

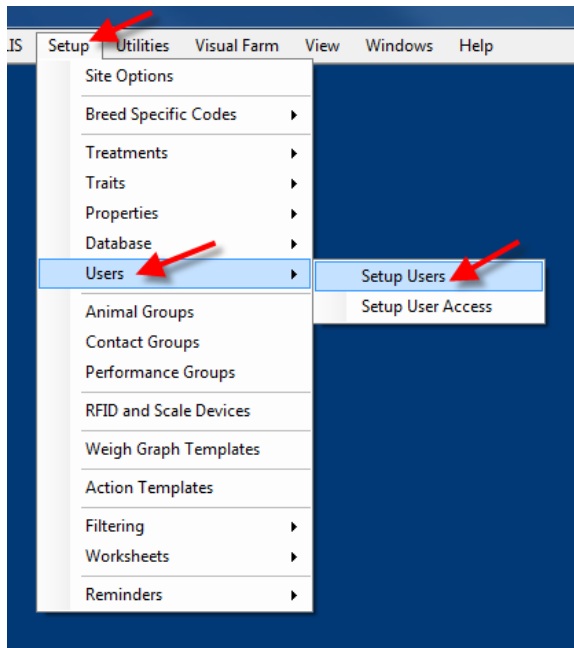
HerdMASTER 4 Tip Sheet

HOW TO ADD/CHANGE USERS AND PASSWORDS

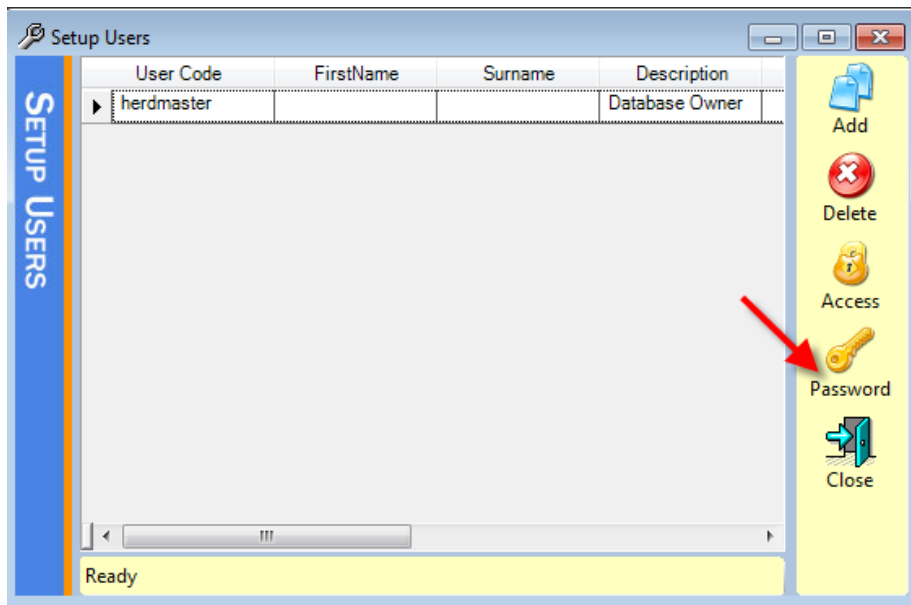
CHANGING PASSWORD

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:

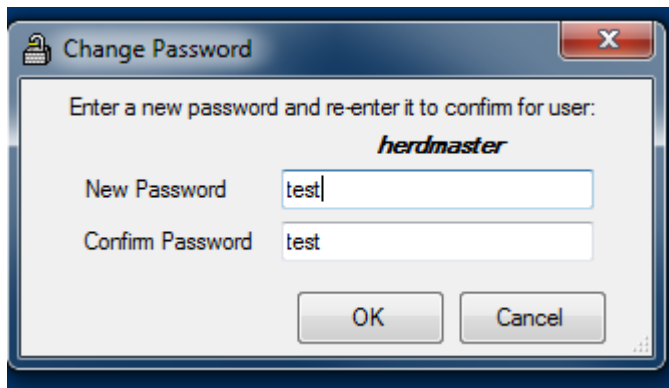
On the Main screen of HerdMASTER you will need to select the following Setup | Users | Setup Users



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.

