

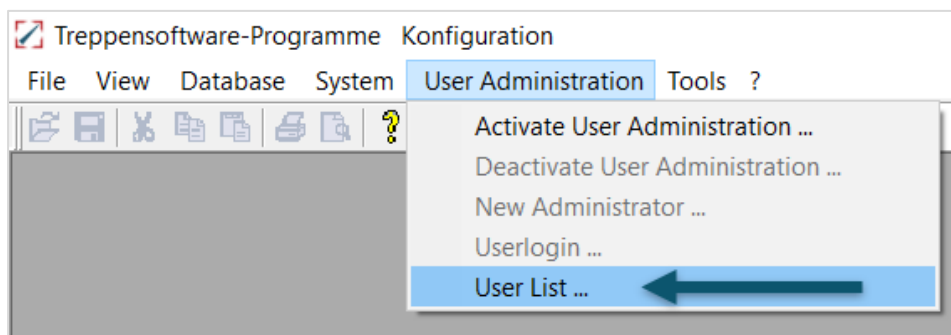
User Administration Compass Software

This document shows you how to work with the integrated user administration of Compass Software: You can organize the access rights of the employees to the software by creating user groups with different rights.

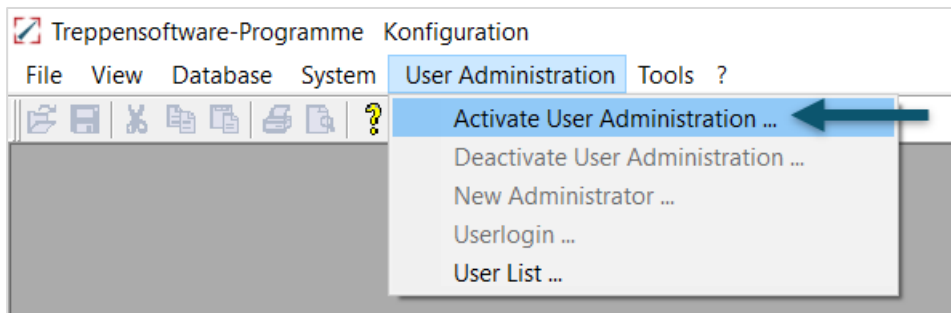
Activate the user administration

Open the configuration program of Compass Software.

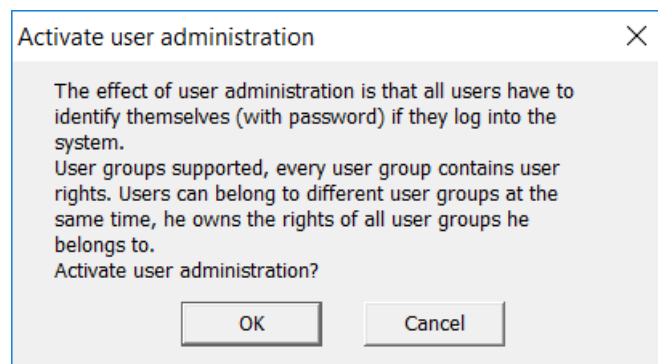
Please make sure no other user is logged in to the system. You can verify this by displaying the list of logged in users. Choose **User administration – User List ...** Only your PC should appear on the list. If not, please switch off the software on the PCs that are on this list.



After confirming the above, click on **User administration - Activate** user administration.

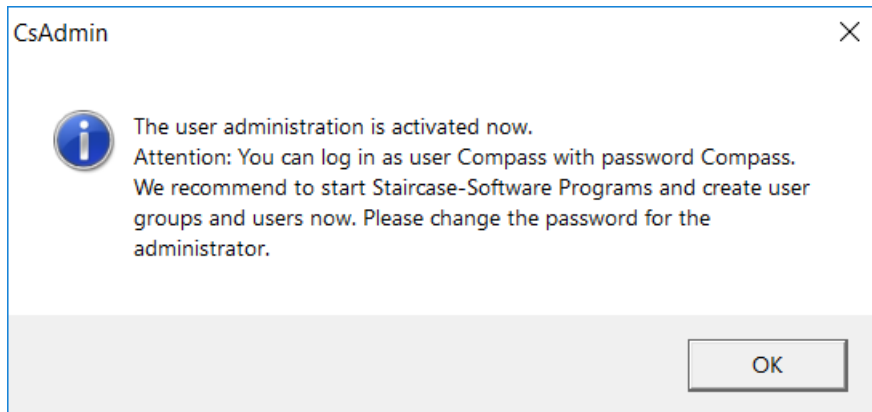


This will launch the user administration. Please confirm the following message by clicking on **OK**.



