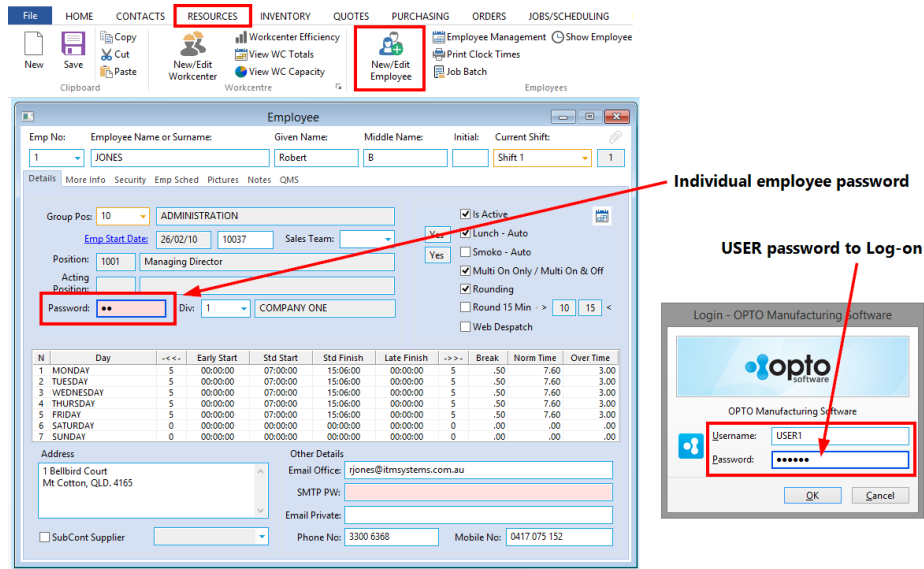


2013-404 - How to Maintain User Logons

Overview:

This document will discuss the maintenance of 'Users' that need to logon to OPTO. The company Representative/Administrator is required to setup ALL users with the appropriate User Name (number), logon password, security settings, and if required an individual employee password.

Firstly, there needs to be a clear understanding of the difference between a USER password and an Employee password, due to OPTO having two purposes that require a password. The USER password is used to logon to OPTO, and an individual employee password to access restricted functions within OPTO. This individual employee password is used where the user encounters a password red field.



The 'Employee Details' record serves to identify and record the details of a particular employee. Over time employees will come and go, but due to records linked to that employee's number stored in history within the OPTO system, employee numbers cannot be re-used. However User logons are limited to the number of licences a client has, so they are recycled in relation to employee movements. A single User logon and its password may be used by a number of employees, but the Employee password is exclusive to that employee.

The 'User Manager' feature enables the user to see how many user logons are available and a particular user's information and Security Policies. The 'User Manager' feature is located within the **Administrator** tab in the Opto Ribbon.

