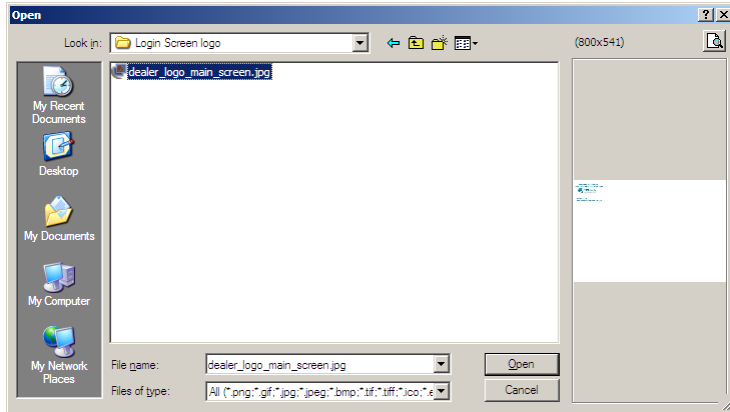


On the **General Security** tab, Security features can be turned on by clicking the **Activate Security** button. The **Activate Security** button will toggle to read **Deactivate Security**. To turn Security off click Deactivate Security, close the V7 software and the next time the software is opened, the Security will be off. *Note: The Security feature will activate or deactivate after the software is closed.*

The **Auto Logout Delay Time** allows for the user to set the number of minutes for the software to wait before automatically logging out the current user.



To add a custom picture or logo to the logon screen, check off the **Use Custom Logon Picture** feature then use the browse  button to locate an image

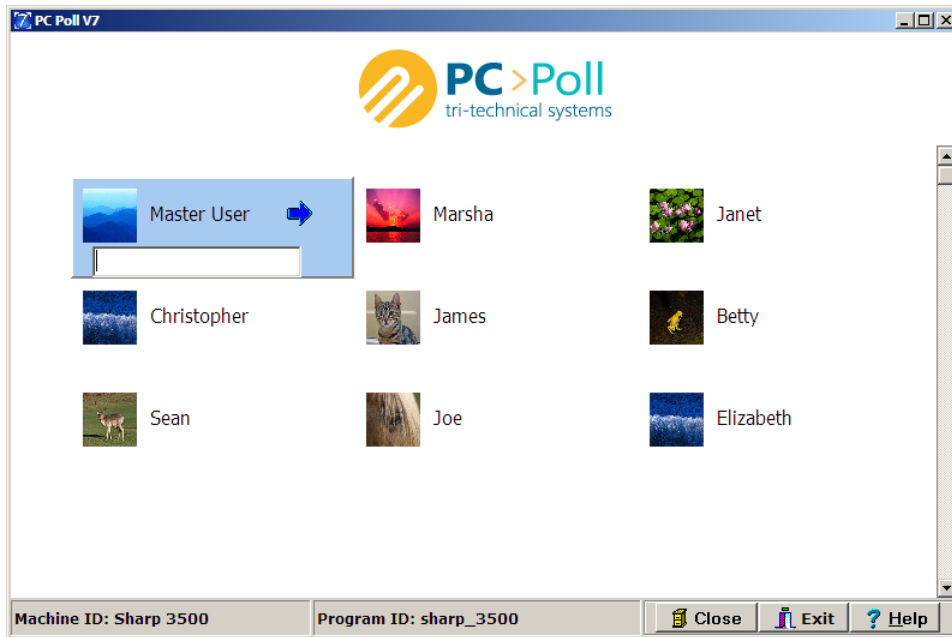


Locate the new image and click on the **Open** button to add the new image or logo to the Logon screen.



The image can also be changed by double clicking the image on the logon screen. The Open screen will appear allowing the user to browse to the new image location.

