MXFClient Administration Instructions

1. The Admin User

The MXFClient stores information about users in an MS Access database which is automatically created the first time that the client is run. When the database is created, only one user is included, the 'admin' user. The admin user has rights to perform every possible operation in the MXFClient. To login as admin, start the client by selecting its shortcut from the Start menu. When presented with the Login form, enter 'admin' as the user name and enter the password in the password box. The password is not contained in this document. To learn the password, please call Chris Vicary at (352)392-9020 ex.323 or Maggie Hogue at (352)392-9020 ex.350. Once the user has logged in as 'admin' s/he is able to add new users to the users database.

2. Creating new users

1. Log in as 'admin' or any other top level user (at the time of the first login, 'admin' will be the only top level user.).

2. From the 'Module' menu, select 'Administration' to open the administrative interface.

3. From the 'Users' menu, select 'Add new user' to access the 'Add User' dialogue box.

4. The add user dialogue box requires the administrator to enter two pieces of information:

   - 'User name' is the login ID of the new user. The user name is case-sensitive.
   - 'Permission level' is the group of rights that the new user will have. If a user is created with a permission level of 'top' they will have rights equivalent to the admin, and so they will be able to create new users.

3. New user login

Once a new user has been added to the client, the user will automatically be assigned the password of 'changeme'. When the new user logs in to the client for the first time, they will be prompted to change their password. To accomplish this:

1. Start the MXFClient by selecting its shortcut from the Start menu.
2. Enter the new user name for the user name and enter 'changeme' as the password.

3. The user will now be informed that they are using the default password and will be prompted to change it.

4. The 'Change password' dialogue box will appear. The user must then type their new password twice to verify correct spelling.

5. Once the new password has been entered in both of the password boxes, select the 'Change password' button.

6. The password will now be updated and the client will open.

4. Viewing and modifying user information

1. Log in to the client using a user ID with a permission level of 'top'.

2. From the 'Module' menu, select 'Administration' to open the administrative interface.

3. From the 'Users' menu, select 'Modify user' to open the 'View/Modify User Information' dialogue box.

4. Chose a user from the 'Select user' combo box to display the user's information.

5. To reset the user's password to the default password of 'changeme', click the button labeled, 'Reset password'. The client will show a message verifying that the password has been reset.

6. To change the permission level of the user, chose a new permission level from the 'Permission level' combo box and then click the button labeled, 'Update user info'.

7. To remove the user, click the 'Remove user' button and the user information will be cleared from the input boxes and will be deleted from the users database.