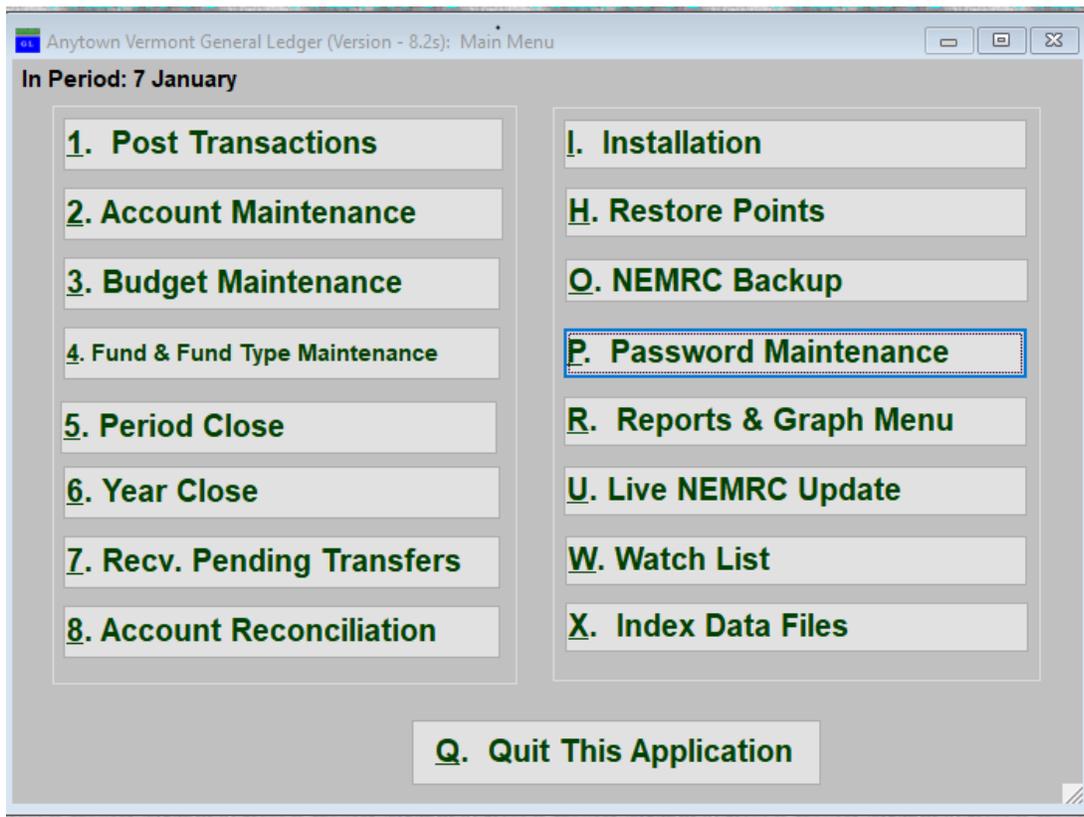


General

P. PASSWORD MAINTENANCE

Passwords are used to control who may do what within an application. Each application has its own password with settings that are specific to that that password.

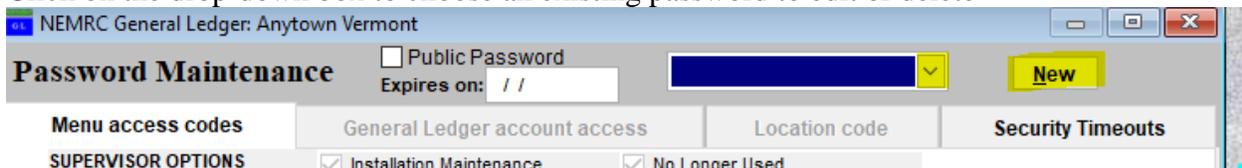
It is important to have a Password Policy. It would be best to work with your IT Support Specialist and staff to create a policy together. The policy should include the person/position who has Supervisor Level privileges to maintain the passwords for your NEMRC program. Each staff member who uses the program should be assigned their own password and set up with only the privileges needed to perform their duties.



