

Lesson 11 –System User Maintenance

Your Authorized *Entry-Master*® Dealer will usually add or delete system users on your *Entry-Master*® System. However, there may be occasions when you must do this yourself. A system user is someone who will actually use the *Entry-Master*® System to monitor system activity or to create and print reports.

You should be logged into the *Entry-Master*® System and the *Entry-Master*® Main Menu should be displayed on the screen as shown in the following figure. If you are not logged in, see Lesson 1 on page 18.



Figure 2-11.1 The *Entry-Master*® Main Menu

You add or delete users using the Utilities Menu. Click on the [Enter Utilities Menu](#) link to display the Utilities Menu which is shown below.

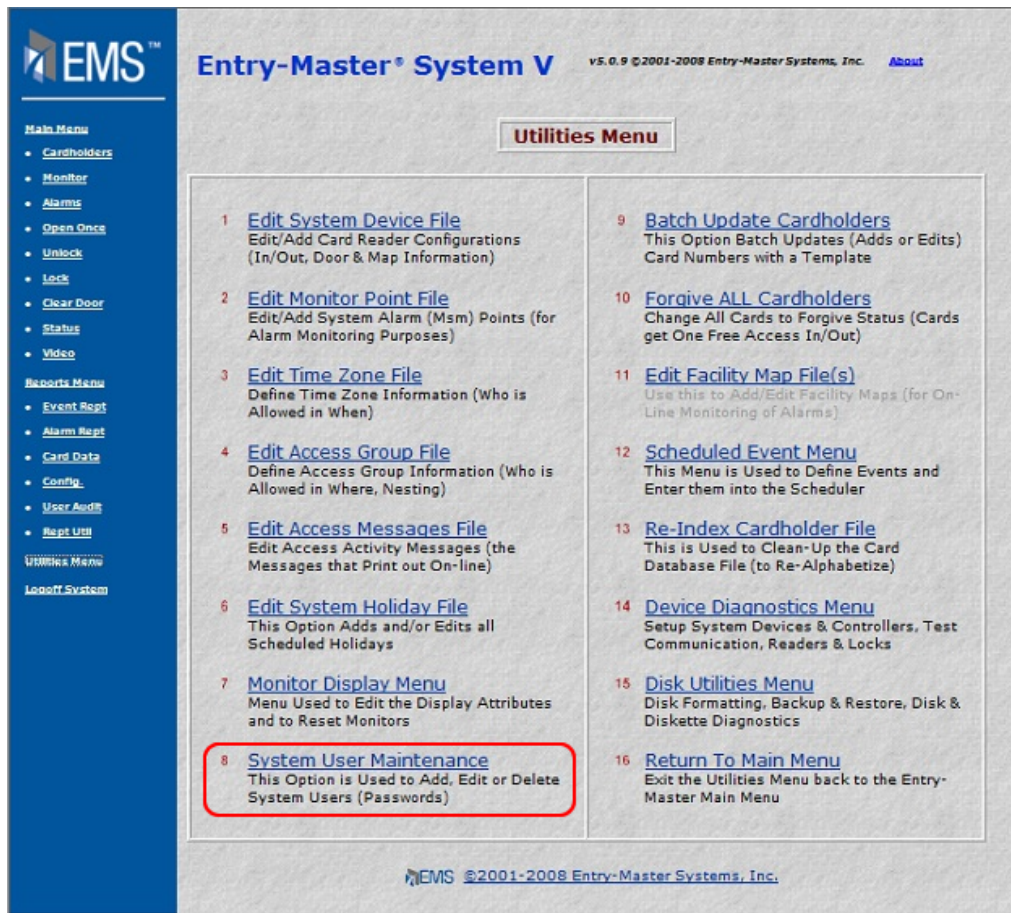


Figure 2-11.2 The *Entry-Master*® Utilities Menu

There are several choices on the Utilities Menu. Select [System User Maintenance](#) link and the following screen displays:

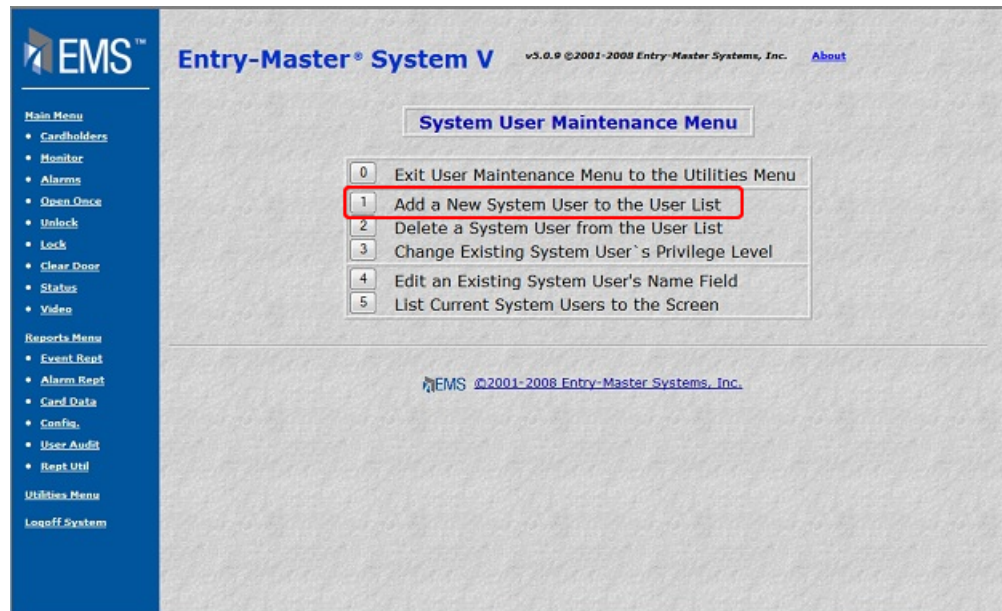


Figure 2-11.3 The System User Maintenance Menu

Adding a New System User:

In this part of the lesson you will add a new system user. Notice that Selection 1 on the menu is **Add a New User to the User List**.

1. From the System User Maintenance Menu you can select [Add a New User to the User List](#). When you click on this link, the following window appears:

The screenshot shows the 'Add a New System User ID' screen in the Entry-Master System V. The interface is divided into a left-hand navigation menu and a main content area. The navigation menu includes sections for Main Menu (Cardholders, Monitor, Alarms, Open Once, Unlock, Lock, Clear Door, Status, Video), Reports Menu (Event Rept, Alarm Rept, Card Data, Config, User Audit, Rept Util), and Utilities Menu (Logout System). The main content area features a title bar with the EMS logo and version information (v5.0.9 ©2001-2008 Entry-Master Systems, Inc.). Below the title is a button labeled 'Add a New System User ID'. The form contains several fields: 'User ID' (empty), 'User Name' (filled with 'New User'), 'Privilege Level' (a dropdown menu set to '0'), 'Security Guard?' (radio buttons for 'Yes' and 'No', with 'No' selected), and 'User Password' (filled with 'NEW'). To the right of the form is a scrollable list titled 'List of Existing System Users' containing the following entries: EMS - EMS Technician Account, EMS0 - EMS Guest Account, JD - Jennifer Dunstone, SEC - EMS Technician Account, and SLM - Steve Manger. At the bottom of the form are buttons for 'Submit', 'Cancel', 'Delete', 'Back', 'Print', and 'Help'.

Figure 2-11.4 Add a New System User ID Screen

Important Note: A list of all existing System Users displays to the left of the entry fields. This scrollable, display-only list is for your reference only. You may use the list to determine that you are not entering a duplicate User ID.

