

User Login Setup

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Additional security options are available at *Hub / Setup / Users* by selecting **Options** and/or **Location Restrictions**. The optional Agvance user security found by selecting **Options** serves to control access to data. Access to the User area of the program requires a password that is acquired from SSI although an administrative override is available. Before SSI can help establish either user or database passwords, a Password Authorization form must be signed by the owner/manager of the facility. For more on this, see [Password Authorization Form](#).

The User ID in the Agvance system has two functions:

- **Multi-user, network traffic control** – The Agvance User ID maintains data integrity when several people are working in the same database for protection of sensitive information of the company. For this reason, each workstation must come into the Agvance program with a unique User ID.
Note: If operating more than one company on the same server, setup unique user IDs for those people accessing both companies.
- **Security** – Each user is assigned to a security role determined by the owner/manager of the facility. These security roles determine the menu choices and window options available to the users. The roles must be established before users are added. Roles vary from company to company depending on how Agvance is used and by how many people.

Options

User Login Setup

Minimum Character Length of User Password

Number of Days before Password Expires
(0 = Never Expires)

Number of Passwords Added before Reuse
(0 = No Checking)

Require at Least One Special Character

Login Using User First Name Instead of User ID

Allow Viewing User List at Login Screen

- **Minimum Character Length of User Password** – Enter the minimum number of characters allowed for the user's password.
- **Number of Days before Password Expires** – Enter the number of days a password is valid before a user receives a message that the password must be changed. The message to change the password is received when logging into Agvance.

- **Number of Passwords Added before Reuse** – Enter the number of previous passwords to be remembered, disallowing the user to reuse those passwords. Up to 10 prior passwords may be logged. Entering a 0 here disables checking for previously used passwords.
- **Set All User Passwords to Expired** – This is used by the security administrator to require all users to enter a new password as they log into Agvance.
- **Require at Least One Special Character** – Selecting this option requires at least one special character (@, &, *) in the user’s password.
- **Login Using User First Name Instead of User ID** – Mark this option to use the user’s first name to log into Agvance.
- **Allow Viewing User List at Login Screen** – This option allows double-clicking to display a list of users when logging into Agvance.

Location Restrictions

This batch edit option allows various restrictions of users for a particular Location to be updated. Select the *Location* and the *Restriction*, then choose **Load Grid** to have access to all users. Select the *Restrict* option for any user that should be restricted from the selected Restriction/Location. Choosing **Reset Grid** clears the grid for another *Location* or *Restriction* type to be selected.

The screenshot shows a window titled "User Location Restrictions" with a close button (X) in the top right corner. Below the title bar, there are two dropdown menus: "Location" set to "00MAIN" and "Restriction" set to "Login". To the right of these dropdowns are two buttons: "Load Grid" and "Reset Grid". Below the dropdowns is a table with the following columns: "Restrict", "User ID", "User Name", and "User Role". The table contains 9 rows of data. At the bottom of the window, there are four buttons: "Tag All", "Untag All", "Update", and "Done".

	Restrict	User ID	User Name	User Role
1	<input type="checkbox"/>	1	Counter	Admin
2	<input type="checkbox"/>	1RE	Robert Ellis	Admin
3	<input type="checkbox"/>	2	Fully Res...	All Menus Restricted
4	<input type="checkbox"/>	ABC	Sally Boo...	Admin
5	<input type="checkbox"/>	KB	Karli Ben...	Admin
6	<input type="checkbox"/>	FUJ	Fred Jones	Credit Manager
7	<input type="checkbox"/>	JK	Julie Kirk	Admin
8	<input type="checkbox"/>	JM	James C...	Admin
9	<input type="checkbox"/>	MH	Missy Ha...	Admin