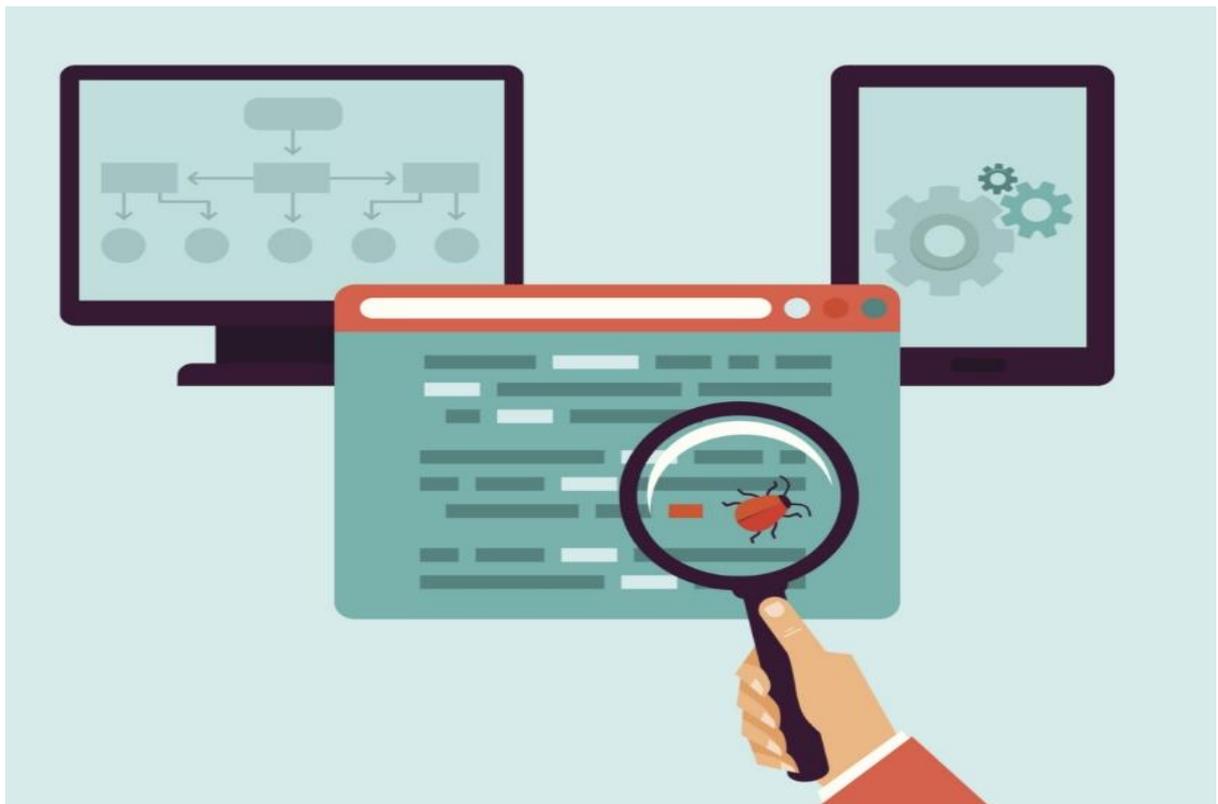


Maintx Maintenance Management System

# Employees

## Security And Setting Access Rights



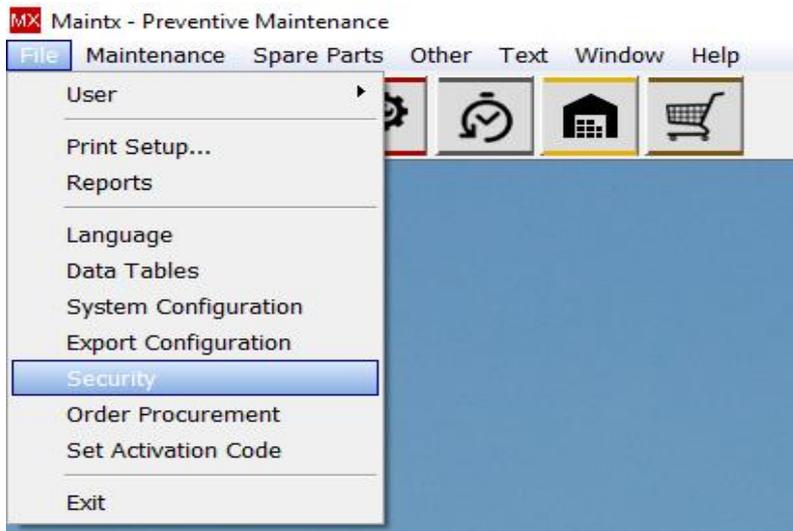
## *Security*

After creating a new employee (see “[Employees, adding new employees & assigning access](#)”), we set the **security & access rights**.

