

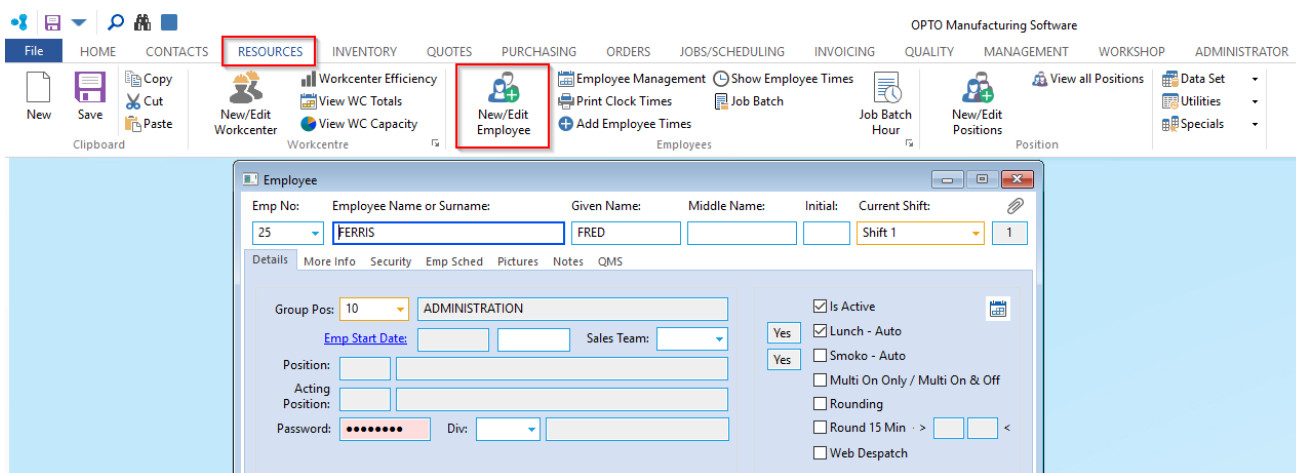
Setting up Internal Employee Password and Permissions for Protected Functions.

Overview:

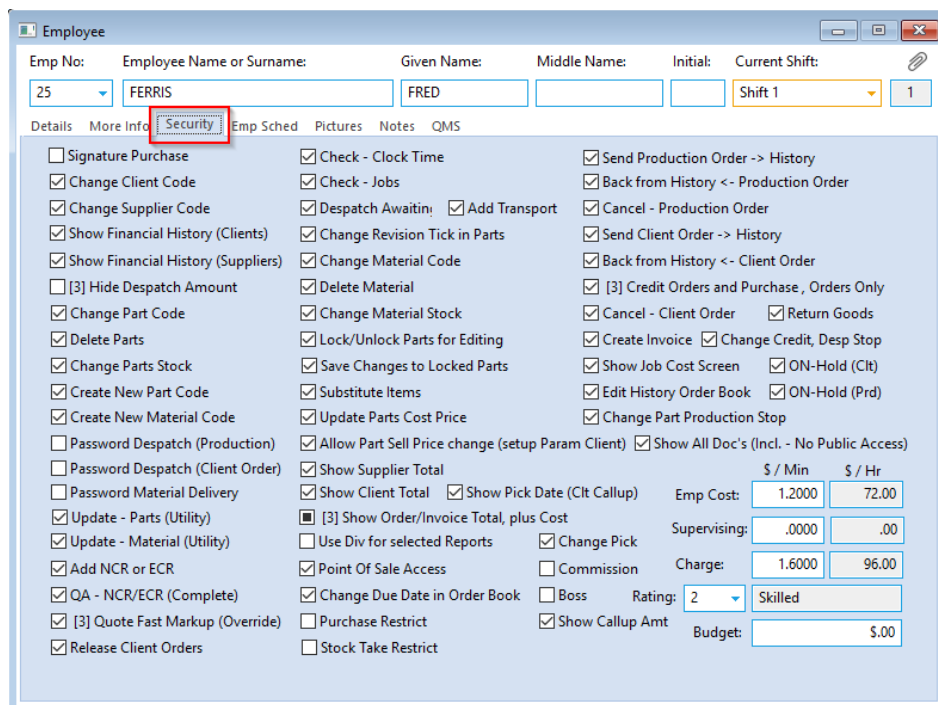
OPTO has protected functions and reports that require the employee to have permissions and an internal employee password to be able to access and complete certain functions. The internal employee password is different from the password used to log on to OPTO and must be unique to the employee. The internal employee password cannot be shared with other employees.

Please see 'OPTO USER / Employee Relationship' under the USER chapter of the Help to understand the relationship between a USER and the linked Employee.

Go to the **Resources** tab on the Opto Ribbon and select the New/Edit Employee option. **Press** F2 to select the required employee from the Emp No drop-down list and **click** OK.



Click on the "Security" tab and **click** on the boxes to tick for the required permissions or access. Please see Security/Permission Settings for Employees in this chapter for an explanation of the settings on the security tab.



Now **click** on the “Details” tab and enter a password in the red field, remembering that this password **MUST** be unique to the employee. Enter the internal password for the employee in “Password” (red field) and **press** <F9> to save.

Employee

Emp No: 25 Employee Name or Surname: FERRIS Given Name: FRED Middle Name: Initial: Current Shift: Shift 1 1

Details More Info Security Emp Sched Pictures Notes QMS

Group Pos: 10 ADMINISTRATION

Emp Start Date: Sales Team: Yes

Position: Acting Position: Password: Div: Yes

☒ Is Active

☒ Lunch - Auto

☐ Smoko - Auto

☐ Multi On Only / Multi On & Off

☐ Rounding

☐ Round 15 Min -> <

☐ Web Despatch

N	Day	--<<<	Early Start	Std Start	Std Finish	Late Finish	-->>>	Break	Norm Time	Over Time
1	MONDAY	5	00:00:00	07:00:00	15:06:00	00:00:00	5	.50	7.60	3.00
2	TUESDAY	5	00:00:00	07:00:00	15:06:00	00:00:00	5	.50	7.60	3.00
3	WEDNESDAY	5	00:00:00	07:00:00	15:06:00	00:00:00	5	.50	7.60	3.00
4	THURSDAY	5	00:00:00	07:00:00	15:06:00	00:00:00	5	.50	7.60	3.00
5	FRIDAY	5	00:00:00	07:00:00	15:06:00	00:00:00	5	.50	7.60	3.00
6	SATURDAY	0	00:00:00	00:00:00	00:00:00	00:00:00	0	.00	.00	.00
7	SUNDAY	0	00:00:00	00:00:00	00:00:00	00:00:00	0	.00	.00	.00

Address: 10 Neuman Road, Capalaba Qld 4157

Other Details: Email Office: fred.ferris@optosoftware.com.au SMTP PW: Email Private: Phone No: Mobile No: 0412 345678

☐ SubCont Supplier

Now, whenever the employee encounters a protected function where a password is required they enter their internal employee password to access/complete the task.