2. Type the **User ID** for the new user. The User ID is limited to four (4) characters. In this example we will use TEST as a User ID.
3. Type TEST and press <Tab>.
4. Type in Test User in the **User Name** field. You may use up to 25 characters.
5. In the **Privilege Level** drop-down list, select 1. The **Privilege Level** field is a drop-down list of numeric values. This value determines a user's accessibility to different features or functions of the *Entry-Master*® System. The higher the value, the more functions a user can access.
6. **Security Guard** field determines special access features for Security Guards who are stationed at a security location (desk, station, guard house...). For this example, leave the defaulted **No** in this field. The screen that displays next illustrates these entries.

The screenshot shows the 'Add a New System User ID' screen in the Entry-Master System V. The interface includes a left-hand navigation menu with categories like Main Menu, Reports Menu, and Utilities Menu. The main content area has a title 'Add a New System User ID' and a form with fields for User ID (TEST), User Name (Test User), Privilege Level (1), Security Guard? (No), and User Password (NEW). A 'List of Existing System Users' window is open, showing a list of users: EMS - EMS Technician Account, EMSO - EMS Guest Account, JD - Jennifer Dunstone, SEC - EMS Technician Account, and SLM - Steve Manger. At the bottom, there are buttons for Submit, Cancel, Delete, Back, Print, and Help. The Submit button is highlighted with a red box.

Figure 2-11.5 Add a New System User ID Screen with Sample Entries

7. Notice that you do not enter a **Password** for a new user. All new system users begin with the default password of **NEW**. See the procedures described in Lesson 1, Logging into the System, on page 18, and Lesson 3, Changing Your Password, on page 25.
8. Click on the Submit button to save this record.

Change an Existing System User's Settings:

Use this selection to change a User's privilege level.

1. From the System User Maintenance Menu you can select [Change an Existing System User's Settings](#). When you click on this link, the following window appears:

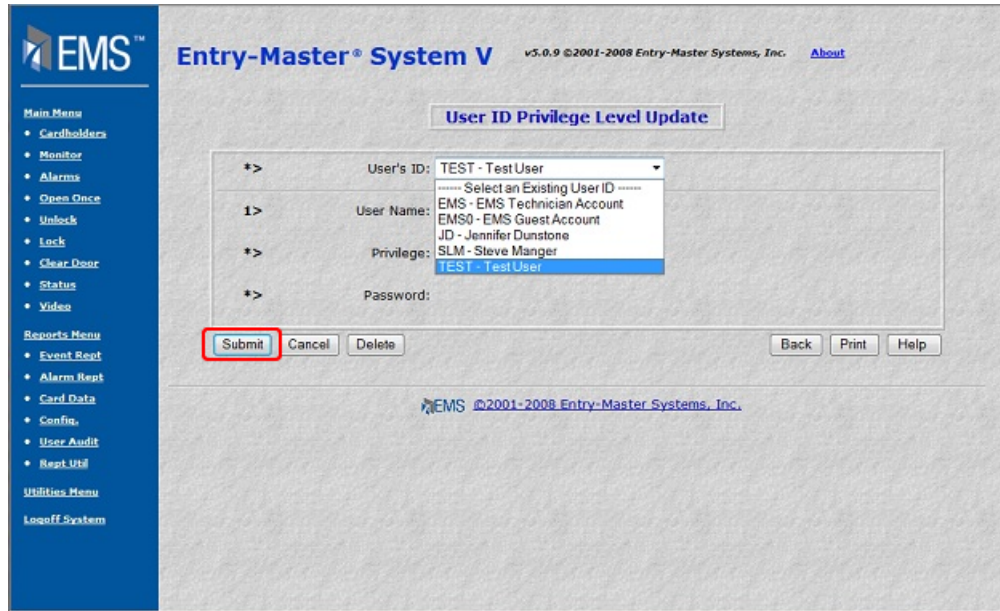


Figure 2-11.6 Change a System User's Settings Screen

1. Type TEST in the **User's ID** field then click on the Submit button.
2. In the **Privilege** drop-down list, select 4.
3. Click on the Submit button to save your changes.