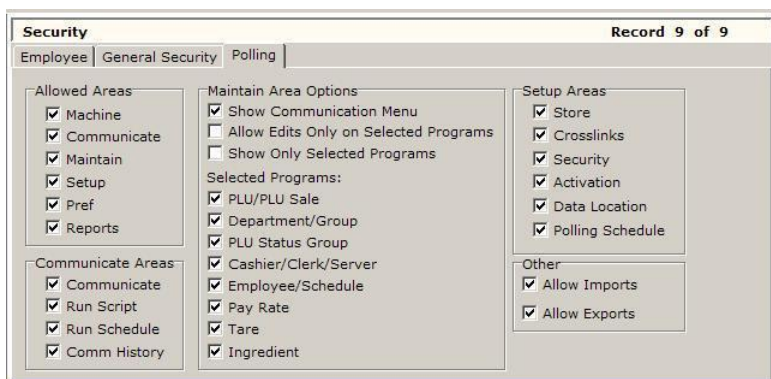
When the Security feature is turned on, the opening screen for Version 7 changes to the previous screen.



To sign in, pass the cursor over the appropriate name and click on it. The user's name will be overlaid with a blue box and a place to type in a password will open. Click the blue arrow to enter the software or click **Enter** on the keyboard.

The administrator can do a number of different operations utilizing the buttons in the toolbar. To read an overview on the toolbar features, see the Help Files Topic: **Toolbar**

Polling tab



The options on this tab allow the administrator to set different security clearance levels for different areas of the Version 7 software. This tab has five areas: Allowed Areas, Communications Areas, Maintain Areas, Selected Programs, Setup Areas, and Other. The default settings for this tab are shown above.

Allowed Areas: Sets what areas of the software the employee is allowed to enter, each corresponds to the main areas on the menu on the left side of the software screen.

Communications Areas: This field allows the administrator to set what type of communication, if any, is allowed for an employee.

Maintain Area Options: Can be used to restrict what menus an employee can view, what can be edited, and allows the administrator to pick what programs will be on the display list for the employee.

Selected Programs: When **Allow Edits Only on Selected Programs** and/or **Show Only Selected Programs** are picked from the **Maintain Area Options**, the **Selected Programs** area lets the administrator pick the programs to exclude from an employee's view.

Setup Area: The check-off boxes in the Setup Area allow the administrator to restrict or allow employees to make changes in the Polling Schedule and Data Location for example.

Other: This allows the administrator to restrict an employee from Importing or Exporting reports from Version 7 Polling.

The **Close** button will close the Security Area and take the user to the main screen of the software.

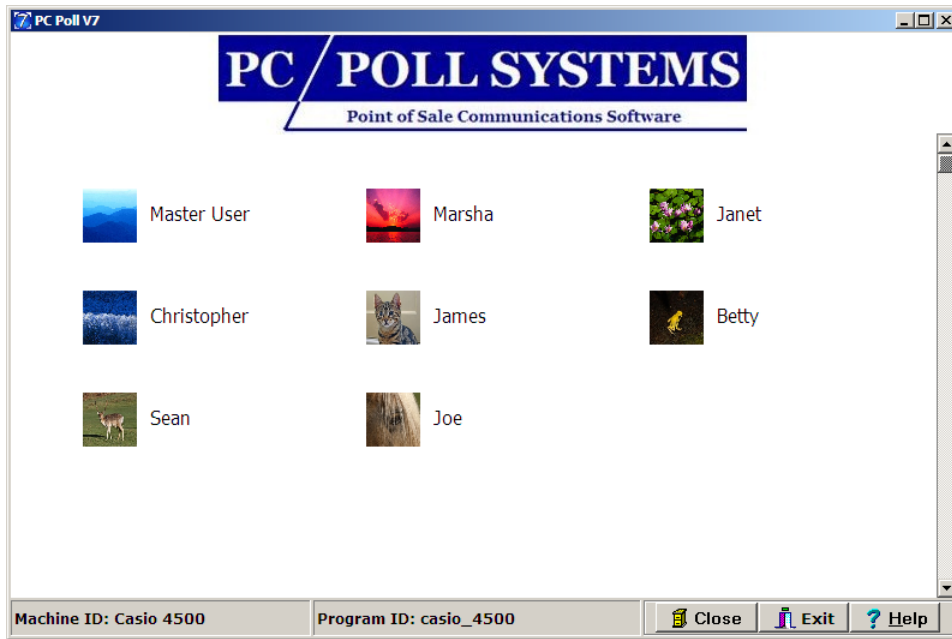
The **Exit** button will close the entire software.

The **Help** button brings up the V7 Help Files.