Click on “P. Password Maintenance” from the Main Menu of any NEMRC module. The following window will appear (not the same exact window, as the privileges will change between modules):

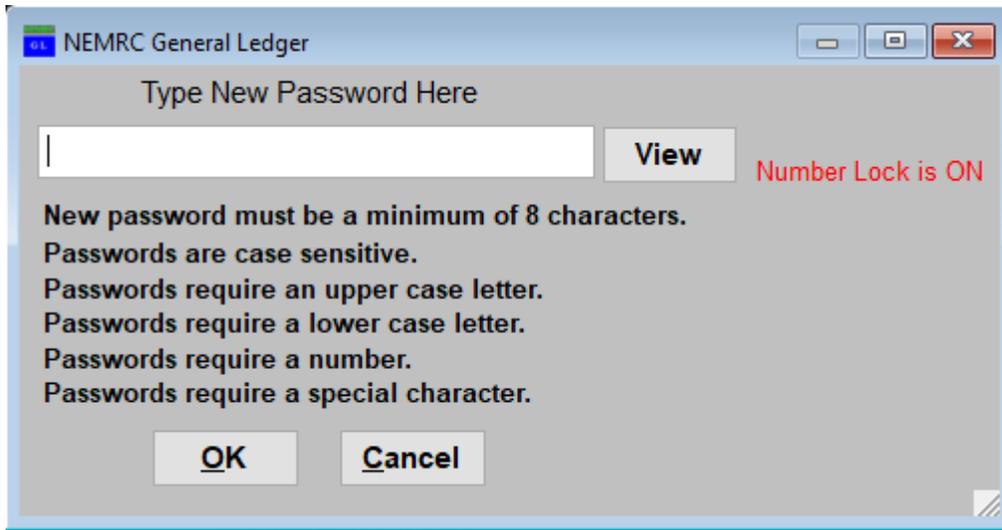
Click NEW to create a new password

Click on the drop-down box to choose an existing password to edit or delete



General

The password must meet the following criteria below. As you input your new password, each criterion will turn green when it is met. Once you have met the minimum you will be able to click ok and choose the privileges you want this password to have.



NEMRC General Ledger

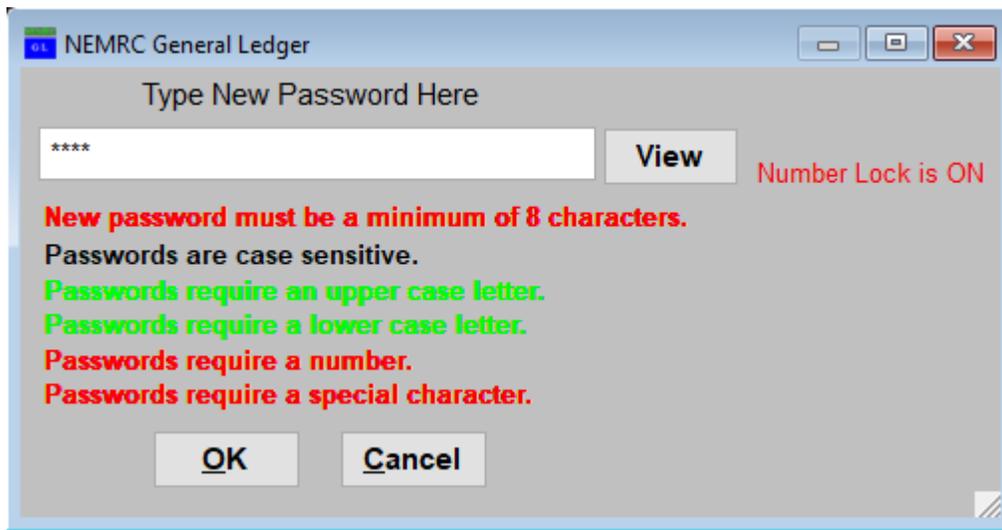
Type New Password Here

View Number Lock is ON

New password must be a minimum of 8 characters.
Passwords are case sensitive.
Passwords require an upper case letter.
Passwords require a lower case letter.
Passwords require a number.
Passwords require a special character.

OK **Cancel**

Notice that the criterion is changing to the color green when it is met.



