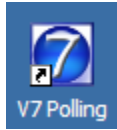
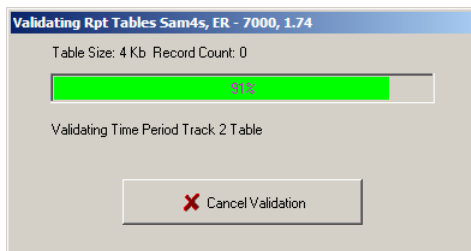


Employee Login/Logout

Login



1. To login to the V7 software, click on the V7 icon on the desktop.



2. The screen will open as the Report Tables are validated. *Note: Please allow the validation process to finish.*



3. If no employees are setup in the **Setup\Security** area, the software will open to the main screen.

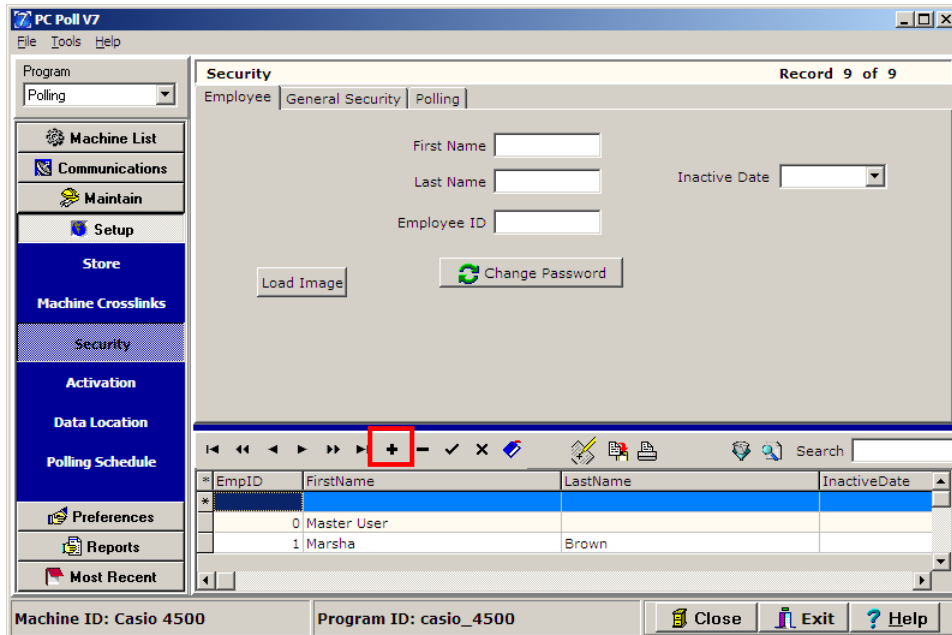


4. If employees have been setup with passwords, the screen above will open with the employees listed. If an image was picked for each employee, it will appear beside the employee's first name.



5. Click on the icon and a password entry box will appear. Enter the password. Click the blue arrow next to the name or click the **Enter** key on the keyboard.

