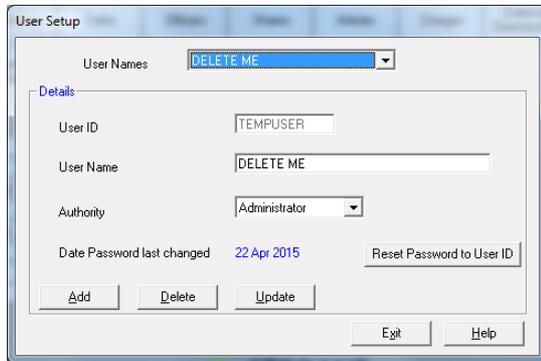


User Setup & Signon

To create a new user log on, an existing Administrator of user PCSec needs to sign in and set them up.

In PCSec go to **Utilities** and select **User Setup**.



To create a new user click Add.

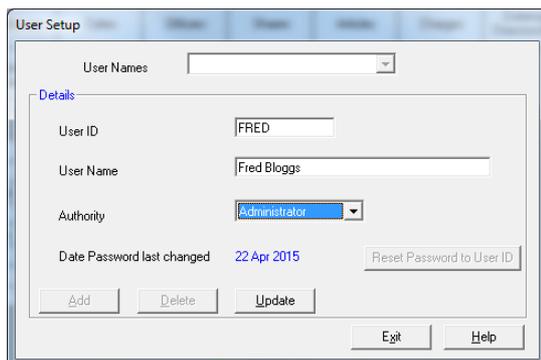
- Enter a User ID (maximum 8 characters alpha/numeric)
- Enter the full User Name
- Select an Authority level

There are three levels of Authority within PCSec:

Read-only: for users who need access to the information recorded in PCSec but who have no responsibility and/or authority to maintain the information.

Update: for operators of the system who are responsible for carrying out the day to day work. These users will be unable to delete companies or personnel from the system. They will also be unable to save System Preferences.

Administrator: full system access.



Click Uppdate to save and add the new user.

The user is now added to the system.

On first log on the default the password for the new user will be the same as their User ID. They will be prompted to change this to a more secure password.