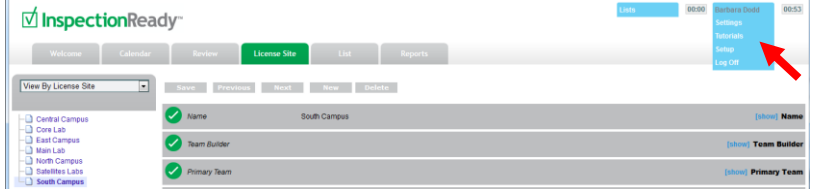
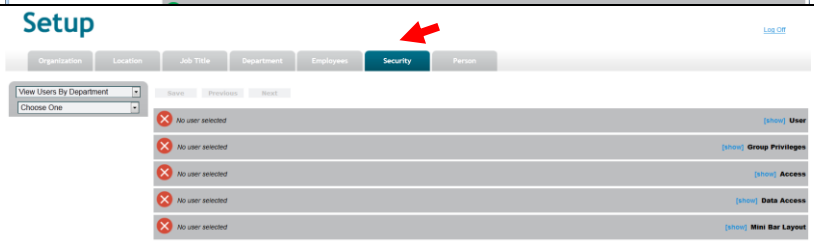
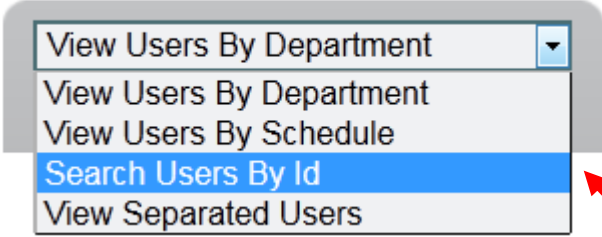
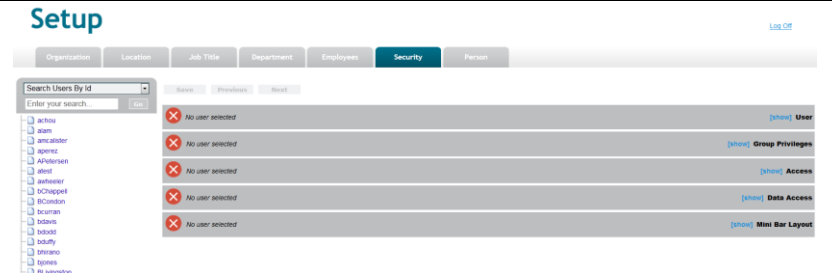
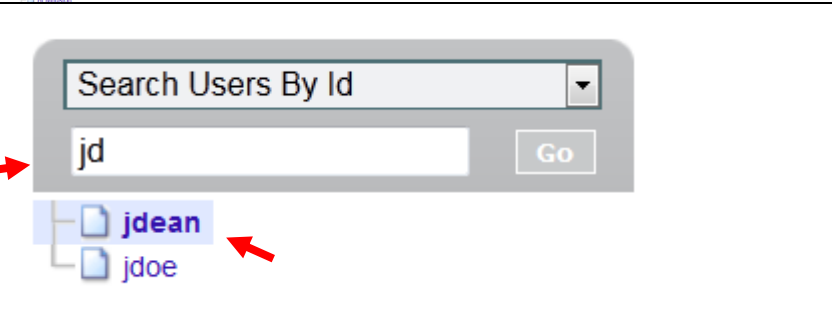