Important Note: When you change a user's privilege level, you change that user's access to the Entry-Master® Software.

Edit an Existing System User's Name Field:

Use this selection to change a User's Name.

4. From the System User Maintenance Menu you can select [Edit an Existing System User's Name](#). When you click on this link, the following window appears:

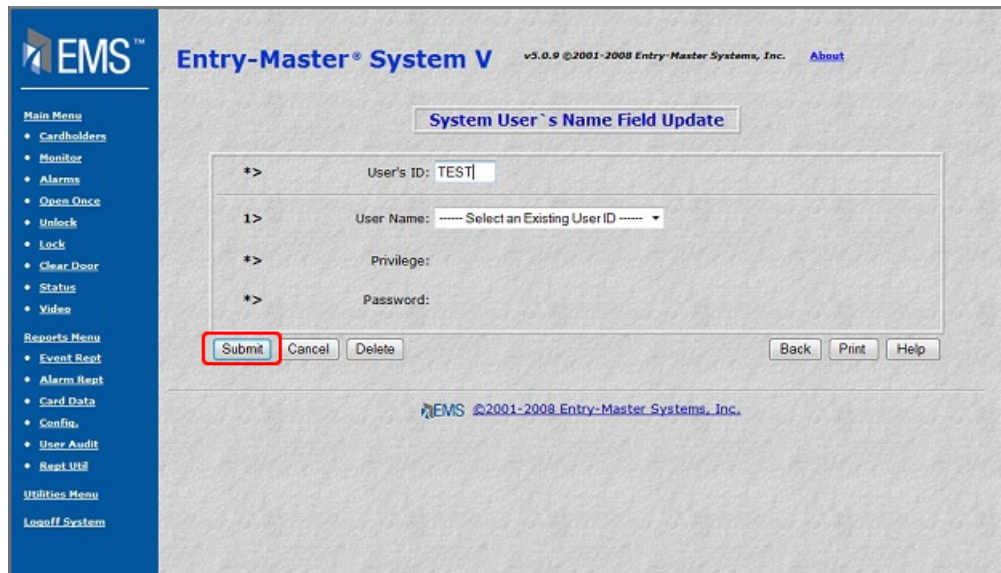


Figure 2-11.7 Edit a System User's Name Screen

5. Type TEST in the **User's ID** field then click on the Submit button.
6. In the **User Name** field, type in Test User Two.
7. Click on Save to save your changes.

List System Users

Use this selection to run a report of System Users.

1. From the System User Maintenance Menu you can select [List Current System Users to the Screen](#). When you click on this link, the following window appears:

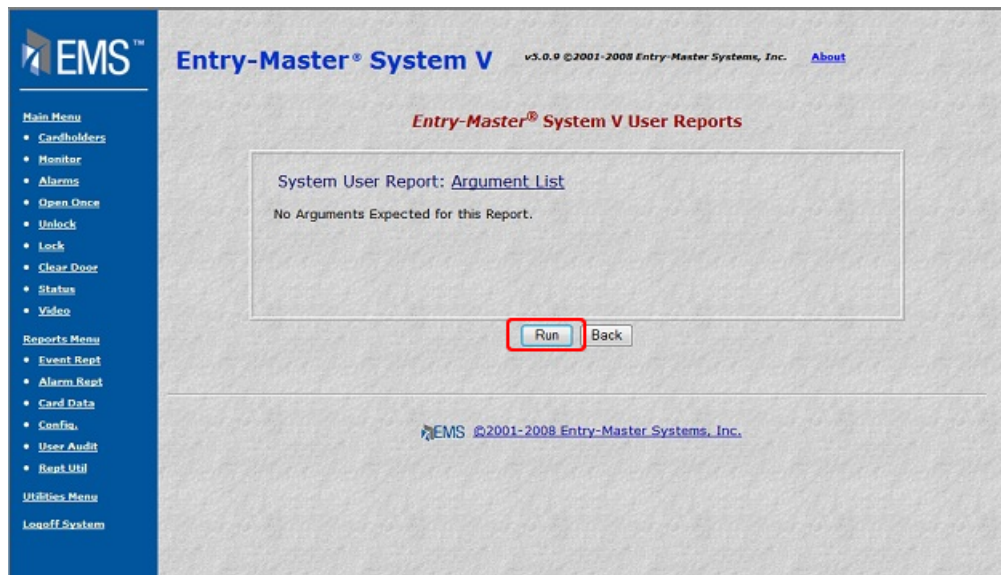


Figure 2-11.8 The System User Reports Window

2. Click on the Run button to display all *Entry-Master*® System users on your monitor. The next figure illustrates a sample user listing.

