

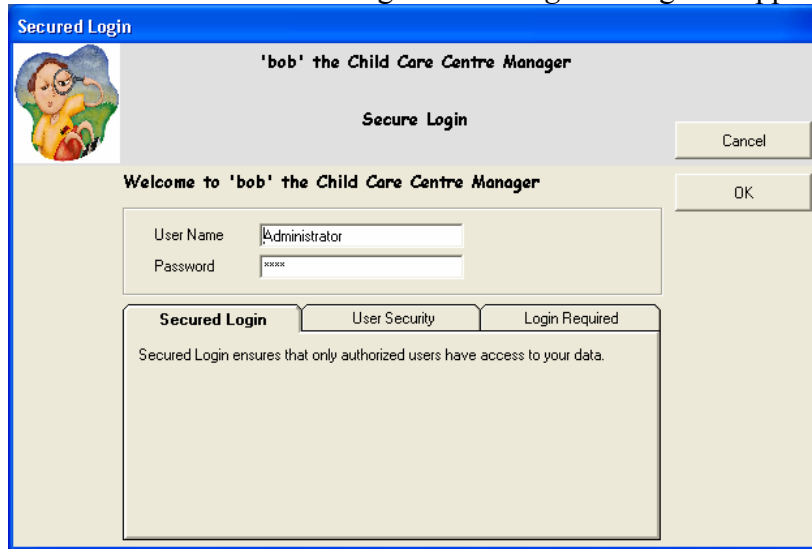
Lesson 2 – Security

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'bob' the Child Care Centre Manager

Login

User credentials must be authenticated to gain access to **'bob'**. Each time any user starts **'bob'** the following *Secured Login* dialog will appear.



The screenshot shows a 'Secured Login' dialog box. At the top left is a cartoon character icon. The title bar reads 'Secured Login'. The main window title is ''bob' the Child Care Centre Manager'. Below the title is 'Secure Login'. On the right are 'Cancel' and 'OK' buttons. The main content area says 'Welcome to 'bob' the Child Care Centre Manager'. Below this are two input fields: 'User Name' with 'Administrator' and 'Password' with 'xxxxx'. At the bottom, there are three tabs: 'Secured Login', 'User Security', and 'Login Required'. The 'Secured Login' tab is active and contains the text: 'Secured Login ensures that only authorized users have access to your data.'

If either of the login credentials cannot be verified, an error is returned and you can try again.

- Up to 3 attempts are allowed

'bob' the Child Care Centre Manager

Disable Login Requirement

Access via *Family Manager*->*Onscreen Toolbar*->*Toolbox*->*Preferences*

A screenshot of the 'Preferences' dialog box for 'bob' the Child Care Centre Manager. The dialog has a blue title bar and a 'Close' and 'Save' button in the top right. It features a tabbed interface with the following tabs: Child Alerts, Deletion Retention, Sign In/Out, Promotion, User Defined Fields, Company Info, Location Defaults, Color/Graphic, Discounts, Billing Options, and Accounting. The 'Location Defaults' tab is selected. The fields are as follows:
Default Province/State: ON (dropdown), Ontario (text)
Default Country: CAN (dropdown), Canada (text)
Company Database: C:\Program Files\CCCM\CCCM.mdb (text)
Photos Folder Location: C:\Program Files\CCCM\Sample\Photos (text), Find (button)
Terms on Invoices: Due Upon Receipt (dropdown)
Next Invoice #: 1000 (text)
Next Annual Receipt #: 1000 (text)
Notes Access Password: (text), Confirm Password: (text)
Display Login at Startup: Uncheck this box to eliminate user login credentials. The program will default to the Administrator login. (text)

On the Location Defaults tab, uncheck the box to eliminate the need for login credentials when accessing 'bob'.

'bob' the Child Care Centre Manager

Security Administration

Access via *Family Manager*->*Onscreen Toolbar*->*Security Administration*



The security features of **'bob'** are a combination of:

1. User credentials
2. User access

The security model was developed to give the Administrator the capability to allow/disallow access to various areas of **'bob'**.

- As an example, Mary, who works in the kitchen may not need access to notes about a child's behaviour in the classroom.

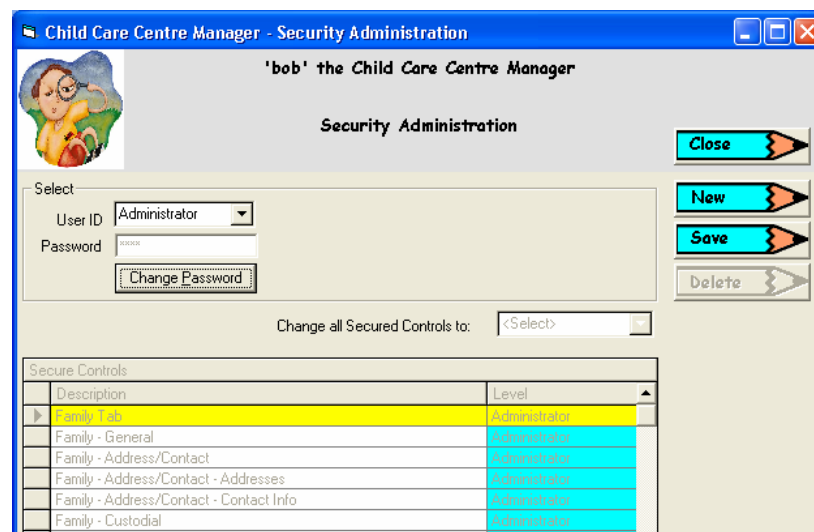
Each user can be defined to have different levels of access as:

- Administrator
- Full Access
- Read Only
- No Access

Users

Administrator

- Comes predefined with **'bob'**
- Has full access to all functionality
- Cannot be deleted
- Only the Administrator user can change the Administrator password
 - If you forget the Administrator password Focus Technology Solutions must be contacted to arrange to set a new password.



'bob' the Child Care Centre Manager

Users

Create New User

Family Manager->Tools->Security Administration

Description	Level
Family Tab	Full Access
Family - General	Full Access
Family - Address/Contact	Full Access
Family - Address/Contact - Addresses	Full Access
Family - Address/Contact - Contact Info	Full Access
Family - Custodial	Full Access
Family - Custodial - Restrictions	Full Access
Family - Custodial - Notes	Full Access
Family - Medical	Full Access
Family - Medical - Doctors / Specialists	Full Access
Family - Medical - Allergies	Full Access
Parents / Guardian Tab	Full Access
Parents / Guardian - General	Full Access

1. Enter User ID
 - o The name the user will enter at login.
2. Enter Password
 - o The password the user will enter along with the User ID at login.
3. Click *Save*.
 - All new users are created with *No Access* to the secured controls. Once the *Save* button is pressed, the *Change all Secured Controls* dropdown is activated.
4. From the *Change all Secured Controls* dropdown, select the appropriate security level to be applied to all *Secured Controls*.

Secured Access

All screen controls that can be secured are displayed in the grid of the *Security Administration* screen.

Updating Security Levels

This applies to newly created users after pressing *Save* as well as existing users.

'bob' the Child Care Centre Manager

1. Select the secured control from the grid by clicking on the grid line of the secured control.
2. In the *Level* column, click once to display the *Access* dropdown.
3. Select the appropriate access level for the user.
4. Click *Save*.



'bob' the Child Care Centre Manager

The following example demonstrates a user that has full access except for:

- Billing
- Receivables
- Accounting Processing
- Wizards
- Delete Families
- Security Administration

