



Basic HLMSW Account Maintenance

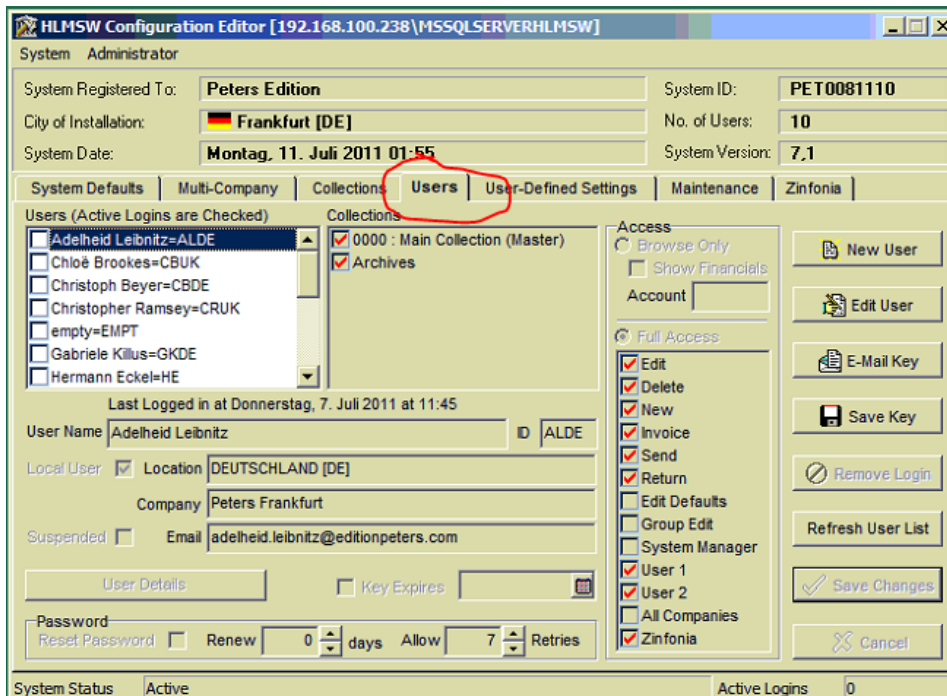
All account maintenance is performed in the USERS tab of the HLMSW Configuration Editor.

Step 1 - Log on to the Configuration Console

Use the system provided settings to start the HLMSW Configuration Editor (default password is usually **admin**).



Step 2 - Select the USERS tab



BTM Innovation Pty Ltd

ACN 090 385 176 • ABN 71 090 385 176

8 Finnis Street • North Adelaide • SOUTH AUSTRALIA • 5006

PO Box 3054 • Melbourne Street • North Adelaide • SOUTH AUSTRALIA • 5006

Tel/Fax +61 (0)8 8239 1737 • Mobile +61 (0) 409 286 400

info@btmi.com.au • <http://www.btmi.com.au>

Adding a New Account

1. Press the **New User** button.
2. In the Collections list, place a check mark next to ALL of the catalogues and Archives (*Tip: You can select all by double-clicking a line item*)
3. Click on the **Full Access** radio button and then select the Editing options allowed for this user (all options are usually required except for the *Edit Defaults, Group Edit and System Manager* options which should only be granted to the system administrator).
4. Enter a **User Name** (must be unique)
5. Enter an **ID** (must be unique and is usually the initials of the user)
6. Place a check mark in the **Local User** box
7. Select the appropriate **Company** from the drop down list.
8. Enter the users email address in the **Email** section
9. [Optional] Click on the **User Details** button and enter the users position and direct contact numbers
10. Select the **Save Changes** button
11. Click the **OK** button to close the Key Information Changed reminder dialog
12. While the new user name is selected, click on the **Save Key** button, and make sure that the destination directory is directory containing all of the HLMSW keys and press **OK**.

Resetting a Suspended Account or Resetting an Account Password

1. Select the name of the user you wish to work on in the **Users** list.
2. Press the **Edit User** button.
3. Remove any check mark in the **Suspended** check box (this will occur if the user enters the wrong password more than the allowed number of times).
4. Place a Check Mark in the **Reset Password** check box.
5. Press the **Save Changes** button.

The screenshot shows the 'HLMSW Configuration Editor [localhost]' window. The 'System' tab is active, displaying system information such as 'System Registered To: Zinfonia', 'City of Installation: Adelaide [AU]', and 'System Date: Tuesday, 1 April 2014 8:44 AM'. The 'Users' tab is selected, showing a list of users with 'Test Edit User=TEST' highlighted. The 'Suspended' checkbox for this user is unchecked and circled in red. The 'Reset Password' checkbox is checked and circled in red. The 'Save Changes' button is highlighted with a green checkmark. The 'Access' section shows 'Full Access' selected, with various permissions like 'Edit', 'Delete', 'New', 'Invoice', 'Send', 'Return', 'Edit Defaults', 'Group Edit', 'System Manager', 'User 1', 'User 2', 'All Companies', 'Zinfonia', and 'Licensing' listed.