

KnowledgeBase Article 2084

Security

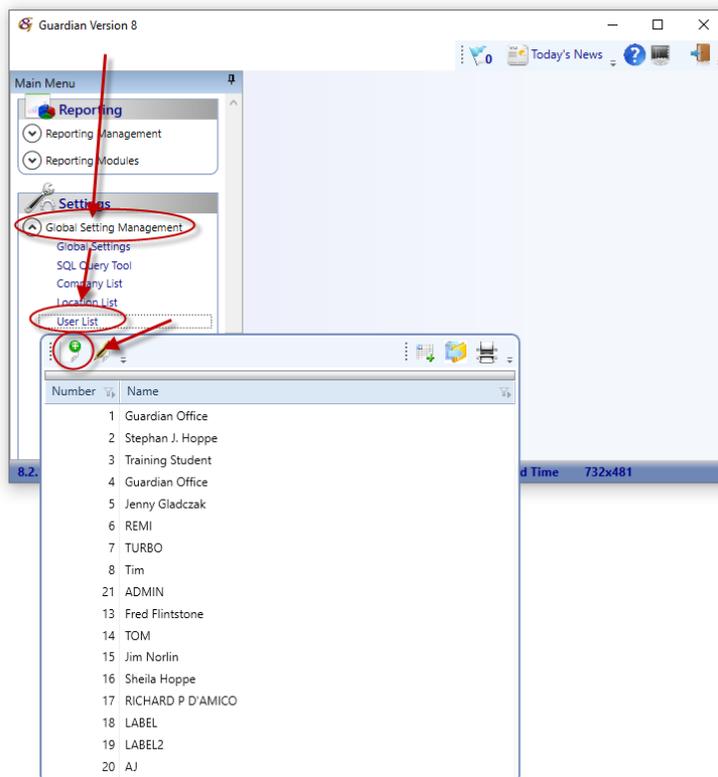
Guardian Security allows the local Guardian Super User the ability to control read/write access to all Guardian screens, tables and menu items.

This document contains instructions to:

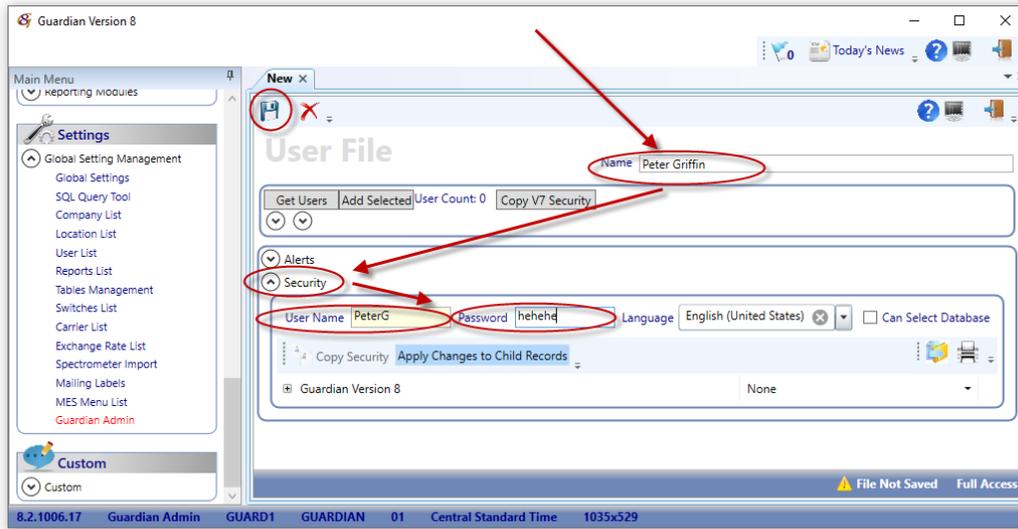
- Create a new user
- Modify an existing user