NEMRC General Ledger

Type New Password Here

View Number Lock is ON

New password must be a minimum of 8 characters.
Passwords are case sensitive.
Passwords require an upper case letter.
Passwords require a lower case letter.
Passwords require a number.
Passwords require a special character.

OK **Cancel**

General

Now you may set the privileges for this password.

Public Password Expires on: // **Testp@ssword44** **New**

Menu access codes	General Ledger account access	Location code	Security Timeouts
SUPERVISOR OPTIONS	<input type="checkbox"/> Installation Maintenance	<input type="checkbox"/> No Longer Used	
<input type="checkbox"/> Supervisor Level Access	<input type="checkbox"/> Online NEMRC Backup	<input type="checkbox"/> Delete an Account	
<input type="checkbox"/> All Budget Maintenance	<input type="checkbox"/> Password Maintenance	<input type="checkbox"/> Delete History Files	
<input type="checkbox"/> Access to All Main Menu Items	<input type="checkbox"/> Live NEMRC Update	<input type="checkbox"/> Receive Pending Transfers	
<input type="checkbox"/> Access to All Reports	<input type="checkbox"/> Watch List	<input type="checkbox"/> Add/Edit/Delete Watches	
<input type="checkbox"/> All Special Options	<input type="checkbox"/> Index Data Files		
BUDGET MENU	REPORTS MENU		
<input type="checkbox"/> Current Year Budget Maintenance	<input type="checkbox"/> Posting Register Report		
<input type="checkbox"/> Post Final Budget	<input type="checkbox"/> Chart of Accounts Report		
<input type="checkbox"/> Anticipated Budgets	<input type="checkbox"/> Trial Balance		
<input type="checkbox"/> Next Year Budgets	<input type="checkbox"/> Balance Sheet		
<input type="checkbox"/> Last Year Budgets	<input type="checkbox"/> Detail Transactions Report		
<input type="checkbox"/> Export Budgets to Spreadsheets	<input type="checkbox"/> Revenue Report		
<input type="checkbox"/> NEMRC Document Delivery Dispat	<input type="checkbox"/> Expense Report		
MAIN MENU	<input type="checkbox"/> Batch Detail Report		
<input type="checkbox"/> Post Transactions	<input type="checkbox"/> Budget Status Report		
<input type="checkbox"/> Account Maintenance	<input type="checkbox"/> Comparative Budget Report		
<input type="checkbox"/> Budget Maintenance	<input type="checkbox"/> Budget Worksheet Report		
<input type="checkbox"/> Fund and Fund Type Maintenance	<input type="checkbox"/> Reconciliation Report		
<input type="checkbox"/> Period Close	<input type="checkbox"/> Budget Maintenance Report		
<input type="checkbox"/> Year Close	<input type="checkbox"/> Custom Reports and Routines		
<input type="checkbox"/> Account Reconciliation	<input type="checkbox"/> Custom Reports and Routines		
<input type="checkbox"/> Restore Points	SPECIAL OPTIONS		

Delete **OK** **Cancel**

PRIVILEGES: Once you have selected the password you wish to edit/delete or create a new password, you may change the Privileges that are set for that password.

General

The following is an example of a General Ledger Module Password Maintenance screen.

