

S.E.E.R.

USERNAMES AND ACCESS

- User Guide: All
- 2010_1006
- Guide version 1 (for skeleton SNAPSHOT_SVN_2010_1005)

SUMMARY

Username:

User access is typically setup such that the user's actual name makes up their username...

username = [first initial of first name] + [full last name]

In the event where this scheme creates multiples of the same name, you have likely been assigned a number...

username = [first initial of first name] + [full last name] + [number]

For example, if you're name is 'John Doe', your username would be...

username = j + doe
 = jdoe

Usernames should be all lowercase ('small') letters, and ARE case sensitive (so don't type in upper case, or the system will deny your access).

Passwords:

Passwords, like usernames, should be all lowercase, to keep from becoming confusing. However, if you wish, you may change your password to include upper case letters, or any combination of upper / lower case letters, numbers, etc. Several symbols are also accepted.

Default passwords are typically the same for an entire facility.

For example, at Sorrento Buffalo, default user passwords are 'cheese', and default maintenance personnel passwords are 'maint'.

Users are encouraged, and required, to change their password once they log into the system for the first time. You can do this by going to the 'Settings' tab, and scrolling down to Level '7', change password...

LEVEL [7]

OPERATORS ONLY.

Change Your System Password

old password:

new password:



Once you've entered your existing (or 'old') and your desired ('new') passwords, you may then press the 'Go' button, and the system will be updated.

DO NOT SHARE YOUR PASSWORD WITH ANYONE! The system logs certain actions and associates them with the user who executed them. Unless you wish to take responsibility for the actions of those who you've shared your password with (which you certainly should not), then do NOT share your password.