Create a New User

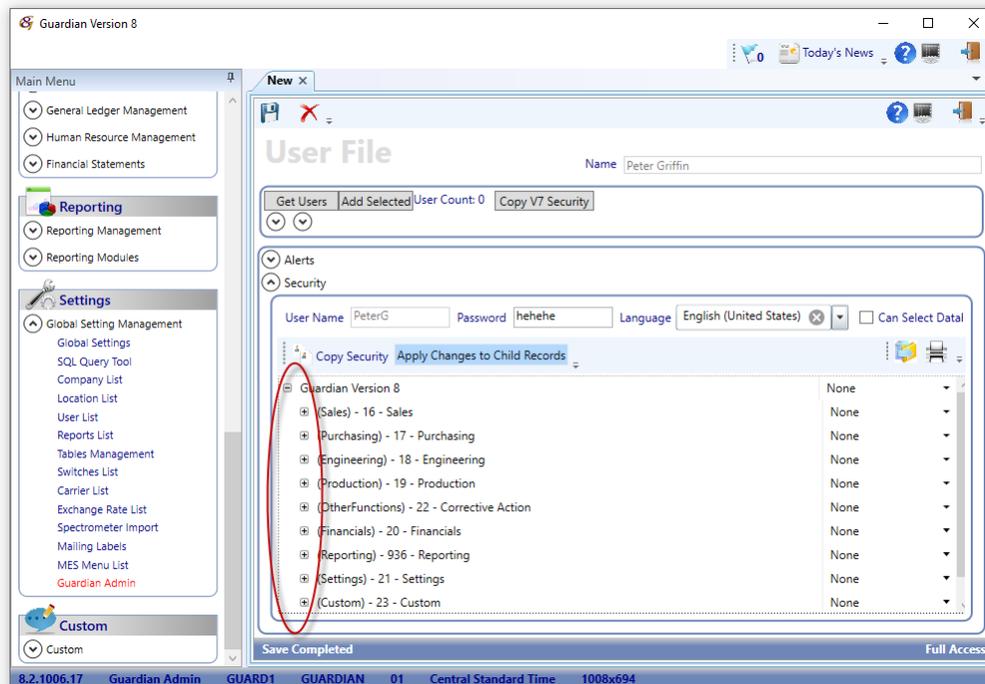
1. Log into Guardian as the administrator
2. Navigate to Main Menu > Settings > Global Setting Management > User List > Add