Menu access codes	General Ledger account access	Location code	Security Timeouts
SUPERVISOR OPTIONS	<input type="checkbox"/> Installation Maintenance	<input type="checkbox"/> No Longer Used	
<input type="checkbox"/> Supervisor Level Access	<input type="checkbox"/> Online NEMRC Backup	<input type="checkbox"/> Delete an Account	
<input type="checkbox"/> All Budget Maintenance	<input type="checkbox"/> Password Maintenance	<input type="checkbox"/> Delete History Files	
<input type="checkbox"/> Access to All Main Menu Items	<input type="checkbox"/> Live NEMRC Update	<input type="checkbox"/> Receive Pending Transfers	
<input type="checkbox"/> Access to All Reports	<input type="checkbox"/> Watch List	<input type="checkbox"/> Add/Edit/Delete Watches	
<input type="checkbox"/> All Special Options	<input type="checkbox"/> Index Data Files		
BUDGET MENU	REPORTS MENU		
<input type="checkbox"/> Current Year Budget Maintenance	<input type="checkbox"/> Posting Register Report		
<input type="checkbox"/> Post Final Budget	<input type="checkbox"/> Chart of Accounts Report		
<input type="checkbox"/> Anticipated Budgets	<input type="checkbox"/> Trial Balance		
<input type="checkbox"/> Next Year Budgets	<input type="checkbox"/> Balance Sheet		
<input type="checkbox"/> Last Year Budgets	<input type="checkbox"/> Detail Transactions Report		
<input type="checkbox"/> Export Budgets to Spreadsheets	<input type="checkbox"/> Revenue Report		
<input type="checkbox"/> NEMRC Document Delivery Dispal	<input type="checkbox"/> Expense Report		
MAIN MENU	<input type="checkbox"/> Batch Detail Report		
<input type="checkbox"/> Post Transactions	<input type="checkbox"/> Budget Status Report		
<input type="checkbox"/> Account Maintenance	<input type="checkbox"/> Comparative Budget Report		
<input type="checkbox"/> Budget Maintenance	<input type="checkbox"/> Budget Worksheet Report		
<input type="checkbox"/> Fund and Fund Type Maintenance	<input type="checkbox"/> Reconciliation Report		
<input type="checkbox"/> Period Close	<input type="checkbox"/> Budget Maintenance Report		
<input type="checkbox"/> Year Close	<input type="checkbox"/> Custom Reports and Routines		
<input type="checkbox"/> Account Reconciliation	<input type="checkbox"/> Custom Reports and Routines		
<input type="checkbox"/> Restore Points	SPECIAL OPTIONS		

SUPERVISOR OPTIONS: If this password is to be for the Supervisor of this module, then check (by clicking) the box next to Supervisor Level Access. Otherwise, choose which privileges someone who used this password to log into this module may have.

BUDGET MENU, MAIN MENU, REPORTS MENU: Under each of these headings there are options for specific privileges. You can choose one or a few. If you want this password to have all of the privileges under a heading then select each one or click the one box under the Supervisor Options. Example: Access to all main menu items.

PUBLIC PASSWORD: This option allows you to set up a password with limited privileges that would be used by the “public.” In general ledger it would allow this password to have the ability to look at and run reports but not change any data.

General

The screenshot shows the 'Password Maintenance' window for 'NEMRC General Ledger: Anytown Vermont'. The 'Public Password' checkbox is unchecked. The password is 'Testp@ssword44' and expires on '//'. The 'General Ledger account access' tab is selected and highlighted in yellow. Below the tabs, there are fields for specifying ranges for Fund, Group, Department, Object, and Sub-Object. The 'Fund Range' is currently set to '113' to '113', with 'Brow' buttons on either side. The other ranges are blank.

GENERAL LEDGER ACCOUNTS: This tab will allow you to limit the General Ledger Account access for this password. Example: Highway Foreman may want to be able to look at a budget report for highway fund only. A password would be set up with Access to all reports but for that fund only.

The screenshot shows the 'Password Maintenance' window for 'NEMRC General Ledger: Anytown Vermont'. The 'Public Password' checkbox is checked. The password is 'Testp@ssword44' and expires on '//'. The 'Security Timeouts' tab is selected and highlighted in yellow. Below the tabs, there are three fields for setting security timeouts: 'Turn on security screen after 0 minutes (zero for never.)', 'Require a password on the security screen after 0 minutes (zero for never.)', and 'Attempt to terminate the application after 0 minutes. (zero for never) (15 minute min)'.

SECURITY TIMEOUTS: This tab allows you to setup an option to timeout your screen or terminate a program. This is an extra security measure for those times when you are working, your program is open on your screen and you get interrupted. If it has a timeout or termination attempt set up, then anyone trying to gain access to that NEMRC program will need to know the password that was used to open it again.

Once you have given all of the setup options consideration then you can **Click “OK”** to save the changes to the password’s privileges.

CANCEL: Click “Cancel” to return to the Main Menu without saving any changes.

DELETE: Click “Delete” if you want to delete this password. Be sure that you have at least one password set to Supervisor Level Access, or else you will lose Supervisor capabilities and will need to contact NEMRC to gain them back.