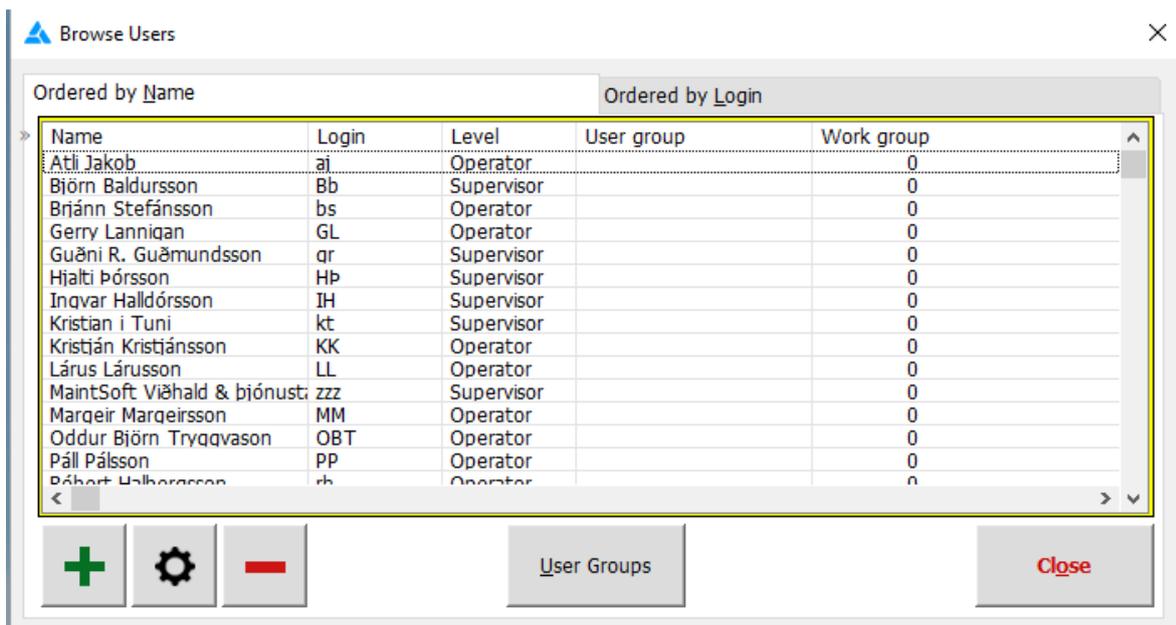
The system security menu deals with setting the access rights for the users. The access rights differ from person to person, where all the users cannot be given the same permission.

The **access right** is only set by the **administrator** or the **supervisor** and not by any person below this level.

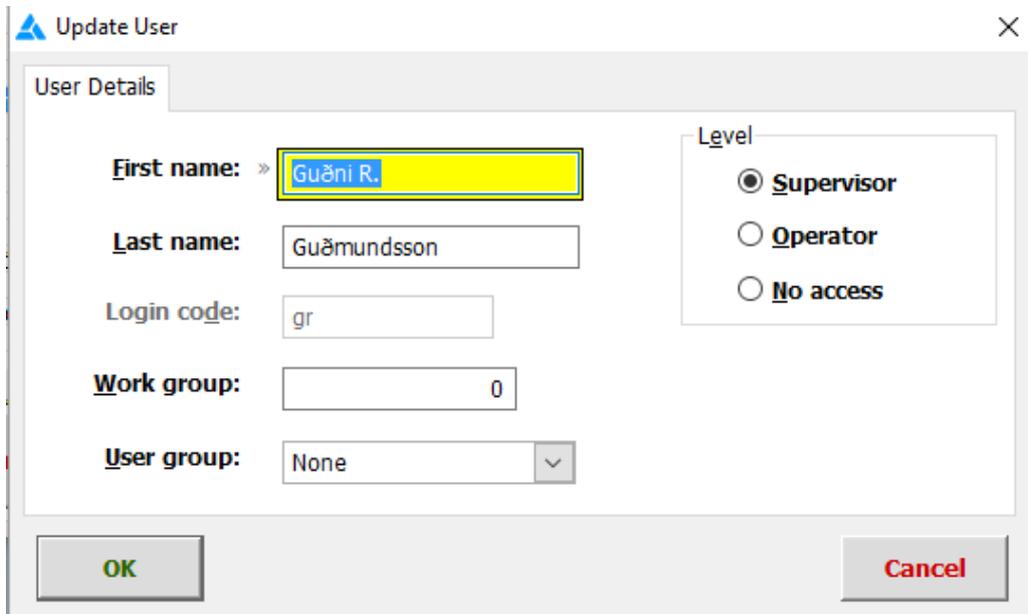
Let’s have a look at how the administrator sets the access rights for the new users. We start by going to “**File**” and pressing “**Security**”.



We get the “Browse users” menu.



This window allows the administrator to determine the operational Level of the User. Start by selecting an already registered user and click the  button. Or double-click the name.