3. Enter the new user's full name
4. Under the Security expander, username and password, then click the Save button

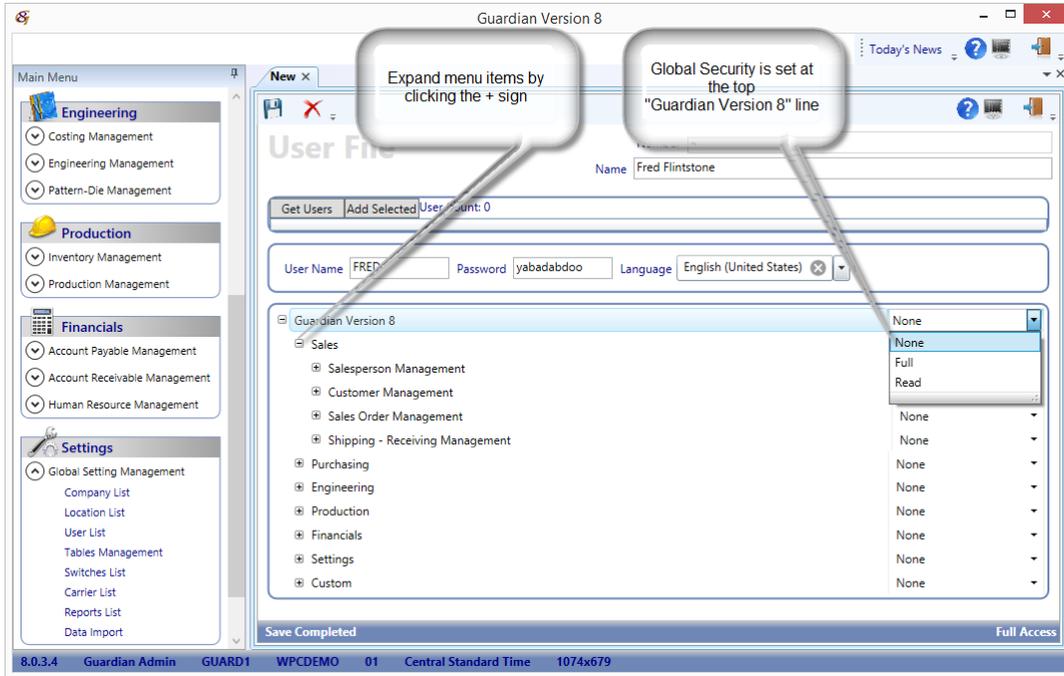


5. Click the + sign next to "Guardian Version 8" to expand the options
 - a. The different menu sections will appear
 - b. Click the + sign next to each menu item to expand its' options

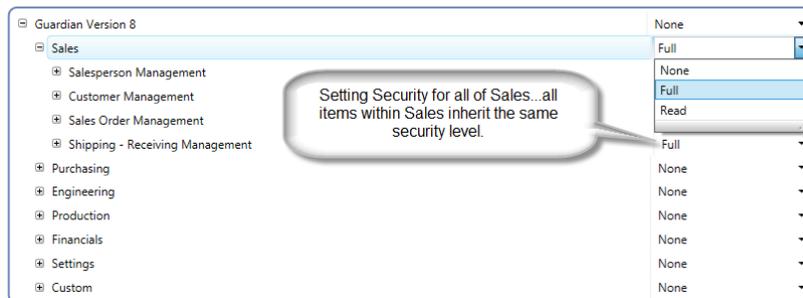


6. On the right side of the screen, the security level is indicated with a dropdown menu

- 7. To set Global Security...
 - a. Click on the "Guardian Version 8" line
 - b. Click on the dropdown list on the right side of the line
 - c. Select the Global Security... "None", "Full", or "Read"

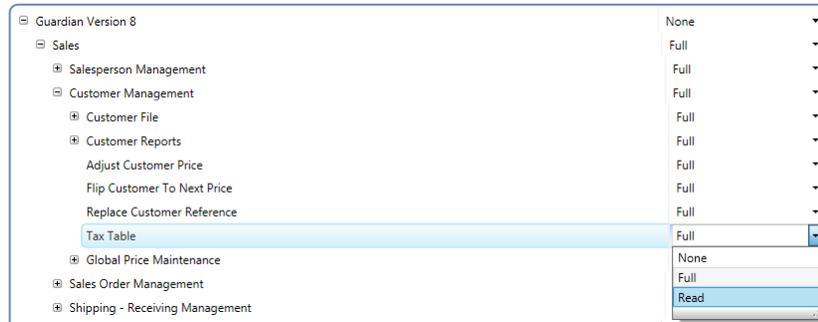


- 8. Security may be set Globally, by Menu/Module, or by Screen/Table
 - a. Menu / Module Security
 - i. Click on the Module you wish to set Security
 - ii. Click on the Security dropdown list
 - iii. Select the Security... "None", "Full", or "Read"
 - iv. NOTE: All items listed within the Module selected will inherit the rights of the parent when saved



b. Individual Security

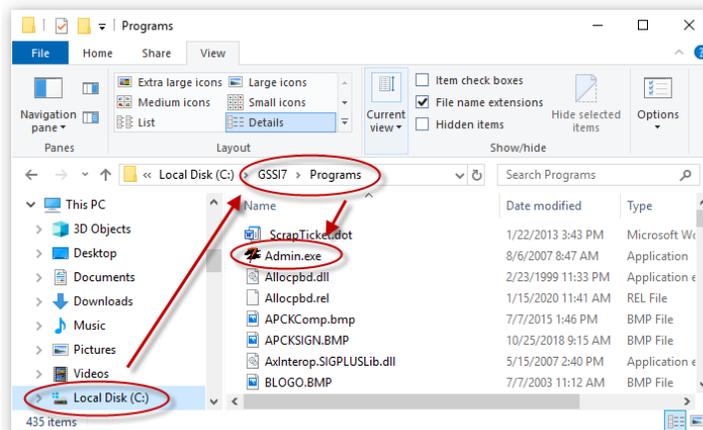
- i. Click on the individual Screen / Table you wish to set Security
- ii. Click on the Security dropdown list
- iii. Select the Security... "None", "Full", or "Read"