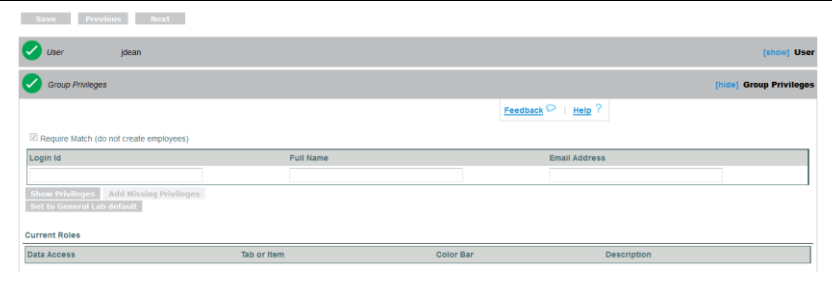
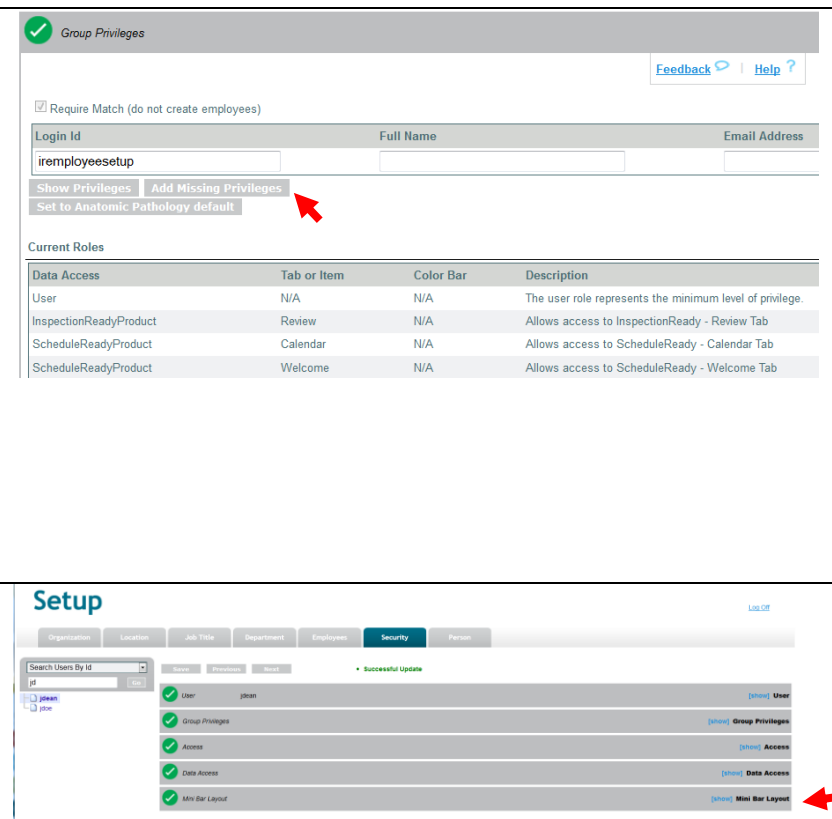


Security Set Up	
Step	Action
1.	Security privileges for an employee determine what the employee has access to in the InspectionReady software. The software is fairly flexible in what access can be given to an employee. For this training, we will set up privileges for Admins (full access) and for Employees (those who only receive tasks) . Initially your Implementation Specialist will set up the privileges for all of your Admins, and will always be available to assist you in setting up privileges for a Admin/employee, or to make changes.
2.	We will now set up the security settings for an employee (one who will be assigned tasks). This feature is only accessible to the Admins; employees are unable to perform any setups. Select Setup from the drop-down menu in the upper right-hand corner. 
3.	Select the Security Tab . 
4.	From the drop-down menu on the left of your screen, select Search Users By ID. 

5.	You will see a list of users by their User ID listed.	
6.	<p>Enter the User ID for the employee you want to set up their security, and select Go. You may enter a couple of letters and the system will automatically show you a list. Select the user you are working with.</p> <p>For this example, we will select jdean.</p>	
7.	Select the Group Privileges color bar.	
8.	This feature allows us to copy the privileges from an employee and use it for this one. Enter the Id of the employee you want to use. Once you find the employee you want, click Show Privileges to see what that employee has access. To copy the privileges of the employee in the employee identity bar, simply select the employee you wish to receive those privileges on the left, and then click Copy Privileges . Copying privileges multiple times to the same user or copying privileges from a person to himself or herself has no effect.	

