



Limousine Management Systems

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How to Set Up a Security File

SUMMARY

The Security feature allows management to assign different security levels and restrictions to any staff member using the LMS Gold for Windows program. Restriction of entry into individual sections is available in one of three methods: full access, viewing capability only or no access. The Security feature is optional for the single user program but is required in the Multi-User version. The program comes with 5 user login names, **USER1**, **USER2**, **USER3**, **USER4**, and **USER5**. The 5 user names have full access to the program. The user name, password and security level can be edited and/or new users can be added to Security.

HOW TO ADD A USER IN SECURITY

To add a new user, the user must have access to add in their Security file. When first opening the LMS Gold for Windows program, a login window will appear. The name that was used to log on to Windows will appear in the **User Name** field. If possible, it is recommended to use the same name for this user in the LMS Gold Security file.

1. Click on **Systems** on the upper menu then click on **Security**. A **Security Maintenance** window will open, click on **Add**.
2. Enter the new **User Name** and **Password**. The User name and Password can contain up to 10 characters, *excluding* punctuation characters such as /?,:.;"' ; . Screen tabs are available for different areas of the program. Select a tab. The first selection of each screen is for accessing that portion of the program. For example on the Reservation security screen the first selection is **Reservation Access**. If the user should have limited or full access, then a check mark must be in this box. If this box is not checked, the user will not have access at all.
3. Continue placing a check mark in the boxes for access to the areas of the program.
4. When finished with one security screen, click on the tab for the next security screen.
5. When all the screens have been completed, click on **Save** then click on **Close**.

HOW TO EDIT A USER IN SECURITY

To edit another user, the user must have access to edit users in their Security file.

1. Click on **Systems** on the upper menu then click on **Security**. A **Security Maintenance** window will open, click on **Browse**.
2. Highlight the user name to edit then click on **Close** and click on **Edit**.
3. The **User Name** and **Password** can be edited if necessary. Screens tabs are available for different areas of the program. Select a tab for editing. The first selection of each screen is for accessing that portion of the program. For example on the Reservation security

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screen the first selection is **Reservation Access**. If the user should have limited or full access, then a check mark must be in this box. If this box is not checked, the user will not have access at all.

4. Continue placing a check mark in the boxes for access to the areas of the program.
5. When finished with one security screen, click on the tab for the next security screen.
6. Once the changes have been made click on **Save** then click on **Close**.

Rev PC 07/04