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## Editing Security in Dicommunicator

### Description

This article details the process of creating / editing / deleting usernames and passwords with the Dicommunicator software. Usernames can be set to have only “User” privileges or “User” AND “Administrative” privileges. A username with “Admins” privileges has access to the [Manager Functions] section of Dicommunicator, while a username with only “User” privileges does not. Follow the steps in the “Procedure” section of this article to create / edit / delete usernames and passwords in Dicommunicator.

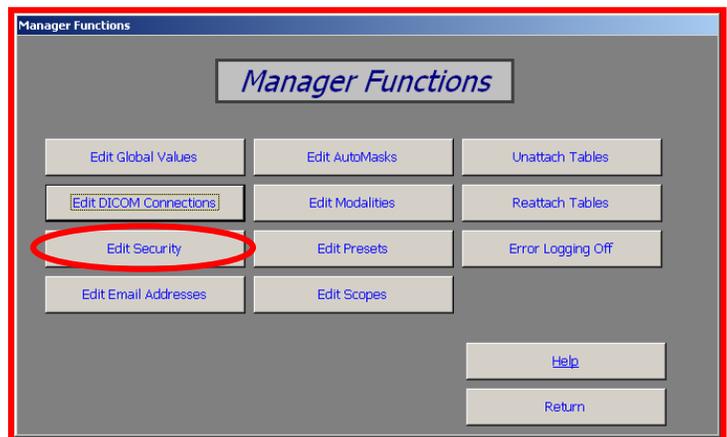
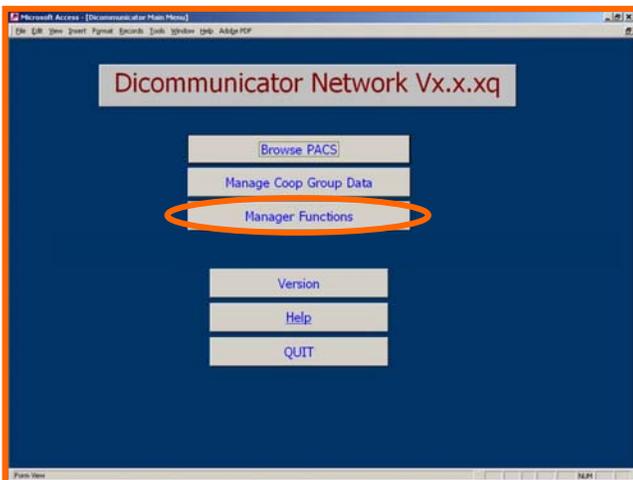
*Note: Additional usernames and passwords can be created by logging in with a username that has “Admins” privileges (e.g. the original username and password that was used to install and configure the Dicommunicator software.) DO NOT delete this original account.*

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### Procedure

- 10 Launch and log into the Dicommunicator software.
- 20 Select the [Manager Functions] button from the Main Menu.



- 30 Select the [Edit Security] button from the ‘Manager Functions’ menu.

## ADDING A USERNAME AND PASSWORD

- 40 From the 'Security Data' menu, select [Add New]. Type in the username you would like to add next to 'UserName' and choose [Save].

The first screenshot shows the 'Security Data' window with 'admin' in the 'UserName' field and 'Users' in the 'Groups' dropdown. The 'Add New' button is circled in green. The second screenshot shows the same window with 'NewUserName' in the 'UserName' field and 'Users' in the 'Groups' dropdown. The 'Save' button is circled in green.

- 50 You will get a pop-up box prompting you to enter an email address for the new user name. Type in the appropriate email address and choose [OK]. (This email address will be used as the sending email address for imaging emailed with Dicommunicator when logged on with this username.)

The dialog box is titled 'Email Address Entry'. It contains the text 'Enter an email address for NewUserName' and two buttons: 'OK' and 'Cancel'. The input field contains the text 'NewUserName@qarc.org'.