9. When finished, Save the settings by clicking the Save button

10. Navigate to C: \GSSI7\Programs.

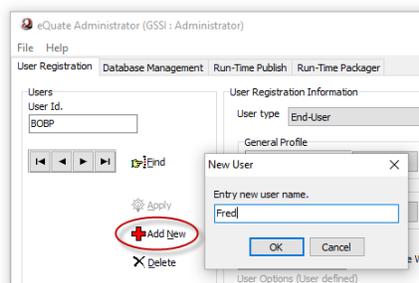
11. Double-click Admin.exe



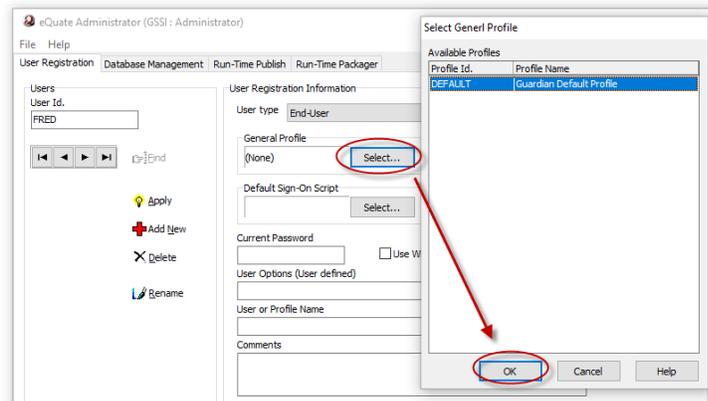
12. Enter the User ID "GSSI" and Current Password (**Do NOT enter a New Password**)



13. Click the *Add New* button and enter the name of the new user account. Click *OK*



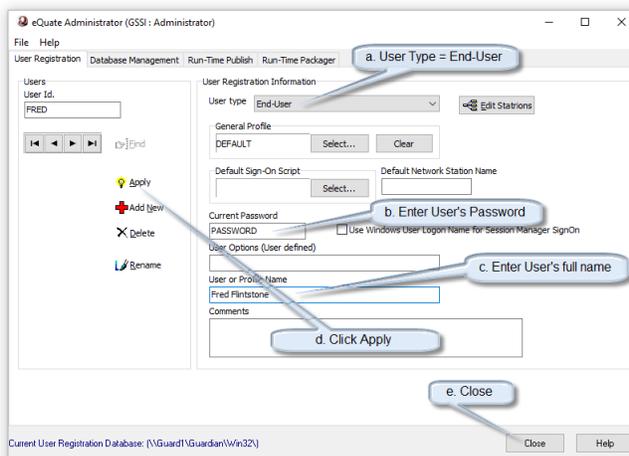
14. Select the *Default* General Profile and click *OK*



15. Enter information as indicated below:

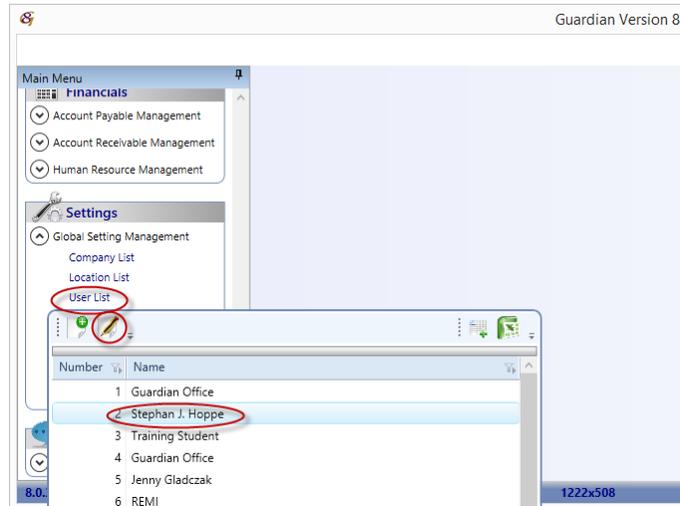
- Verify *User Type* is *End User*
- Enter the user's *password*
- Fill in the *User of Profile Name* field with the user's full name
- Click *Apply*
- Close the eQuate Administrator window

