HerdMASTER 4 Tip Sheet

HOW TO ADD/CHANGE USERS AND PASSWORDS

CHANGING PASSWORD

HerdMASTER will allow you to change your password unlimited times. To change your password you will need to login to your database and do the following:

On the Main screen of HerdMASTER you will need to select the following Setup | Users | Setup Users

In the Setup Users Screen you will then select the Password icon on the right hand side of the screen.
HerdMASTER will now allow you to enter your new username and password. Select the OK button to save your changes.

For Future reference it is best if you write the new username and password down and store it in a safe location near your PC.

**ADDING A USER**

Enter **Setup|Users|Setup Users** as you did in the last section.

This time hit the Add button on the right and the add user window will open.
Enter the user details on this screen including whether you want to let them be able to change user access by being a system administrator.

The property Access screen will now be displayed, instructions on how to use this are in the next section.

After setting up the User Access you will be returned to the users screen and additional details such as email address and phone numbers may be filled out.
In HerdMASTER you may limit what property a particular user may work on.

This allows you to minimise data entry errors when you have multiple sites.

The User Access window is accessible from Setup | Users | Setup User Access

Select the User you wish to alter access for and hit the Add button on the right if the appropriate property is not listed.

You may then click on the checkbox under the column “Has Access” and define what locations that user has access to.