Employee Login/Logout

Login

1. To login to the V7 software, click on the V7 icon on the desktop.
2. The screen will open as the Report Tables are validated. *Note: Please allow the validation process to finish.*
3. If no employees are setup in the **Setup\Security** area, the software will open to the main screen.

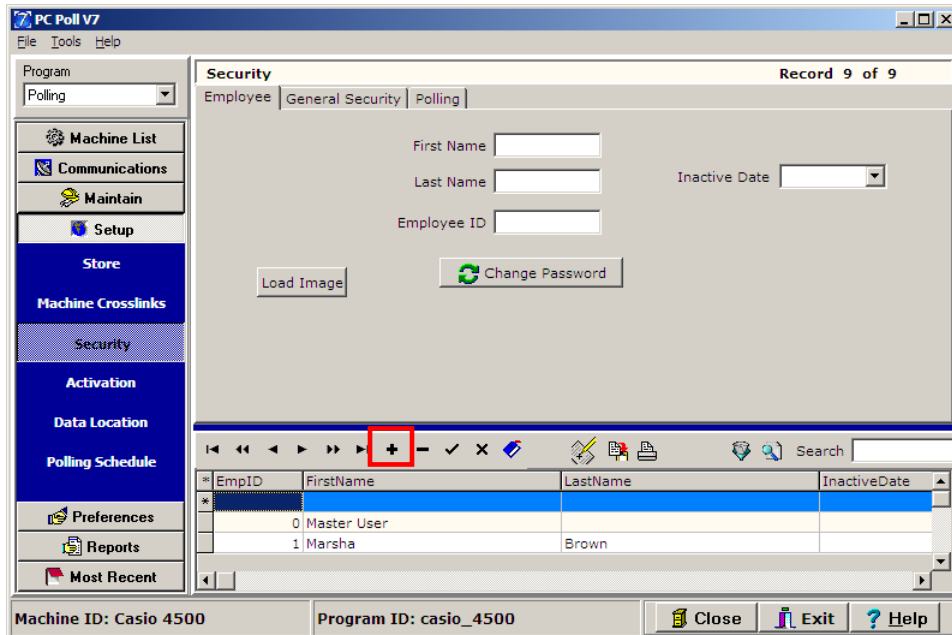


4. If employees have been setup with passwords, the screen above will open with the employees listed. If an image was picked for each employee, it will appear beside the employee's first name.



5. Click on the icon and a password entry box will appear. Enter the password. Click the blue arrow next to the name or click the **Enter** key on the keyboard.

