

Creating a Voyager Login

Everyone using the Voyager system should have only one login for it. That login can be set up to be used for any or all of the modules e.g. one person might have access to Acq and Cat whereas another might just have access to Circ.

This is done through the Sysadmin module in Voyager. For each person we first set up a general login then we attach that login to each module, or rather give that person rights to each module they need.

General login

In Sysadmin

<Security>

<Operator profiles>

Check the list to see if a login has been created already. (Note: sometimes people think they don't have a login but really they don't have access to a certain module). If they already have a login check which modules they have access to (see below).

To create a new login:

<New Operator>

Fill out template:

First initial, Middle initial, Last name

Operator id = same as srv4 login (ask the person for this or check on Useradmin)

Password= we have a file of randomly generated passwords.

File on k:\voyager\pass (it is password protected , same password as Sysadmin)

use one of the passwords and add the person's name to the spreadsheet.

<Save>

This is the basic login created. You then need to go into each module profile and add the user to the list of operators.

e.g. Circ

Still in security:

<Circulation profiles>

You will see a list of different profiles. If you're not sure which one to use then ask, usually the most basic. E.g. for Circ = 'Circulation operators'; Cat = 'Cataloguing operators'; Acq= ' Acquisitions operators'.

<Circulation operators>

<Edit profile>

Click on **<Operators>**

In the left column there are 'available operators' The person's name should be in this list. Highlight the person then **<select>**. Their name should now be in the **<Selected operators>** on the right.

All the people in that list will have the same permissions.

Do exactly the same for cataloguing and acquisitions where necessary.