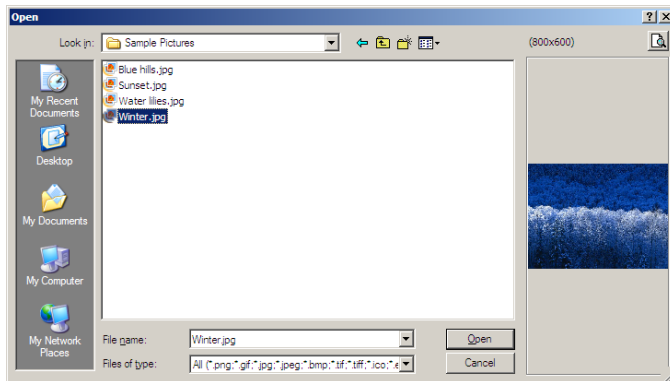
Adding an Employee to the Login Screen



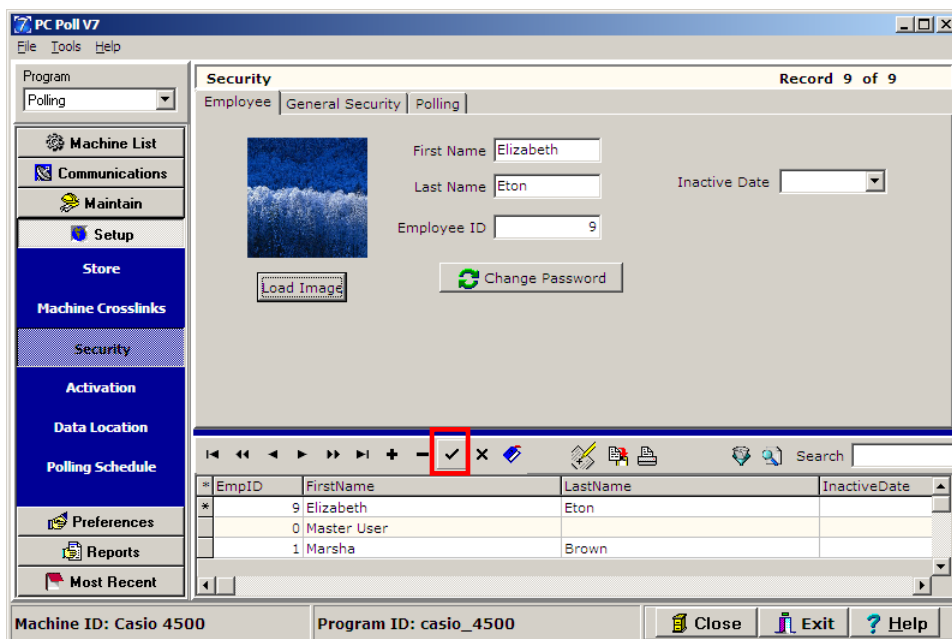
1. An Employee can be added to the Login Screen in the **Security** area from the left hand menu. Click on the **Setup** button and then **Security**.
2. Click on the plus sign **+** button on the toolbar to add an employee.
3. Enter a **First Name**, **Last Name**, and **Employee ID number**.



4. Click the **Change Password** button to add or change a password for this employee. Click **OK**.

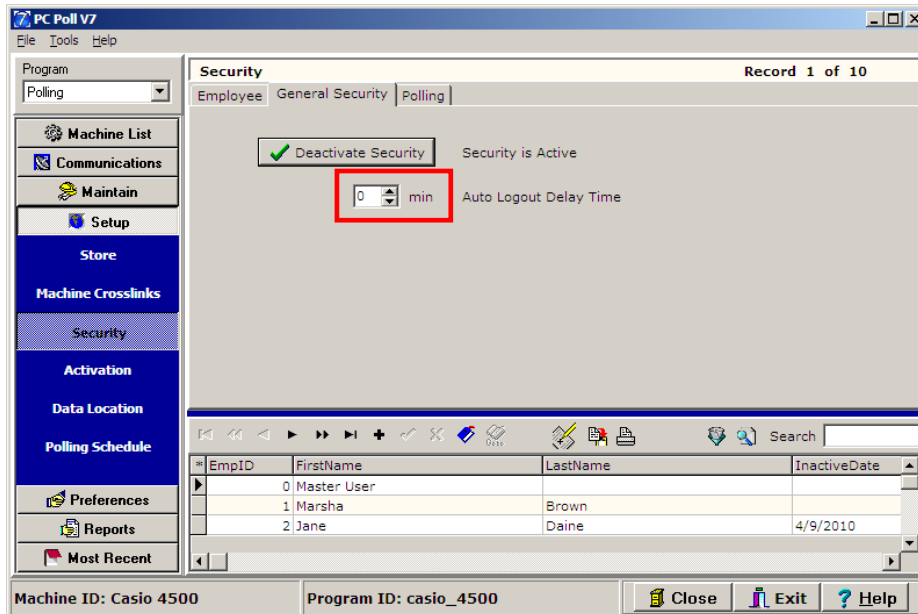


5. Click **Load Image** to browse for an image to add to the login screen for this new employee.



6. To save the new employee just added, click the check mark button on the toolbar.

Changing the Auto Logout Delay Time

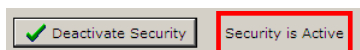


1. The number of minutes that the system waits before the current user is auto logged out because of inactivity can be changed on the **General Security** tab.



