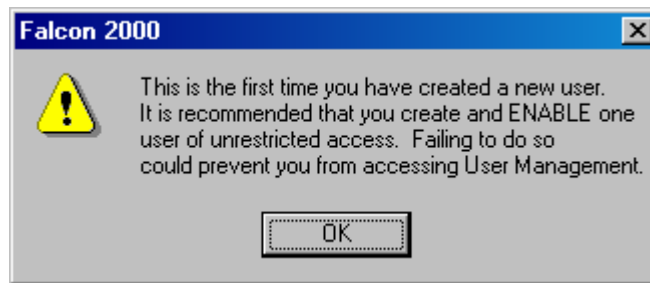


Setting Up User Security Levels in Falcon 2000 4.50

This document will explain the User Security feature in detail and give you step by step instructions on adding disabling and modifying users, and Security Levels. If you have any questions please contact PTI Technical Support in the US at (480) 941-1513 or email them at support@ptiaccess.com.

Go to Protected Site Setup select 'User Management', if this is the first time you are creating a user you will see the message below. It is a reminder that you must create an 'Unrestricted User' to prevent you from accidentally locking yourself out of any functions.

***If you forget your passwords and cannot open Falcon 2000 please call PTI technical support for help to get your passwords reset.**

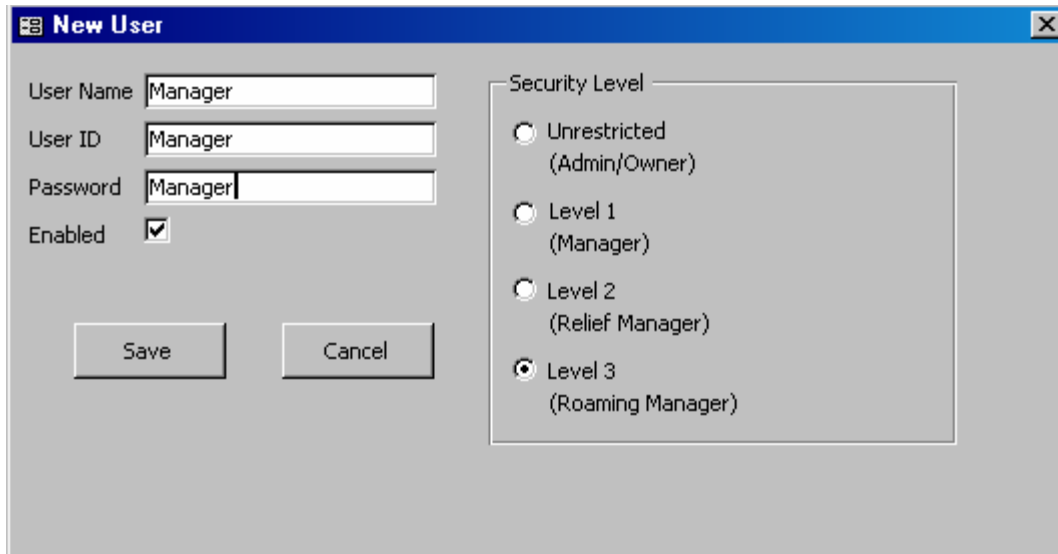


When you click on 'OK' you will get the following screen.

User Name – This is the users full name. This field is limited to **50** characters.

User ID – This is the login name that the user must enter at the log in screen. This field is limited to **20** characters.

Password – This is the user password required at the login screen. This is limited to **30** characters.



A screenshot of a "New User" dialog box. It has a title bar with a minimize, maximize, and close button. The dialog is divided into two main sections. On the left, there are four input fields: "User Name" (containing "Manager"), "User ID" (containing "Manager"), "Password" (containing "Manager"), and "Enabled" (with a checked checkbox). Below these fields are "Save" and "Cancel" buttons. On the right, there is a "Security Level" section with four radio button options: "Unrestricted (Admin/Owner)", "Level 1 (Manager)", "Level 2 (Relief Manager)", and "Level 3 (Roaming Manager)". The "Level 3" option is selected.