When closing, the eQuate Administrator rewrites security files. This could take a few minutes. Be patient and allow the program to close naturally.

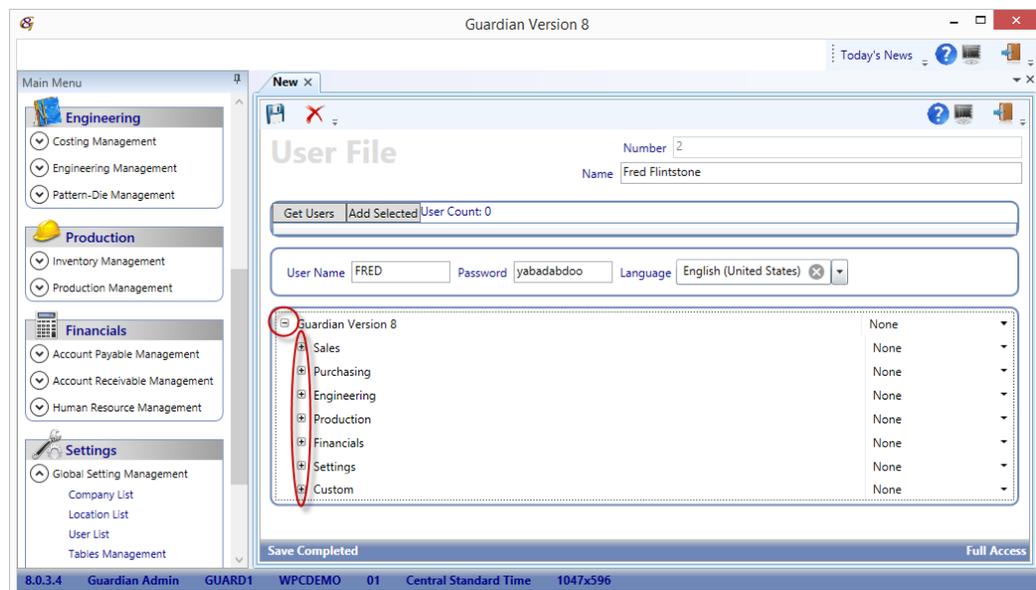


Modify a user

1. Log into Guardian as the administrator
2. Navigate to Main Menu > Settings > Global Setting Management > User List then select the User you wish to modify and click the change button (or double-click the user)

