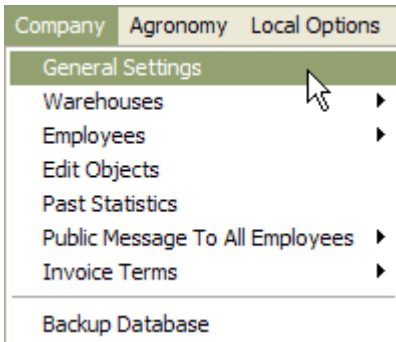


## Procedures for Defining Global Security

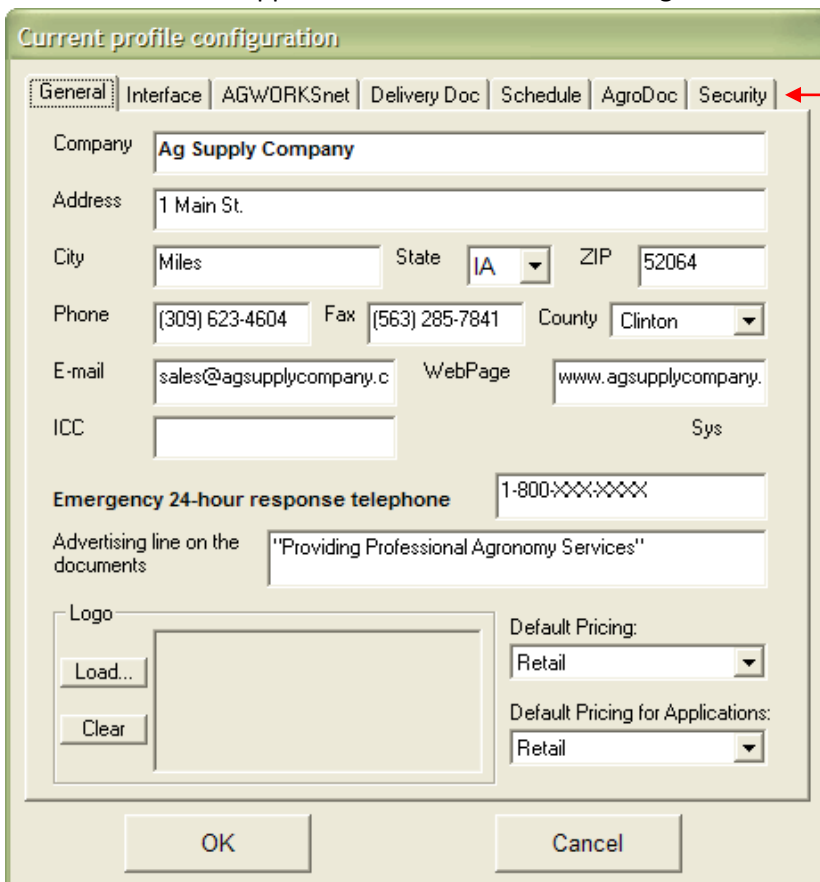
- 1.) Open Agworks Manager



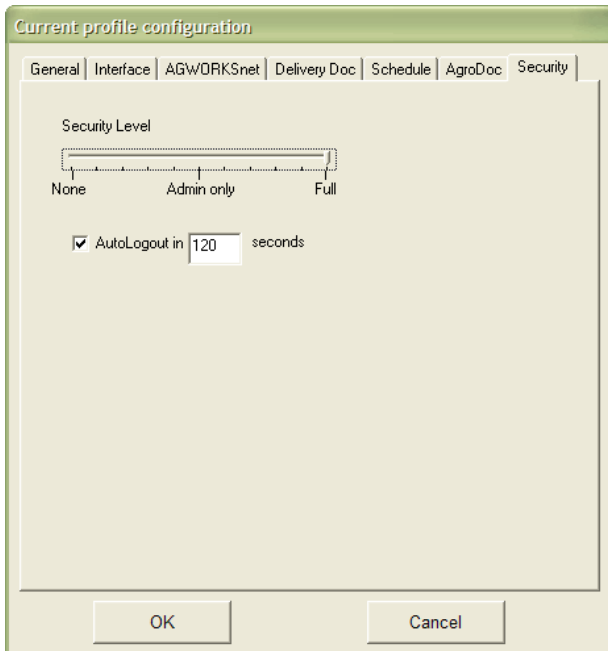
- 2.) Using your menu, navigate to the following:  
COMPANY > GENERAL SETTINGS



- 3.) A new window will appear titled "Current Profile Configuration". Select the SECURITY tab.



4.) Your screen should now look like this:



5.) Use the slide bar to set the Security Level that you would like.

a. There are actually only two viable settings "None" and "Full"

**Note: The "Admin Only" setting is non-functional at this time.**

- The "None" Security Setting has the following characteristics:
  - No log on required
  - Time Out functions do not operate
  - User can perform all tasks in all modules, except Agworks Manager
    - Agworks Manager always requires a log in and only allows users with Administrative security rights.
- The "Full" Security Setting has the following characteristics:
  - Log In is required
  - Time Out functions will apply
  - Tracking of user and the time of document creations

6.) If "Full" security is being used, determine whether or not you would like the system to automatically log a user out of Agworks.

- a. If you would like the system to automatically log a user out of Agworks once they have been inactive, place a check in the box next to "AutoLogout in...seconds"
- i. Enter the amount of seconds the user would need to be inactive before they are logged out of Agworks in the box between "AutoLogout in" and "seconds".

7.) Once you have finished entering in the appropriate information, press the OK button and you will be returned to the Agworks Manager main screen.

8.) Global security settings and user security settings interact.

a. To review user security settings see the Mini-Manual titled Employees.

9.) To exit Agworks Manager, press the CLOSE button