Once a user is setup they can't be removed from the system they can only be 'Disabled' or 'Enabled', to set this you need to check or uncheck the 'Enabled' box. If you have to modify any of the user information you will want to open the 'User Management' screen and select the user you want to view or modify.

Before Changes:

The screenshot shows the 'User Management' window. On the left, a list contains 'Danny Vazquez III' and 'Manager'. The 'Manager' user is selected. To the right, the 'User ID' field contains 'Manager', the 'Password' field contains 'Manager', and the 'Enabled' checkbox is checked. The 'Security Level' section has four radio buttons: 'Unrestricted (Admin/Owner)', 'Level 1 (Manager)', 'Level 2 (Relief Manager)', and 'Level 3 (Roaming Manager)'. The 'Level 3' option is selected. At the bottom, there are 'Save', 'Close', and 'New User' buttons.

After Changes:

The screenshot shows the 'User Management' window after changes. The 'Manager' user is still selected. The 'User ID' field remains 'Manager', but the 'Password' field now contains 'Manager1'. The 'Enabled' checkbox is still checked. The 'Security Level' section now has 'Level 1 (Manager)' selected. The 'Save', 'Close', and 'New User' buttons are still present at the bottom.

Once the changes are made you will want to click on 'Save'

Once you click on the save button you will see the following screen appear if this is the only user you are creating then click on 'Close', if not then select 'New User'



To activate the security you will need to close the Falcon 2000 program and re-open it upon reopening the program you will now see the following screen this is where you would enter the User ID and the Password with that corresponds with the User ID.

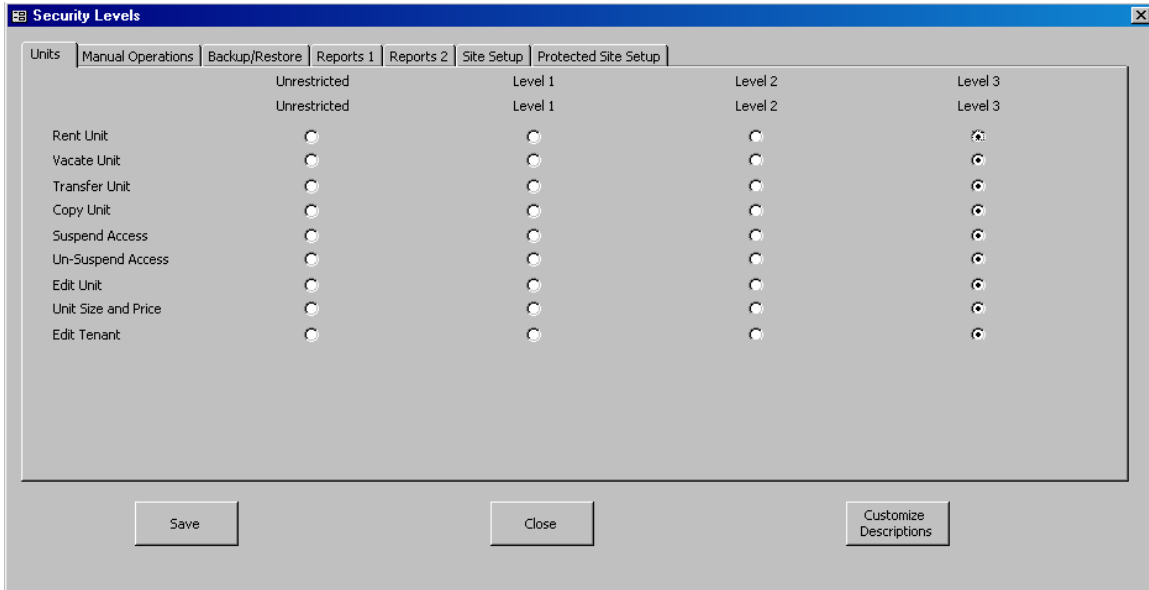
***Passwords are CASE-SENSITIVE**



Once the information has been entered click 'OK' to enter Falcon 2000. You will also notice that in the caption bar of Falcon 2000 it will display the user that is currently logged into Falcon 2000.