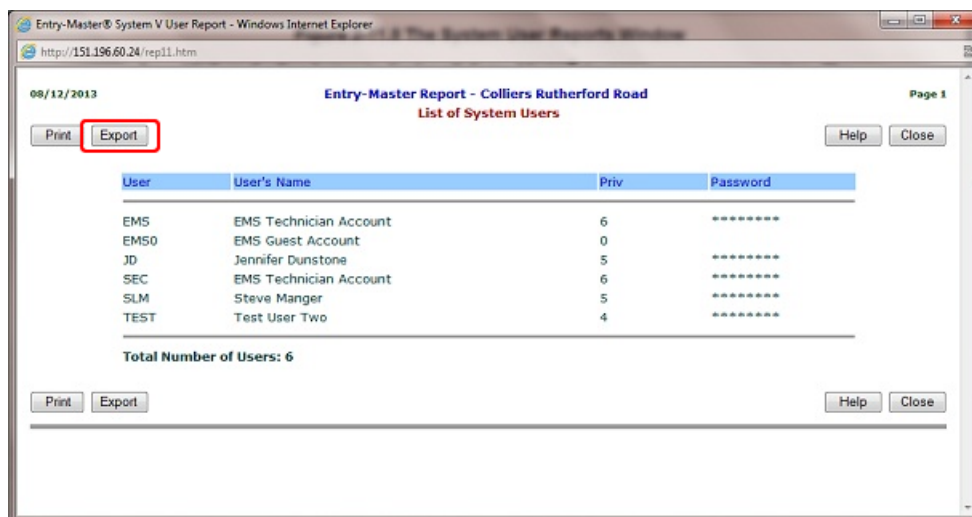


Figure 2-11.9 Sample List of System Users

3. Click on the Export button and a File Download dialog box appears.

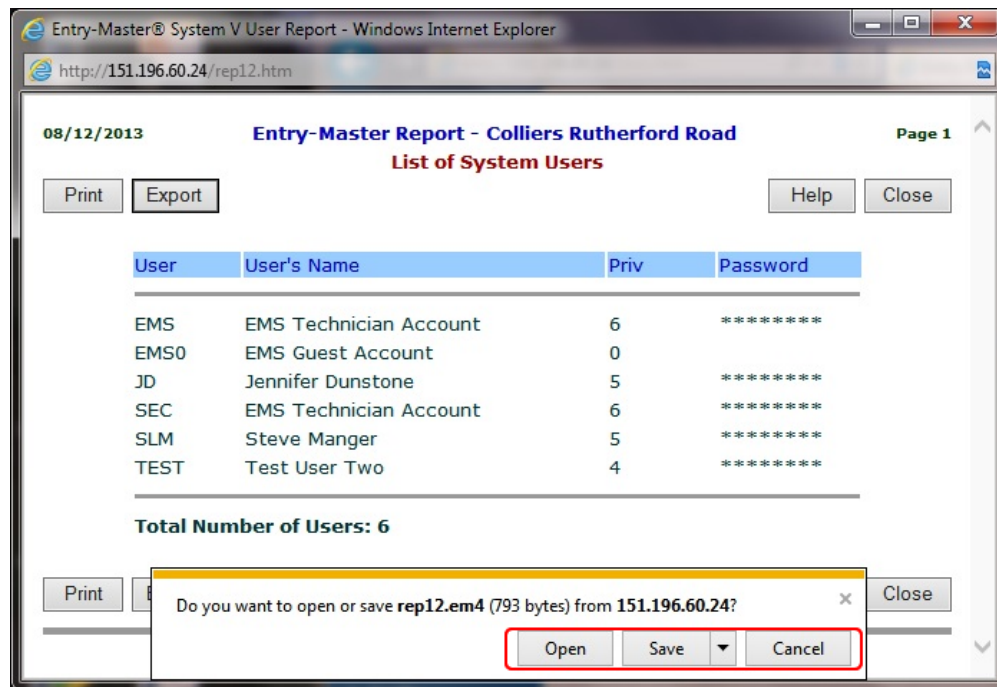


Figure 2-11.10 File Download Dialog Box

- Click on the Open button to open the report in a word processing application.
 - Click on the Save button to save a copy of the report to your disk drive.
 - The Cancel button closes the dialog box.
 - The More Info button display Microsoft® Internet Explorer Help.
4. Click on Cancel to close this dialog box. The report redisplay on your monitor screen.
 5. To close the Report Window, click the Cancel button.

Delete a System User from the User List:

In this part of the lesson you will delete a system user. Note that once you delete a record, you cannot retrieve it.

1. From the System User Maintenance Menu you can select [Delete a System User from the User List](#). When you click on this link, the following window appears:

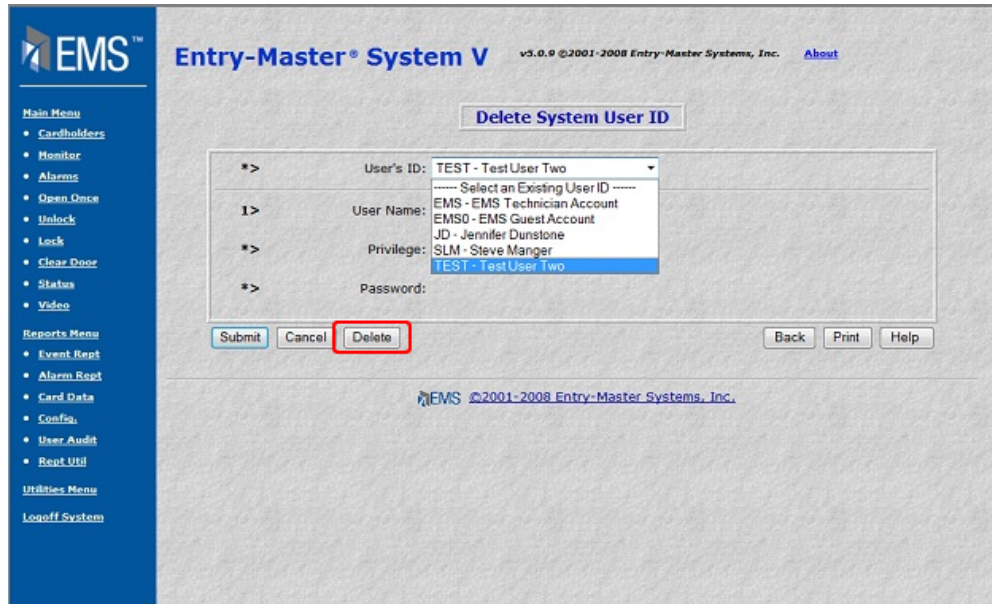


Figure 2-11.11 Delete a System User Screen

2. Type TEST in the **User's ID** field then click on the Submit button.
3. Click on the Delete button to delete this user.

Important Note: Once you delete a user's record, it cannot be retrieved.

Proceed to Lesson 12, *Manually Opening or Closing a Gate (or Door)*.