



## SECURITY SETUP

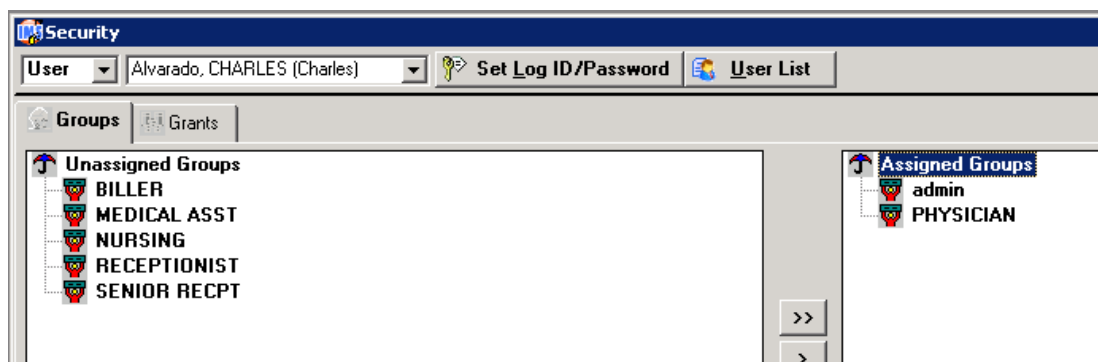
### Objective & Goal:

- Review setting up Security Users
- Review setting up Logon and Passwords
- Review setting up Security Groups

### From Setup | Security

After the office and employees have been setup under Office, next you will setup each user logon and password and assign the rights to various areas of the program.

First you must setup a Log ID and Password for each user. Once this is established you will then be able to Grant Rights to the program for each user.



To setup the user logon and password, click on Set Log ID/Password. Enter the User ID, then password and you must confirm the password.

This is the same area management will decide who should have access to Faxes, Reminders and Backup.

A quick User Pin can be setup by the system allowing users to logon, then log in quickly using only a 3 to 6 digit numeric value.

**LOCK** – is a user has attempted yet failed to log in multiple time this user will be locked out of the system. Management must uncheck the Lock field in order for the user to gain access to IMS.

### NOTES:

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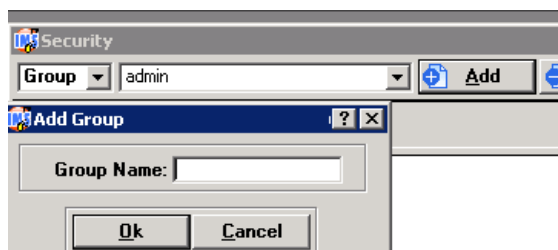
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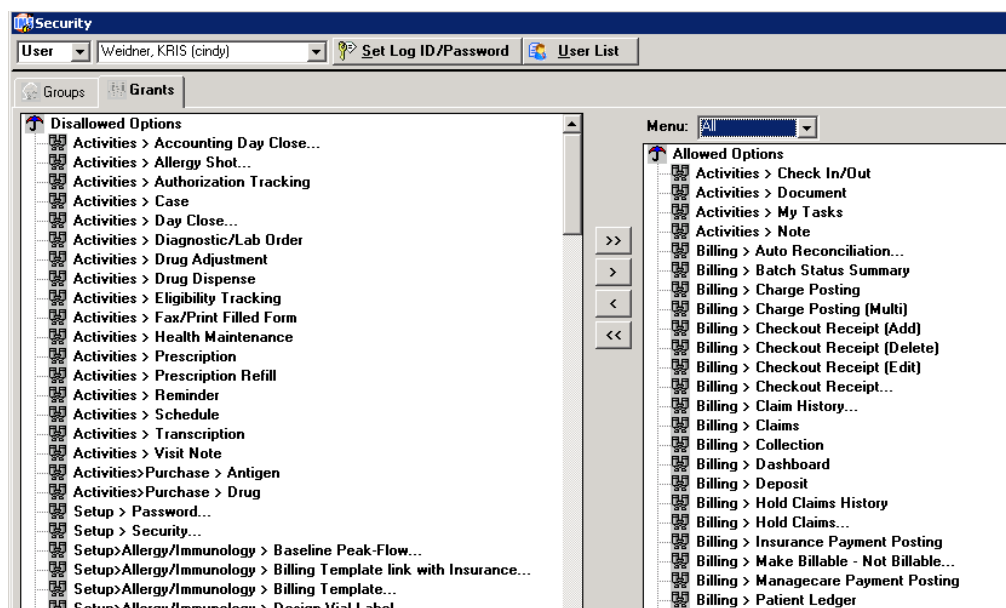


You may wish to establish Groups, which allows you to assign certain permissions to a specific Group, then link that Group to the user.

To setup a **Group**, first select Group in the top left filter.



Click to Add a Group. Then you will Grant areas of the program for this group. Going back to Users, you can choose each user one by one and select the Group Rights or click on Grants.



The screen above provides you with the User name, the items in the Left Panel Window are not in this user's Granted Column. You will choose items from the left to pass to the right window and these are the areas of the program this user has rights to.

#### NOTES:

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**Parameters** -- Clicking on Parameters reveals the parameters specific for the Security area.

The Parameters window displays a list of security parameters. The 'Parameter' column lists settings, and the 'Value' column shows the current values. The parameters shown are:

Parameter	Value
» Minimum characters for password (Not more than 8)	4
Password must contain alpha and numeric both	No
Lock user after __ unauthorized attempt of login	5

**User List** -- allows user to view the various user logon and full names. The passwords are not revealed however.

The User List window displays a table of users. The table has four columns: User Name, Active, Employee, and Active. The data is as follows:

User Name	Active	Employee	Active
Charles	<input checked="" type="checkbox"/>	Alvarado, CHARLES	<input checked="" type="checkbox"/>
Ronald	<input checked="" type="checkbox"/>	Alvarado, RONALD	<input checked="" type="checkbox"/>
DAAIM	<input checked="" type="checkbox"/>	Aviles, Denise	<input checked="" type="checkbox"/>
Beth	<input checked="" type="checkbox"/>	Betty, Nurse	<input checked="" type="checkbox"/>
test	<input checked="" type="checkbox"/>	Blandón, Stewart	<input checked="" type="checkbox"/>
mecs	<input checked="" type="checkbox"/>	Carlson, JESSY	<input checked="" type="checkbox"/>
CHAIM	<input checked="" type="checkbox"/>	Hill, Chloe	<input checked="" type="checkbox"/>
Jacober	<input checked="" type="checkbox"/>	Jacober, CHARLES	<input checked="" type="checkbox"/>
KJAIM	<input checked="" type="checkbox"/>	Jobe, Kari	<input checked="" type="checkbox"/>

**Connected Users** -- allows management to view the users currently connected to IMS. This can be extremely helpful when one needs to restart the system, etc to see what systems are connected and have not been logged off.

**Selected Patient** - will show what patient is currently locked and in use by a user.

The interface shows two buttons: 'Connected Users' and 'Selected Patient'.

**NOTES:**

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