

FP2 - TIP 'O THE WEEK #92

PASSWORD SECURITY



Password Security

FirePro 2 has passwords that can be set differently for each user, allowing the System Administrator to control access to all parts of the system, including sensitive areas such as personnel and payroll, and other department records.

When you first install FirePro 2, there is a default administrative password. We recommend that you choose a new Master Password of up to 15 characters to replace the default. Only the System Administrator should know this password, which is required to gain full access to the Set-Up and Maintenance menus.

To access the password window, go to Set-Up → Passwords

There are two Password Window Tabs; the **Other Users** Tab, and the **Administrator's** Tab. The Other Users Tab is used to enter the security settings for each individual FP2 user. The Administrator's tab simply records the name and password of the Administrator and his/her start-up settings. The administrator is granted access full access and editing privileges in all areas of FP2.

Within the "Other Users" tab, there are three tabs; "Classic Modules", "Other Modules", and "Reminders". This allows you to set access levels for different modules.

Toward the right of the window, you will see two other tabs – **Other Reports** and **My Inspections**. Checking these boxes will specify the reports and reminders that are displayed to the user when they log onto the system.

Note: Only reminders selected from the "Reminders" tab and for the stations chosen for this user will show (see below).

One item to note:

Stations(s) – if this field is left blank or has a zero in it, then the user will have access to records for all stations. Insert station numbers here to limit which data the user will see. In the example below, the user will only see records from stations 1 and 3, with station 1 being the default station for this user.

The screenshot shows the 'Passwords & User Options' window. The 'Other Users' tab is active, and the 'Administrator' sub-tab is selected. The user's name is 'SJOHNSON', the password is '789', and the station(s) are '1,3'. The 'FireFighter' is 'Johnson Suzie'. The 'Classic Modules' tab is active, showing a list of modules with checkboxes for 'View Only', 'Add/Edit', and 'Delete'. The 'Other Reports' and 'My Inspections' tabs are also visible on the right side of the window.

Module	View Only	Add/Edit	Delete	Officer Status	Mngmnt Reports
Properties	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Inspection Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incident Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Setters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Incident Investigations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Property Letters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Property Pre-plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Fire Fighters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Standby Assignments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Meetings & Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budgets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Acct Transactions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Contact Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Inventory - Defects & Service Rec.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Reminders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Hydrants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Also note that you can give access to the Maintenance menu to any user. If the user is from a different department (By-Law or Building), you can give them access only to those menu items.

There are many more options on this window and it is worth going over the manual for this. For more details on the Passwords window, see the "Set-Up" chapter of the FirePro 2 Manual – you can view it online, or download it from <http://www.ingenioussoftware.com/downloadman.htm>



Quote of the week:

"I grew up with six brothers. That's how I learned to dance -waiting for the bathroom." *Bob Hope*