There are three different levels of operation available:

- Supervisor = Allowed to execute any and all operations in Maintx.
- Operator = Can only access those things the Supervisor allows them to.
- No access = Revokes any and all access to the chosen User.

We **don't** need to define permission for the **Supervisor** since he has an all access pass.

The **Operators** permission is defined by the **Supervisor/Administrator**.

For every screen in Maintx you can press **CTRL & F8** and get a list of all users and the columns they are allowed to see on that screen.



For instance here we go to “**Workbook**”

Press **CTRL & F8**

Name	Acct	Inse	Char	Dele	Clos	Task	Inse	Char	Dele	Print	Print	Filter	TotalCost
Ari BJ	Yes	Yes	Yes	Yes									
<b>Haukur Gunnarsson</b>	Yes	Yes	Yes	Yes									
HjalTI Þórssón	Yes	Yes	Yes	Yes									
Inqvar Halldórssón	Yes	Yes	Yes	Yes									
JóI Jóns	Yes	Yes	Yes	Yes									
Völundur Sólmunds	Yes	Yes	Yes	Yes									
}Cleaning Crew Group	Yes	Yes	Yes	Yes									
}Mechanical Engineer	Yes	Yes	Yes	Yes									
}Office Workers Group	Yes	Yes	Yes	Yes									
}Starfsmaður Á Gólf	Yes	Yes	Yes	Yes									
}Welders Group	Yes	Yes	Yes	Yes									

In this case we don't want the user Haukur Gunnarsson to be able to see the "Total Cost" of the tasks.

We find the row with Haukur Gunnarsson and the column with the total cost, double-click the "yes" to change it into a "No" ... And press

Set Access Rights

Ordered by Name

Name	Acc	Inse	Char	Dele	Clos	Task	Inse	Char	Dele	Print	Print	Filter	TotalCost
Ari BJ	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Haukur Gunnarsson	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Hjalti Þórssón	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Ingvær Halldórsson	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Jói Jóns	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Völundur Sölmundss	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
}\Cleaning Crew Group	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
}\Mechanical Engineer	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
}\Office Workers Group	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
}\Starfsmaður Á Gólf	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
}\Welders Group	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Buttons: OK, Users, User Groups, Cancel

Next time Haukur Gunnarsson logs into Maintx, the **column** stating the **total cost** will not be visible to him.

Workbook

**Workbooks**

Code[+]	Name
00001	Mechanical
00002	Electro
200	Prufa
2810	Test
Test	Test
XX02	Prufa 1

**Tasks for selected Workbook**

Code	Type	*	Instructions	Zone	Department	Equipment	EqPart	
0000000196	Fixed	A		SKIP-5	555	L100		Main Eng
0000000249	Fixed	A		SKIP-5	540	DD-200		Main Eng
0000000273	Fixed	A		SKIP-5	540	XXp4		Main Eng
0000000409	Fixed	A		SKIP-1	260	x-4000		Main Eng
0000000480	Fixed	A		SKIP-4	430	JJJJ-500		Main Eng
0000000008	Fixed	A		SKIP-1	210	AA01-fvh	03a	Cylinder l
0000000066	Fixed	A		SKIP-5	522	xyy-999	03a	Cylinder l
0000036235	Fixed	A		SKIP-1	210	AA01-fvh	04a	Cylinder l
1000000317	Malfunction	B	Blun í xxx	SKIP-4	420			External
0000000001	Fixed	A		SKIP-2	110	100		Dep. ove
0000000002	Fixed	A		SKIP-8	5-90	601		Pump 1
0000000003	Fixed	A		SKIP-1	210	AA01-fvh	01a	Cylinder l
0000000004	Fixed	A		SKIP-1	210	AA01-fvh	01a	Cylinder l
0000000005	Fixed	A	Allt eða ekkert - þannig e	SKIP-1	210	AA01-fvh	02a	Cylinder l
0000000006	Fixed	A		SKIP-1	210	AA01-fvh	02a	Cylinder l
0000000007	Fixed	A		SKIP-1	210	AA01-fvh	03a	Cylinder l
0000000009	Fixed	A		SKIP-1	210	AA01-fvh	04a	Cylinder l
0000000010	Fixed	A		SKIP-1	210	AA01-fvh	04a	Cylinder l
0000000011	Fixed	A		SKIP-1	210	AA01-fvh	05a	Cylinder l

Number of Tasks: 322

Replace the Cylinder Head

Buttons: +, -, Show Planned, Print Work Request(s), End Tasks

Radio buttons: All, Active, Inactive, Priority Task, Overdue

Checkbox: Fixed, carousel and organised tasks

The same goes for most other columns, buttons and actions in Maintx. We can decide if a user can **Insert, Change, Delete, Print, Filter or close tasks**, to name just a few.

This can also be used to restrict access to certain areas or allow access to only one or two department or even just one or two equipment.

**No access** mode is kind of self-explanatory => User is not allowed any access rights at all.