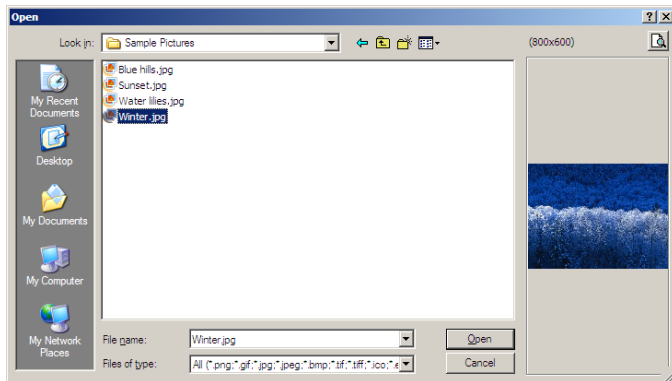
Adding an Employee to the Login Screen



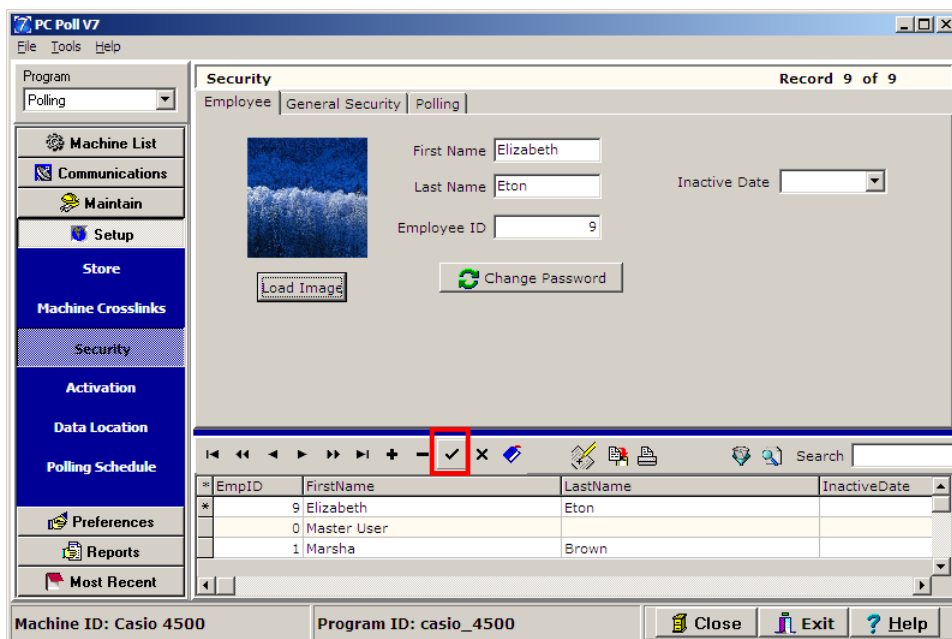
1. An Employee can be added to the Login Screen in the **Security** area from the left hand menu. Click on the **Setup** button and then **Security**.
2. Click on the plus sign **+** button on the toolbar to add an employee.
3. Enter a **First Name**, **Last Name**, and **Employee ID number**.



4. Click the **Change Password** button to add or change a password for this employee. Click **OK**.

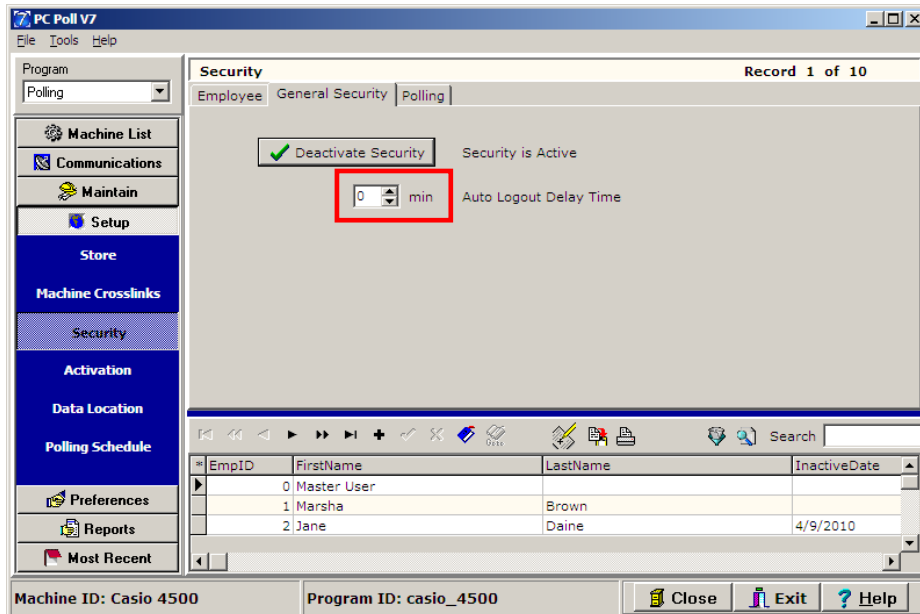


5. Click **Load Image** to browse for an image to add to the login screen for this new employee.



6. To save the new employee just added, click the check mark button on the toolbar.

Changing the Auto Logout Delay Time

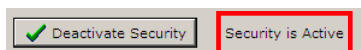


1. The number of minutes that the system waits before the current user is auto logged out because of inactivity can be changed on the **General Security** tab.