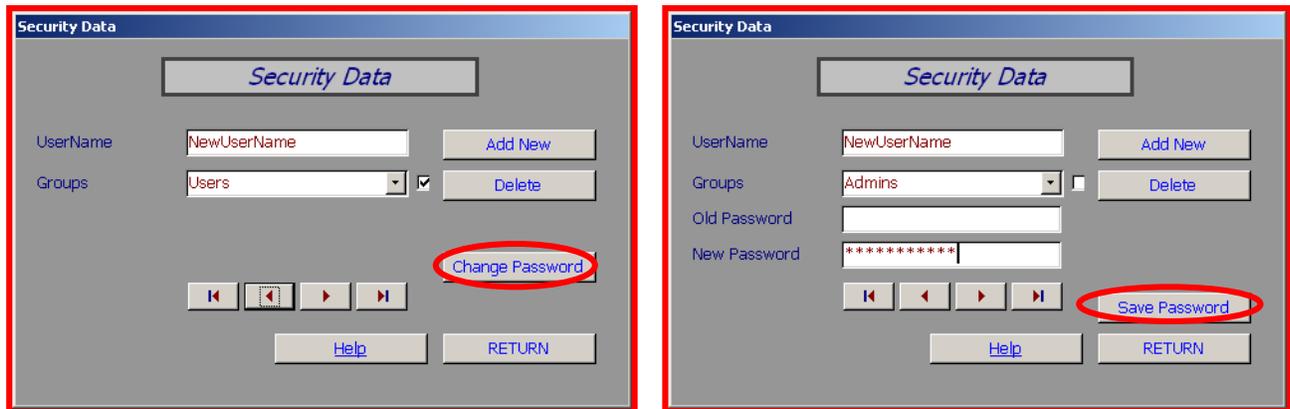
- 60 Select the privileges you would like to associate with this username. Using the drop-down menu next to 'Groups,' place a checkmark next to ONLY the "Users" group to give this username basic privileges. Place a checkmark next to BOTH the "Users" and "Admins" groups to give this username Admin privileges.

*Note: A username with "Admins" privileges has access to the [Manager Functions] section of Dicommunicator, while a username with only "User" privileges does not.*

The first screenshot shows the 'Security Data' window with 'NewUserName' in the 'UserName' field. The 'Groups' dropdown menu is open, showing 'Users' and 'Admins' options. The 'Users' option is circled in orange. The second screenshot shows the same window with 'NewUserName' in the 'UserName' field and 'Admins' selected in the 'Groups' dropdown. The 'Admins' option is circled in orange.

- 70 Select the [Change Password] button. Two fields will appear on the 'Security Data' form: 'Old Password' and 'New Password.' Since this is a new username you do not need to enter a value in 'Old Password.' Type the password you would like to use with this username in the 'New Password' field and choose [Save Password].

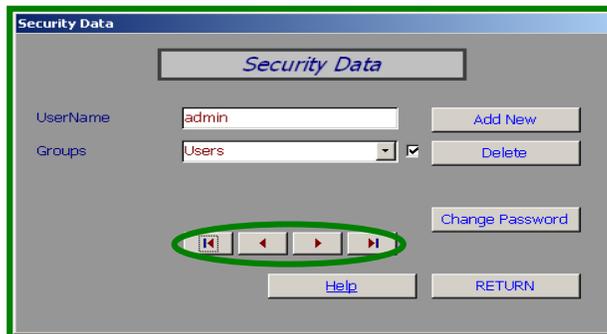
*Note: Passwords ARE case sensitive. (Usernames are not case sensitive.)*



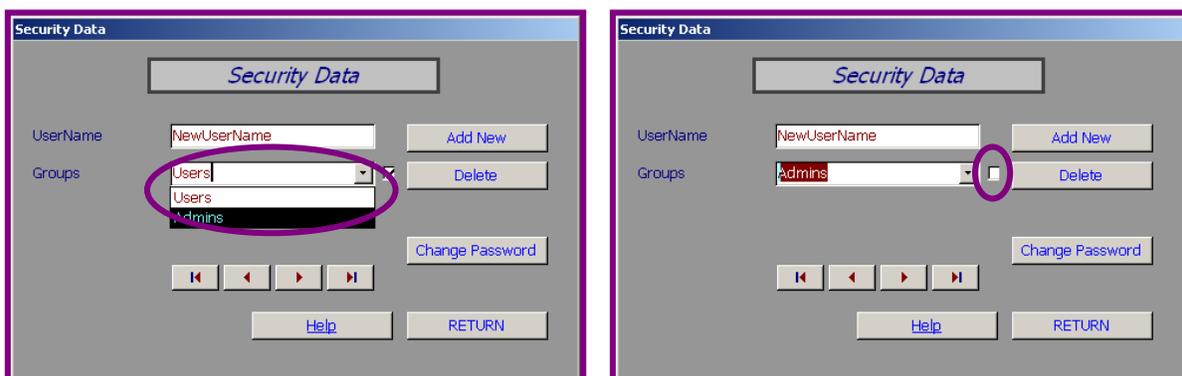
- 80 You have now created a new username and password for Dicommunicator. Click [Return] two times to get back to the 'Main Menu' and then choose [Quit]. Launch Dicommunicator and try to log in with your new username and password.

## EDITING A PASSWORD

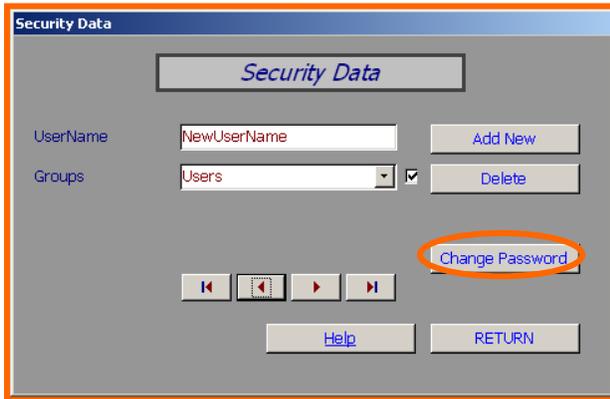
- 90 To edit a current username, use the scroll buttons on the bottom of the 'Security Data' form to navigate to a specific username.