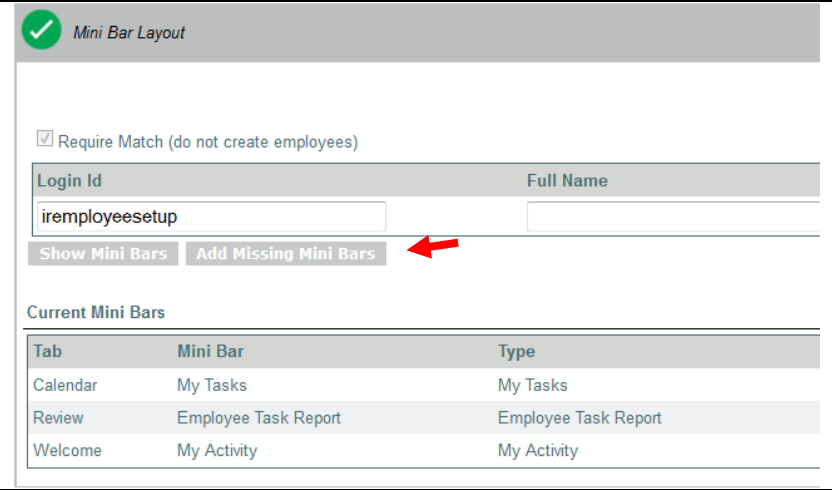
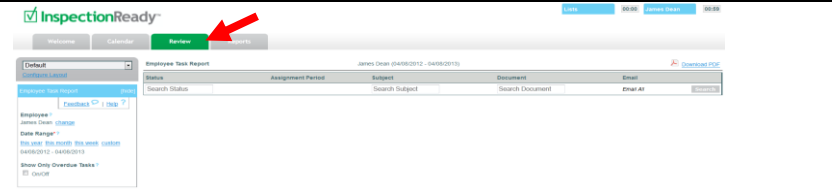
9. To simplify this process for you, we have set up a “mock employee” called “iremployeesetup” and have given them the privileges you would normally give to an employee who receives tasks to complete. Iremployeesetup has access to the **Welcome, Calendar and Review Tabs**. We want the same privileges for JDean, so we will select **Add Missing Privileges**. This step copies the privileges for the Access and Data Access color bars.
- Select Save.**
- You may also set the privileges for an employee without using the **Group Priviledges** color bar. We will not go through that process at this time. It’s really not necessary since using the Group Priviledges feature is much simpler and quicker.
10. We also need to copy the privileges for the Mini Bars. A mini bar is the small bar that displays on the left side of the Calendar, Welcome, Review, etc. tabs.
- Select the **Mini Bar Layout** color bar.



The top screenshot shows the 'Group Privileges' page. It includes a 'Require Match' checkbox, a table with columns for 'Login Id', 'Full Name', and 'Email Address', and buttons for 'Show Privileges', 'Add Missing Privileges', and 'Set to Anatomic Pathology default'. A red arrow points to the 'Add Missing Privileges' button.

Data Access	Tab or Item	Color Bar	Description
User	N/A	N/A	The user role represents the minimum level of privilege.
InspectionReadyProduct	Review	N/A	Allows access to InspectionReady - Review Tab
ScheduleReadyProduct	Calendar	N/A	Allows access to ScheduleReady - Calendar Tab
ScheduleReadyProduct	Welcome	N/A	Allows access to ScheduleReady - Welcome Tab

The bottom screenshot shows the 'Setup' page under the 'Security' tab. It displays a list of settings for user 'jdean', including 'User', 'Group Privileges', 'Access', 'Data Access', and 'Mini Bar Layout'. A red arrow points to the 'Mini Bar Layout' setting.

11.	Again, type in “iremployeesetup”, select Show Mini Bars , Select Add Missing Mini Bars .	 <table border="1" data-bbox="1119 574 1906 711"> <thead> <tr> <th>Tab</th> <th>Mini Bar</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Calendar</td> <td>My Tasks</td> <td>My Tasks</td> </tr> <tr> <td>Review</td> <td>Employee Task Report</td> <td>Employee Task Report</td> </tr> <tr> <td>Welcome</td> <td>My Activity</td> <td>My Activity</td> </tr> </tbody> </table>	Tab	Mini Bar	Type	Calendar	My Tasks	My Tasks	Review	Employee Task Report	Employee Task Report	Welcome	My Activity	My Activity
Tab	Mini Bar	Type												
Calendar	My Tasks	My Tasks												
Review	Employee Task Report	Employee Task Report												
Welcome	My Activity	My Activity												
12.	We have now logged in as James Dean. He has the Review Tab as we set up earlier.													
13.	To set up the privileges for Admins – follow the steps above 2-12. This time, use the mock employee named “iradminsetup” and copy it’s privileges to the employee who will be an admin.													