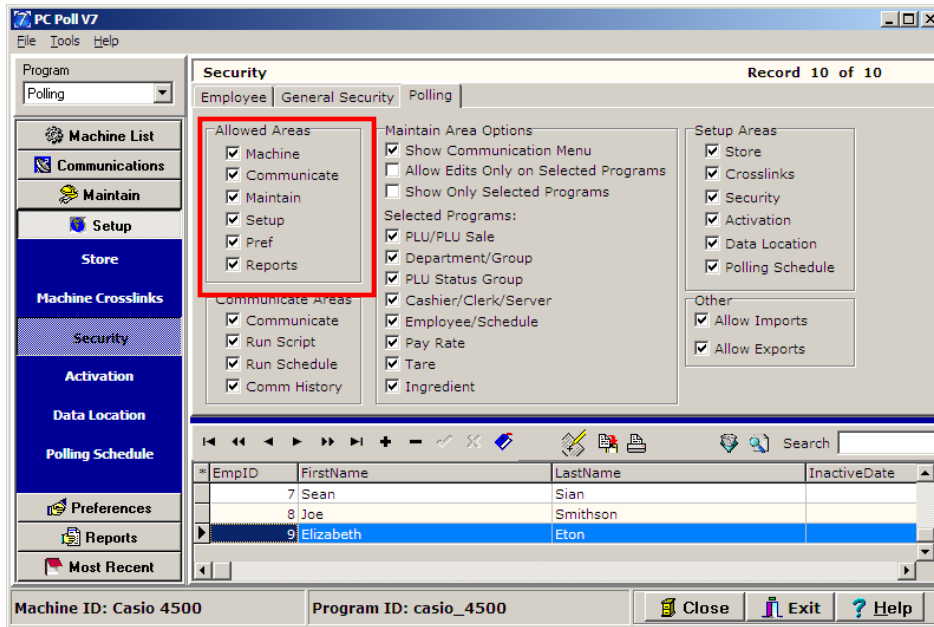
2. Type in the minute entry box the number of minutes to delay before automatically logging out the current user. The up and down arrows can also be used by clicking on them to add or subtract minutes.

Activating and Deactivating Security



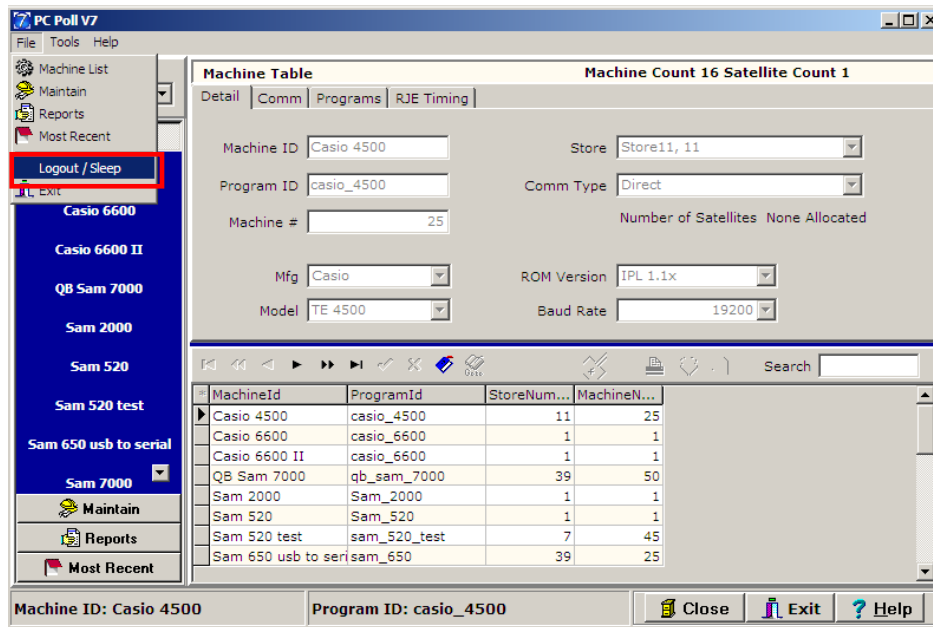
Security can be activated or deactivated by clicking on the **Activate Security/Deactivate Security** button above. Click once activates the security and clicking again deactivates it. The state of the Security features is shown next to the button. In the example above, **Security is Active** is displayed letting the user know that the Security is indeed active. Changes are activated once the software is closed and reopened.

Setting up Employee Permissions



Click on the **Polling** tab to select the areas the new employee is allowed to access. Click the check mark button on the toolbar to save the new employee. Disabling **Allowed Areas** will completely hide that area of the software. The other options simply disable submenus within the **Allowed Areas**.

Logout



1. To logout of Version 7, go to the **File** menu at the top of the screen for V7 Polling and scroll down to **Logout/Sleep**.



2. The current user will be logged out of the software. The login screen will appear.