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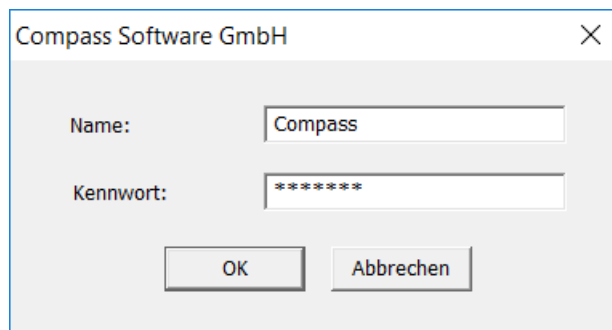
By starting up the administration a default administrator user is created by the system. Please confirm by clicking on **OK**, too.



Now please exit the configuration program.

User administration in the main program

Next step is to launch the staircase program itself. A different screen will appear asking you for a user-name and a password. Please log in using the name "Compass" and the password "Compass".



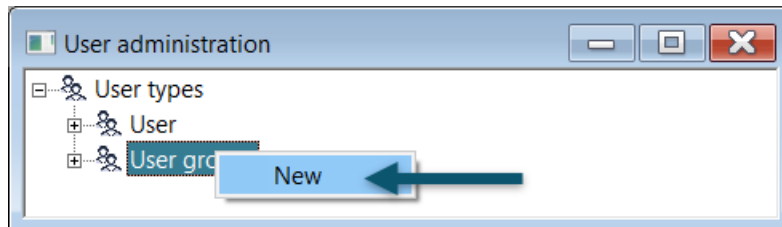
A new button is activated that was inaccessible before.
Click on this button to access the tree of users.



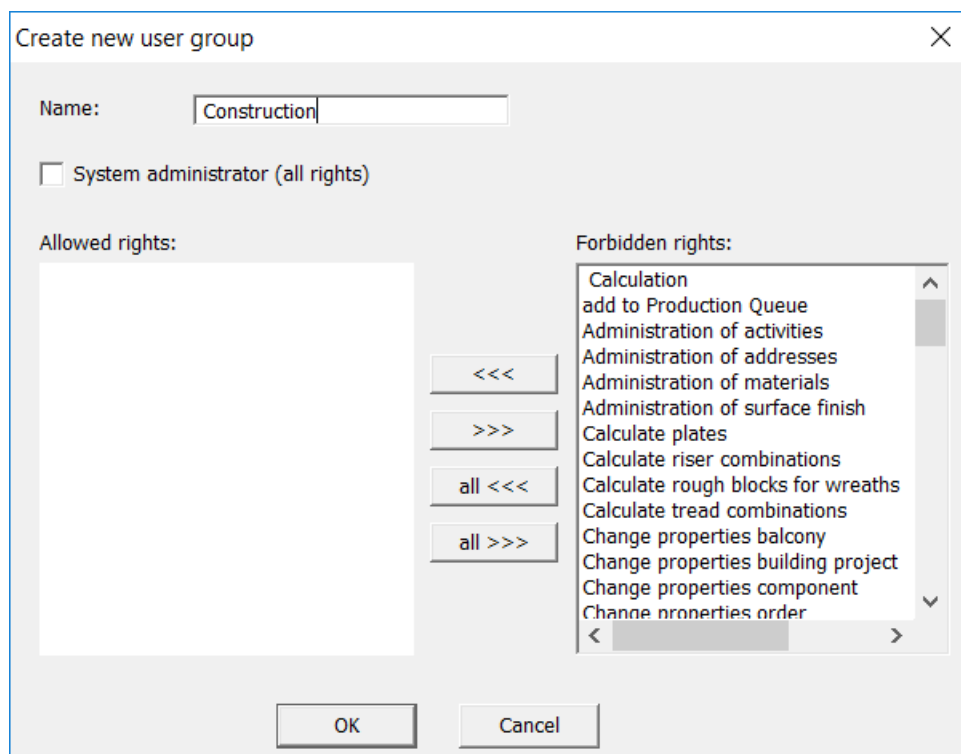
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In the tree of users, you need to create a user group at first.

Within the user groups you can define individual rights for each type of user in your workshop, design office etc. Right-click on **User groups** and choose **New**.