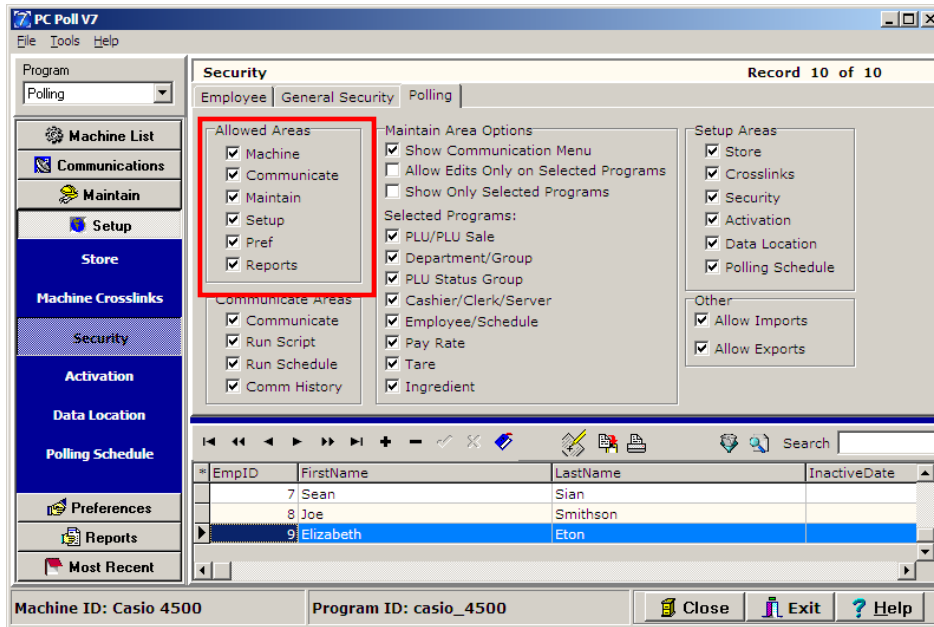
2. Type in the minute entry box the number of minutes to delay before automatically logging out the current user. The up and down arrows can also be used by clicking on them to add or subtract minutes.

Activating and Deactivating Security



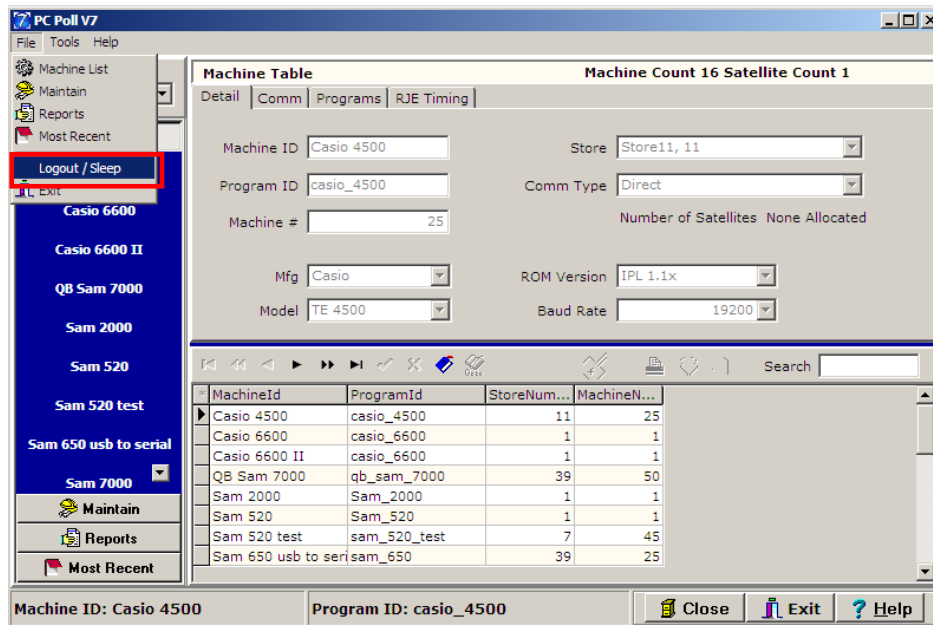
Security can be activated or deactivated by clicking on the **Activate Security/Deactivate Security** button above. Click once activates the security and clicking again deactivates it. The state of the Security features is shown next to the button. In the example above, **Security is Active** is displayed letting the user know that the Security is indeed active. Changes are activated once the software is closed and reopened.

Setting up Employee Permissions



Click on the **Polling** tab to select the areas the new employee is allowed to access. Click the check mark button on the toolbar to save the new employee. Disabling **Allowed Areas** will completely hide that area of the software. The other options simply disable submenus within the **Allowed Areas**.

Logout



1. To logout of Version 7, go to the **File** menu at the top of the screen for V7 Polling and scroll down to **Logout/Sleep**.



2. The current user will be logged out of the software. The login screen will appear.