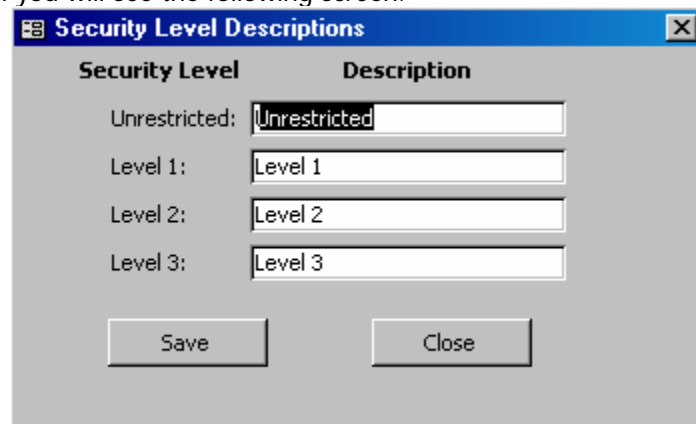
Configuring Security Levels

If you desire to configure 'Security Levels' this is done by going to the Protected Site Setup and selecting 'Security Levels' upon opening the screen you will see the following screen.



From this screen you can setup the Minimum Security level required to view or execute the function or reports. If you set a function to a Level 2 it requires users to have a minimum security clearance of Level 2 or higher, and Level 3 users will not be allowed to execute the program.

You can customize the descriptions for each of the Security Levels by clicking on the 'Customize Descriptions' button. Once you click on the button you will see the following screen.

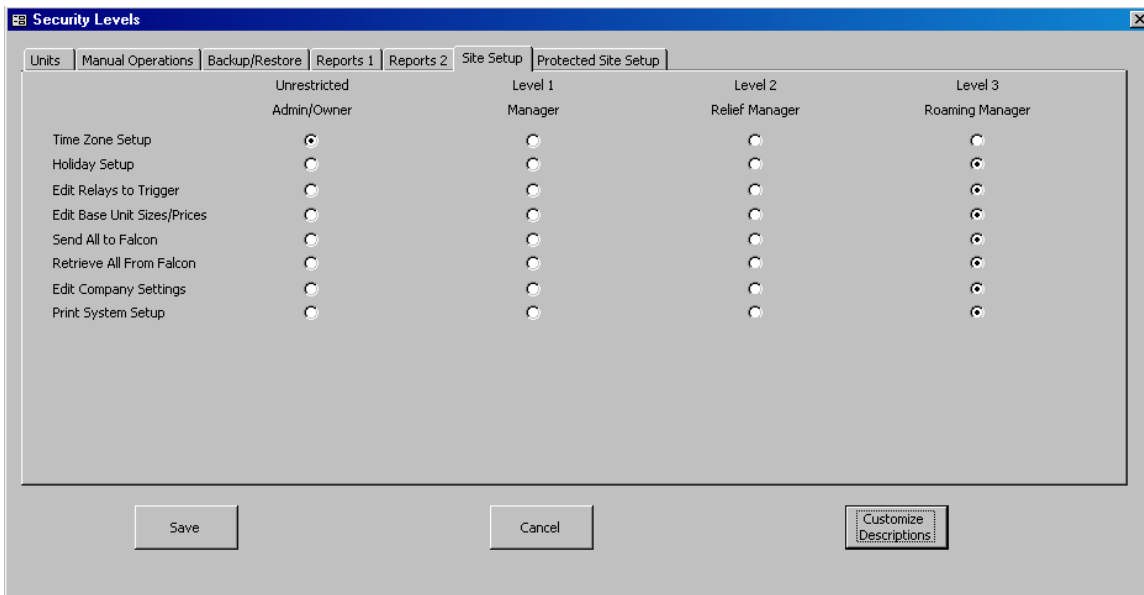


The customized description field is limited to 20 characters.

The description is what you will see on reports and screens. See below for custom descriptions.



Once you have saved the Custom Security levels you will notice the new descriptions are displayed under the system descriptions.



After setting up a new user without unrestricted access whenever they try to access a function that they are not authorized to execute they will see the following warning message informing them that they do not have access to this function.

