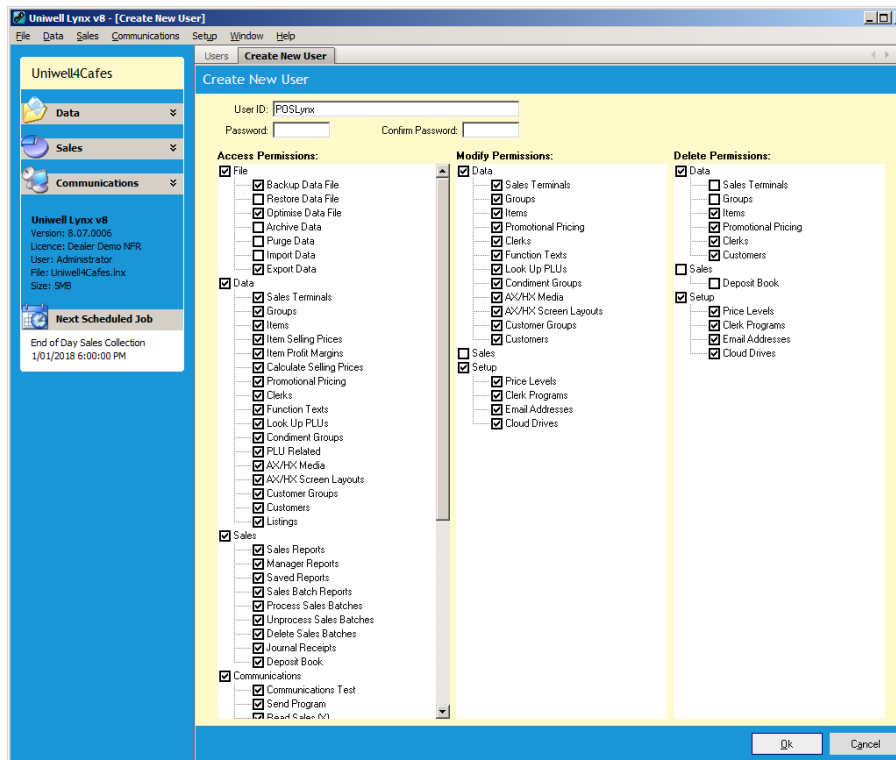


## Topic: SETTING UP USER SECURITY

Uniwell Lynx allows you to limit the access of designated users of the software to specific areas.

FAQ How can I create a new user and set their permissions?

- Go to the 'Users' screen on the Setup menu
- Add a new user
- Enter the user's name and an initial password
  - Note: the password can be securely changed by the user once they have logged into Uniwell Lynx
- Untick sections of the software that you do not wish the new user to have access to
  - You can also give them access to a section of the software, but not allow them to modify or delete records within that section



FAQ Why can't I change the permissions for the Administrator user?

- The Administrator user has full access to all of the software. A password can be set for Administrator. **It is critical that the Administrator password is not forgotten, but kept secure.**

FAQ How can the currently logged-in user change their password without getting access to the User Security screen?

- Go to the 'Change Password' screen on the Setup menu

FAQ Is there a report in Uniwell Lynx that can show me who has been accessing the program and what they have been doing?

- Yes, a User Log is available in the Manager Reports screen of Uniwell Lynx. It provides information about which User has opened the software, as well as some limited detail regarding critical functions they have performed.