

# How to Setup user's in the SOS Security

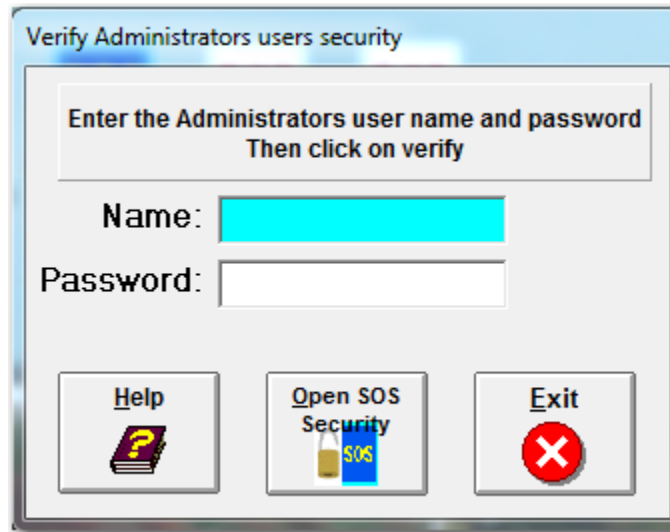
---

January 2011

1: Double click on the SOS security icon

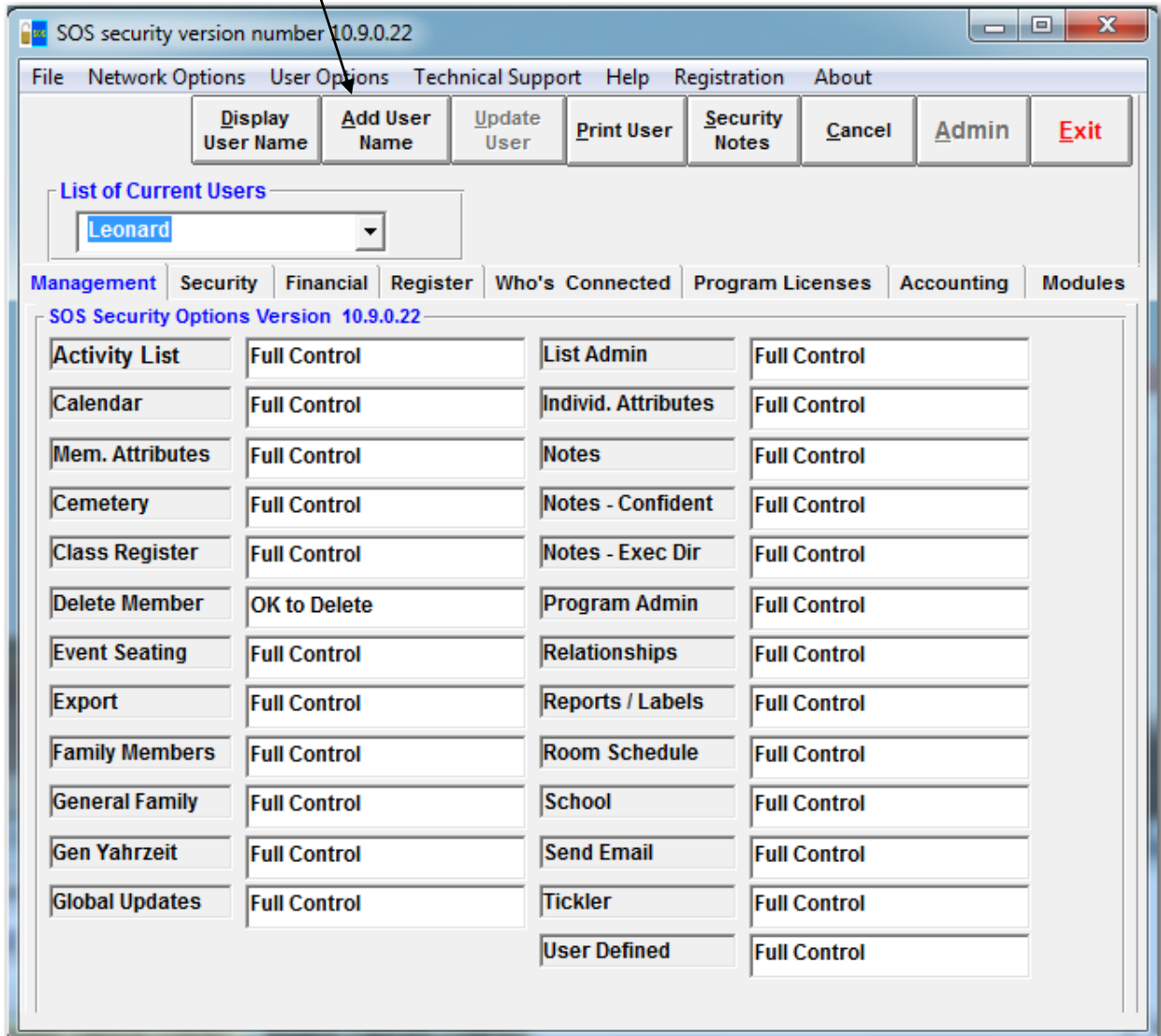
2: Enter the Administrator's User name and Password.

If you do not know it, then contact your Network Administrator.



# How to Setup user's in the SOS Security

3: Click on Add User Name



## How to Setup user's in the SOS Security

---

4: Enter the User Name and Password. These should be unique and can by letters and numbers.

Users Name (Min 3) and Password (Min 4).

Enter the user's name and password.  
Then click on accept new user.

Username:

Password:

Verify Password:

User Security Level

User  Administrator

Help Accept New User Close

5: Select Security level

User: is a standard user that cannot change add or edit user names and passwords.

Administrator: can create or edit user names and passwords.

6: Click on Accept New User

## How to Setup user's in the SOS Security

---

7: Then select the user name from the Current User List and select the appropriate user level per section of the program. User levels are

N = No Access (Default)

R = Read Only

P = Print and Read

A = Add and Update

F = Full Control

8: Important: There are 3 tabs that have security options, Management, Security and Financial.

Suggestion: You should try the security setup for one user. Then open SOS with the new user name and password and test out your security setting. This will give you a better understanding of how the system works.

Each time you change a user's security, that user must exit SOS and then sign-on again to enforce the new user security.

When you select a user, you can print their security settings form the Print User Button.

Total time to read about 60 seconds.

SOS continues to be enhanced through user comments and ideas. Please email your suggestions to [SoSSupport@ansintech.com](mailto:SoSSupport@ansintech.com)

For more details about SOS visit our web site at  
[www.ansintech.com](http://www.ansintech.com)

### **Technical Support:**

If you have any problems or questions pertaining to the operation of SOS, please be sure to call technical support or email [SOSsupport@ansintech.com](mailto:SOSsupport@ansintech.com)

Ansin Technology Group Inc. ©2011  
All rights reserved

Proprietary and Confidential information