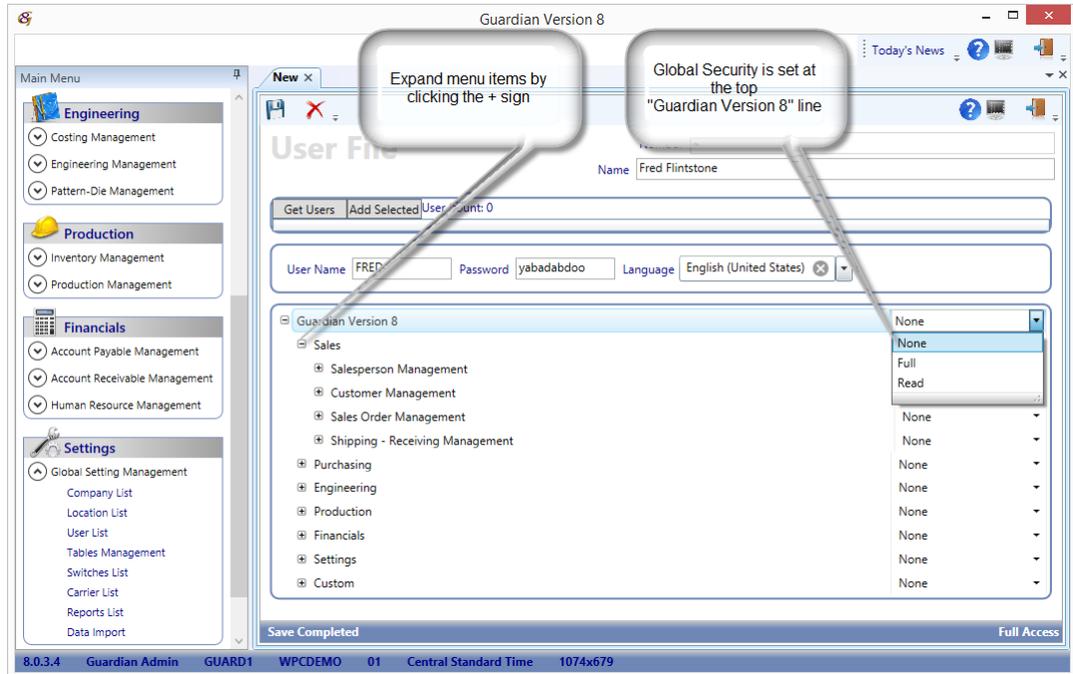


3. Click the + sign next to "Guardian Version 8" to expand the options
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 - b. Click the + sign next to each menu item to expand its' options

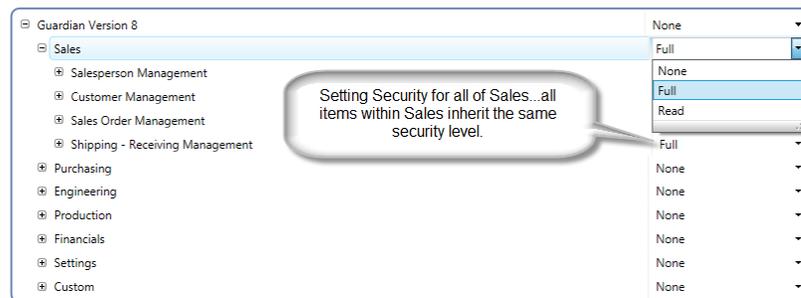


4. On the right side of the screen, the security level is indicated with a dropdown menu

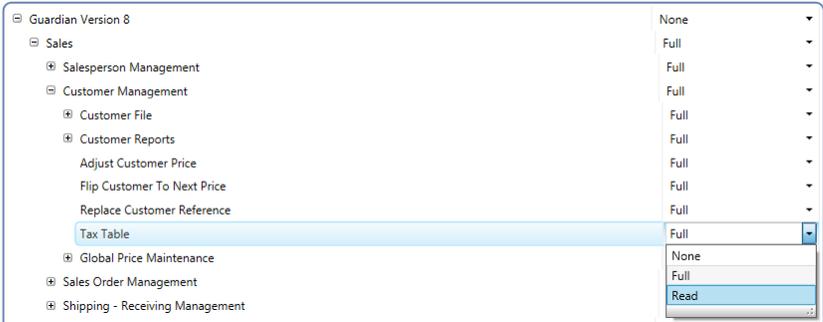
5. To set Global Security...
 - a. Click on the "Guardian Version 8" line
 - b. Click on the dropdown list on the right side of the line
 - c. Select the Global Security... "None", "Full", or "Read"



6. Security can be set Globally, by Menu/Module, or by Screen/Table
 - a. Menu / Module Security
 - i. Click on the Module you wish to set Security
 - ii. Click on the Security dropdown list
 - iii. Select the Security... "None", "Full", or "Read"
 - iv. NOTE: All items listed within the Module selected will inherit the rights of the parent when saved



- b. Individual Security
 - i. Click on the individual Screen / Table you wish to set Security
 - ii. Click on the Security dropdown list
 - iii. Select the Security... "None", "Full", or "Read"



7. When finished, Save the settings by clicking on the Save button