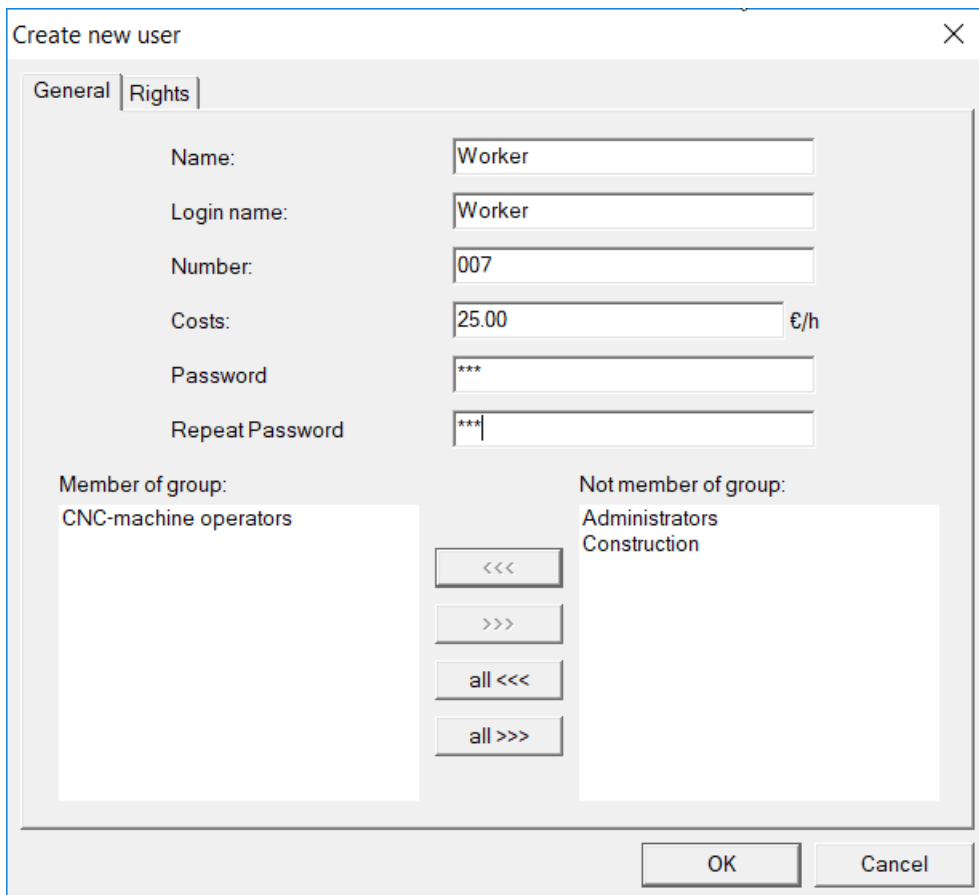
Choose a name for this group and select the rights for this group using the buttons in the middle of this menu.



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After creating the different user groups, you are ready to create users. It works the same way as creating user groups, right-click on **User** and choose **New**.

Please fill in all fields and choose the membership to desired groups; confirm the password.



Create new user

General | Rights

Name: Worker

Login name: Worker

Number: 007

Costs: 25.00 €/h

Password: ***

Repeat Password: ***

Member of group:
CNC-machine operators

Not member of group:
Administrators
Construction

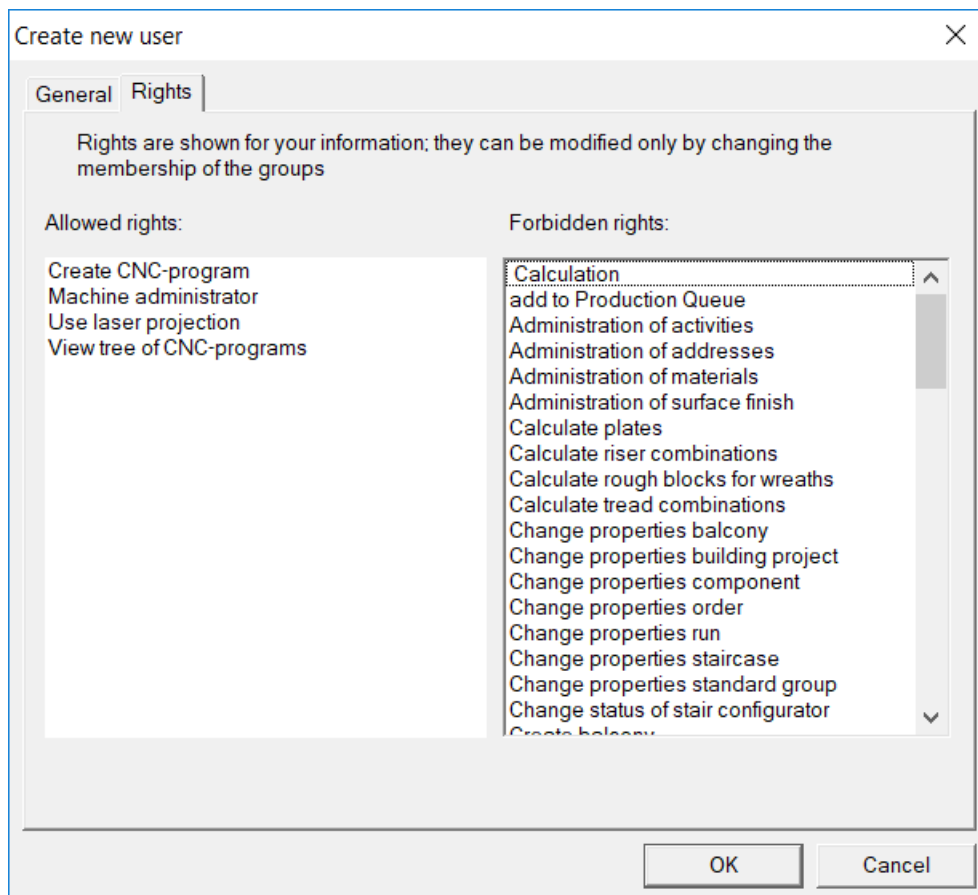
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OK Cancel