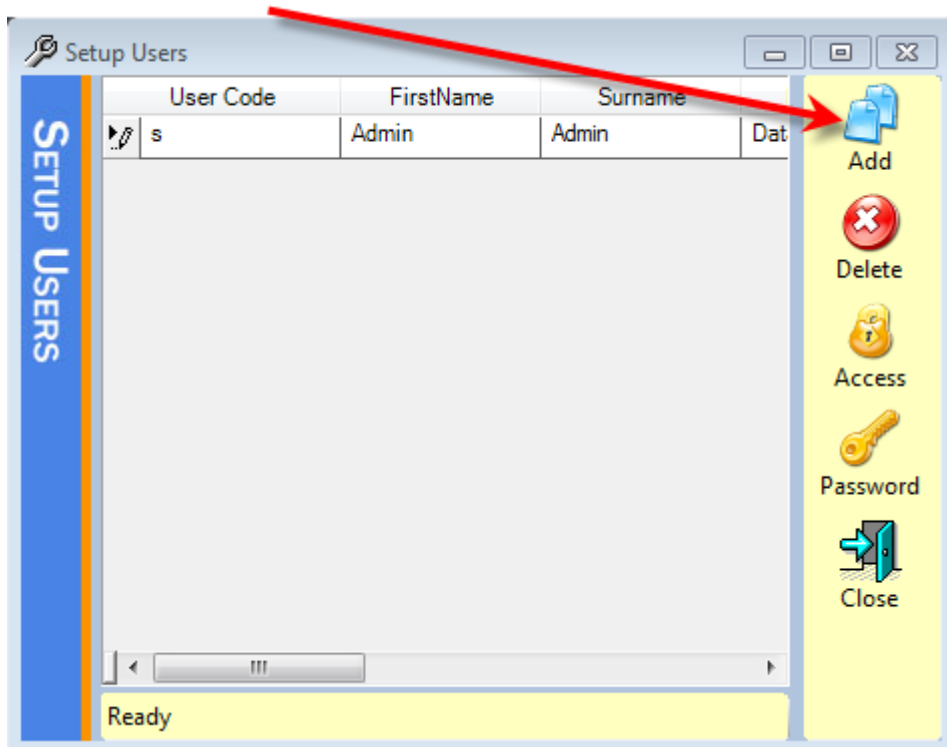


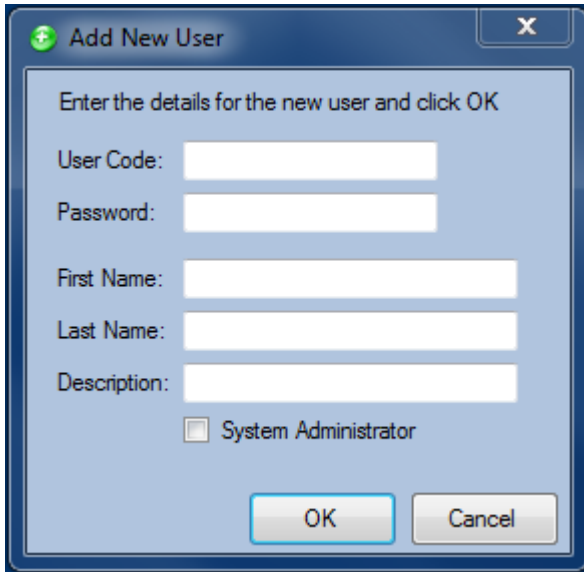
For Future reference it is best if you write the new username and password down and store it in a safe location near your PC.

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.





Add New User

Enter the details for the new user and click OK

User Code:

Password:

First Name:

Last Name:

Description:

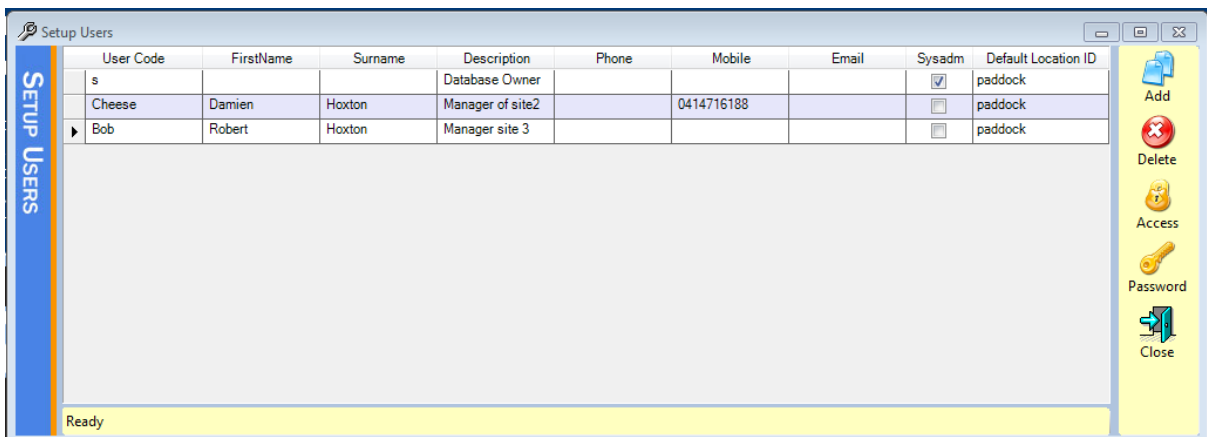
System Administrator

OK Cancel

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.



Setup Users

User Code	FirstName	Surname	Description	Phone	Mobile	Email	Sysadm	Default Location ID
s			Database Owner				<input checked="" type="checkbox"/>	paddock
Cheese	Damien	Hoxton	Manager of site2		0414716188		<input type="checkbox"/>	paddock
Bob	Robert	Hoxton	Manager site 3				<input type="checkbox"/>	paddock

Ready

Add
 Delete
 Access
 Password
 Close

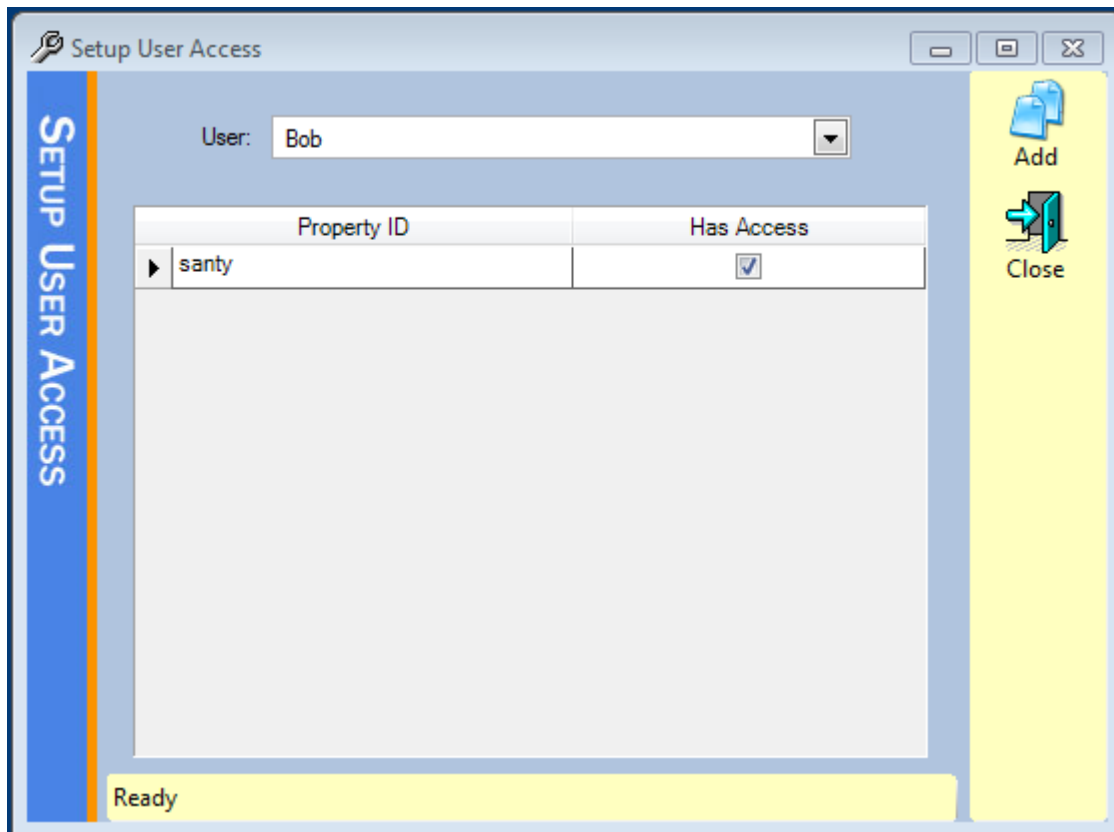
CHANGING THE USER ACCESS

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.