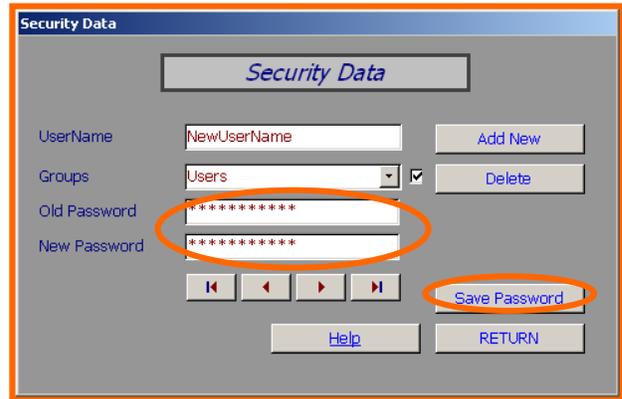
- 100 To change the privileges for this username, use the 'Groups' drop-down menu and check or uncheck box next to "Admins" to assign the appropriate privileges. (You can choose [Return] at this point and your settings will automatically be saved.)



- 110 To change the password for this username, select the [Change Password] button on the 'Security Data' form. Type in the 'Old Password' and a 'New Password' for this username then select [Save Password]. Click [Return] two times to get back to the 'Main Menu' and then choose [Quit]. Launch Dicommunicator and try to log in with your new password.



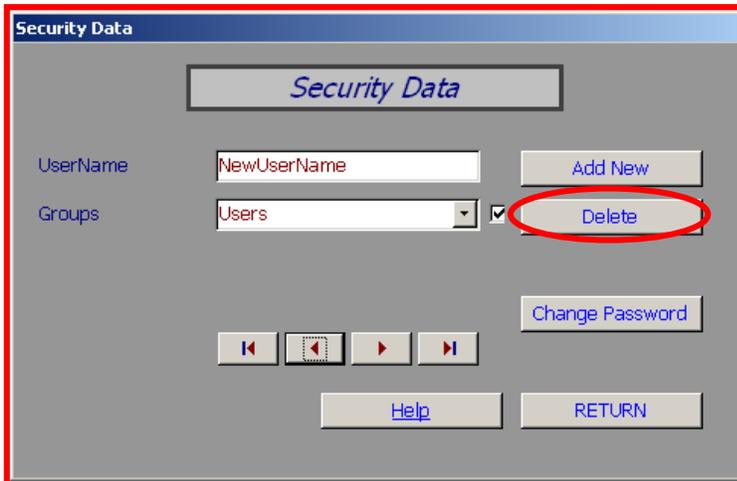
The screenshot shows the 'Security Data' form with the following fields and buttons: 'UserName' (NewUserName), 'Add New', 'Groups' (Users), 'Delete', 'Change Password' (highlighted with a red circle), 'Help', and 'RETURN'.



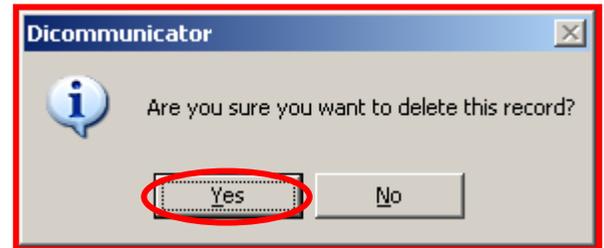
The screenshot shows the 'Security Data' form with the following fields and buttons: 'UserName' (NewUserName), 'Add New', 'Groups' (Users), 'Delete', 'Old Password' (\*\*\*\*\*), 'New Password' (\*\*\*\*\*), 'Save Password' (highlighted with a red circle), 'Help', and 'RETURN'.

## DELETING A USERNAME

- 120 Use the scroll buttons on the bottom of the 'Security Data' form to navigate to the username you would like to delete. Choose the [Delete] button. You will be asked to verify that you would like to delete this username, select [Yes]. The username has been deleted.



The screenshot shows the 'Security Data' form with the following fields and buttons: 'UserName' (NewUserName), 'Add New', 'Groups' (Users), 'Delete' (highlighted with a red circle), 'Change Password', 'Help', and 'RETURN'.



The screenshot shows the 'Dicommunicator' dialog box with the following text and buttons: 'Are you sure you want to delete this record?', 'Yes' (highlighted with a red circle), and 'No'.

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For additional information please contact:

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