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On the second tab of this menu you will find detailed information about the rights of this user.

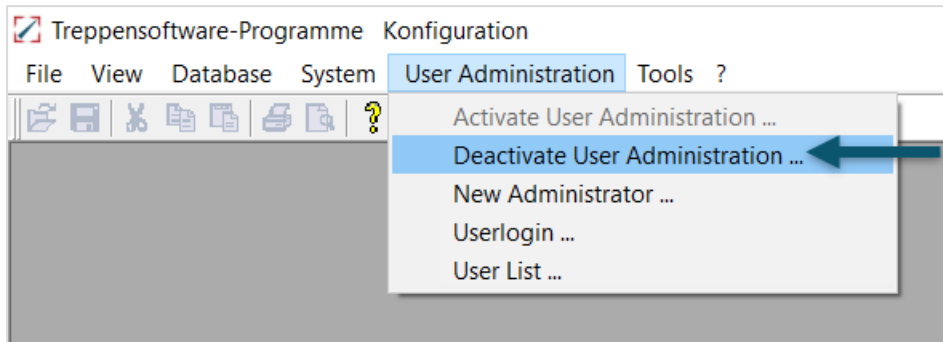
Please be aware that it is not possible to modify rights in this menu, this is only possible by modifying the group itself.



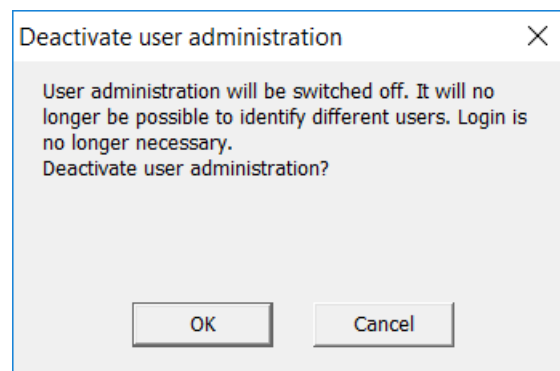
Please proceed in an analogue way for all users you wish to create.

Deactivate user administration

Open the configuration program, click on User administration – Deactivate user administration.



A message appears, please confirm it.

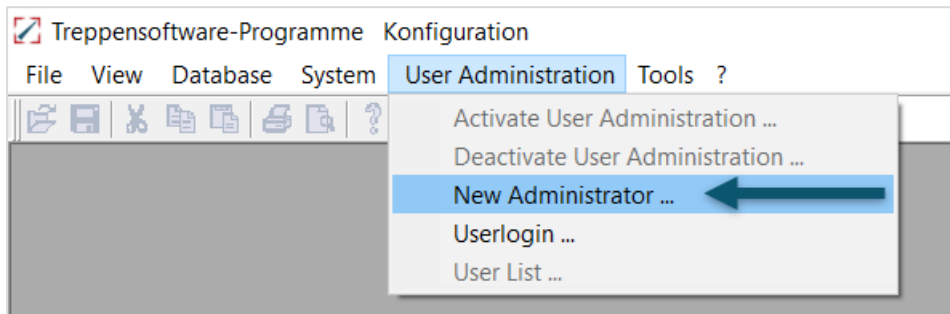


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Forgot your password?

If you should once forget the administrator password, Compass Software can help you out.

Open the configuration program, click on **User administration – New Administrator ...**



You need to contact Compass Software now and tell the random number.

By entering the reference value, you will have access to the user administration again.

