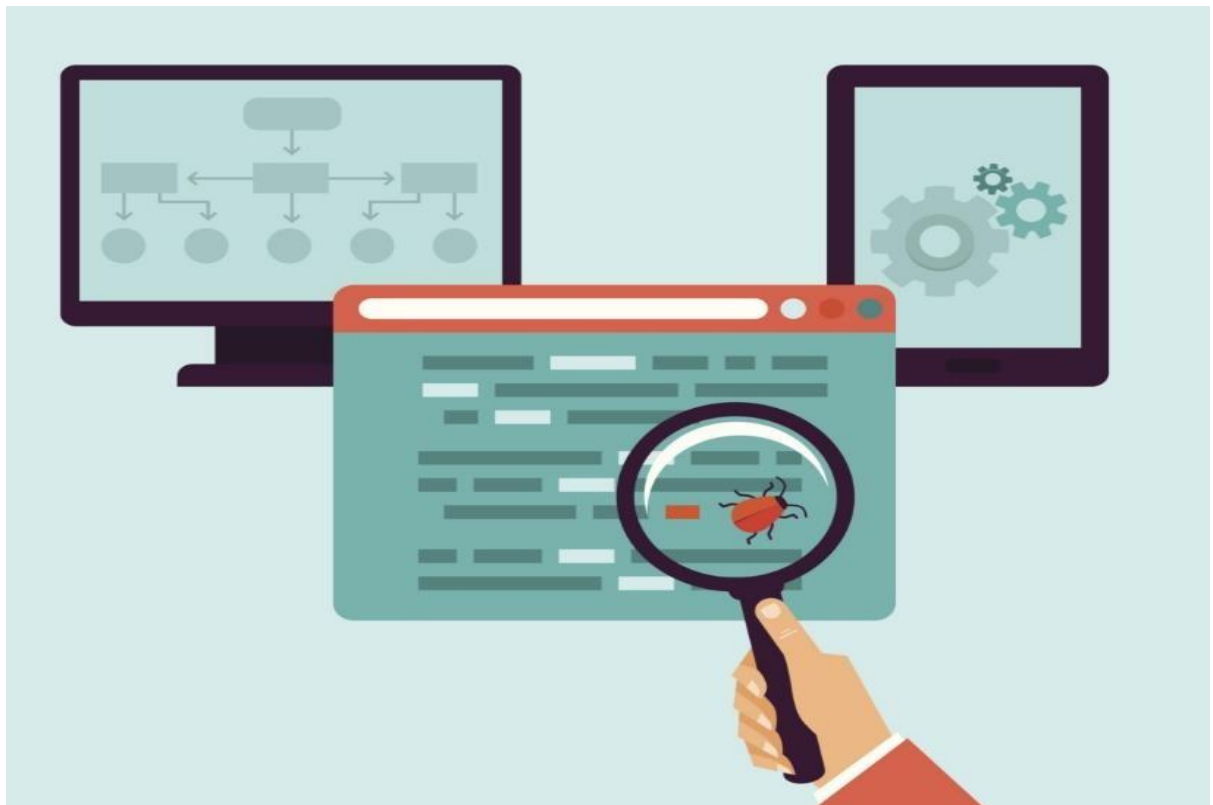


Maintx Maintenance Management System

Employees

Security And Setting Access Rights



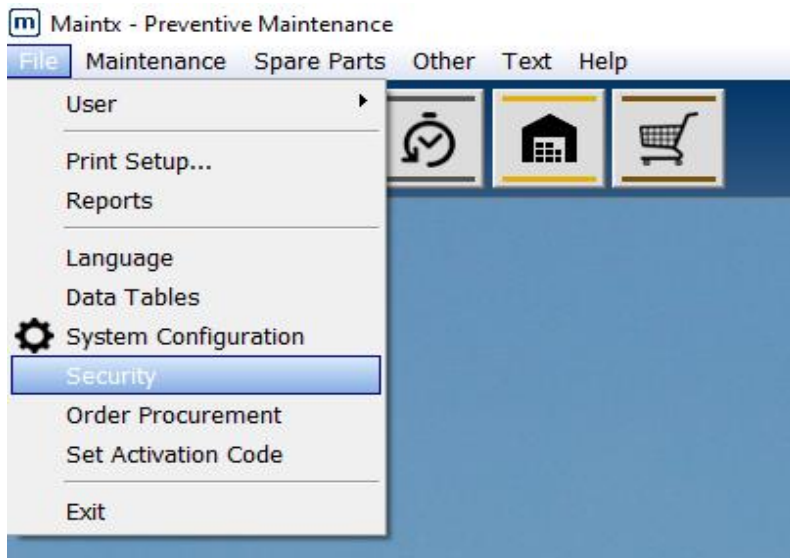
Security

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

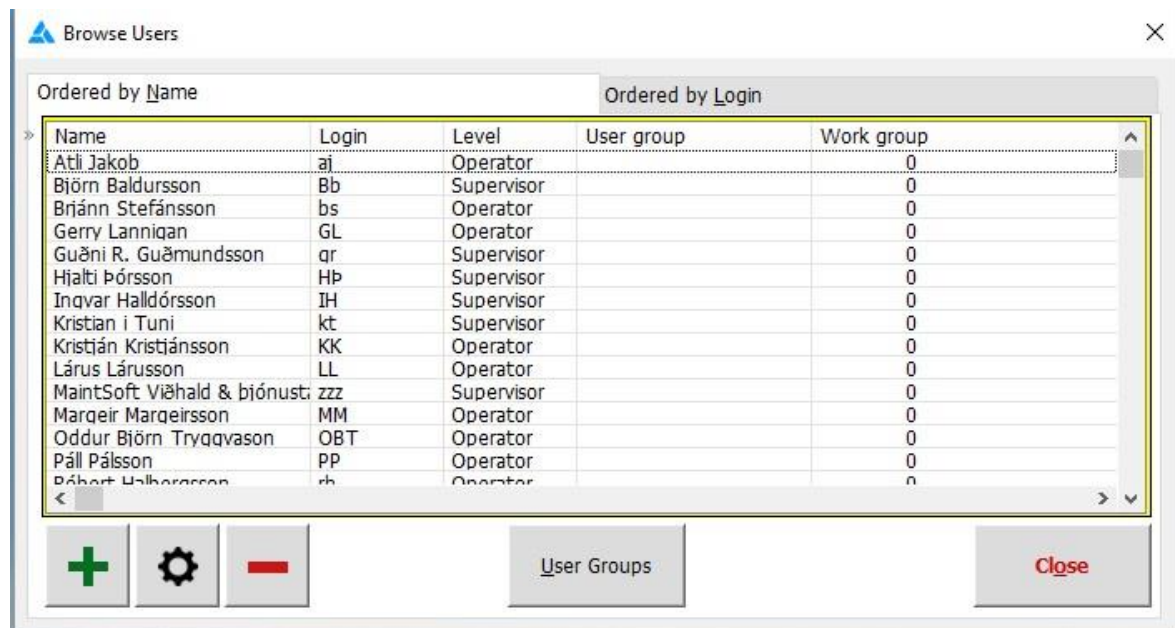
The system security menu deals with setting the access rights for the users. The access rights differ from person to person, where all the users cannot be given the same permission.


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

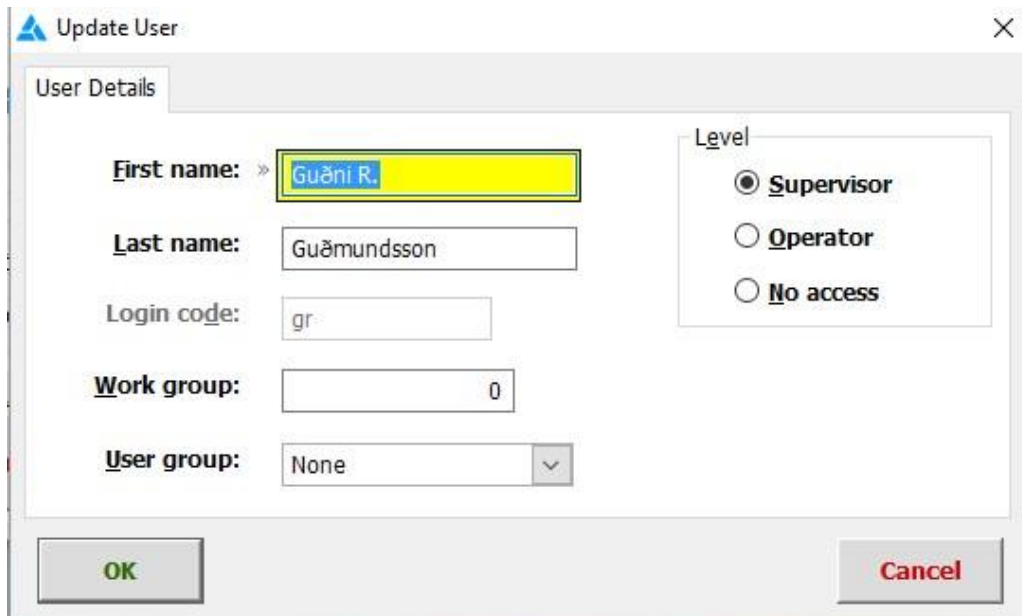
Let’s have a look at how the administrator sets the access rights for the new users. We start by going to “**File**” and pressing “**Security**”.



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”**



Active Tasks (222 tasks)

Workbook: Mechanical **Number of Tasks: 198**

Code	Type	*	Instructions	Workbook	Printed	Zone	Zone Name	Department	Department Name	Equipment	Equip
0000000023	Fixed	A		00001	0	SKIP-1	Propulsion and manuvering	210	Prime movers	AB01	Main engine
0000000116	Fixed	A	See Manual Chapter 17	00001	0	SKIP-8	Zinc refiningtr.	1	Zinc roasting -	001-A	Fork Lift
0000000156	Fixed	A		00001	0	SKIP-3	Electrical power	HF	Suðurgata 10	KK14	Main Engine
0000000273	Fixed	A		00001	0	SKIP-5	Ship services	540	Waste systems	XXp4	Main Engine
0000000409	Fixed	A		00001	0	SKIP-1	Propulsion and manuvering	260	Propulsion control	x-4000	Main Engine
0000000480	Fixed	A		00001	0	SKIP-4	Information systems	430	Navigation	JJJJ-500	Main Engine
0000000032	Fixed	A		00001	1	SKIP-5	Ship services	522	Sea water circulating	XXXXXXX4	Main engine
0000000169	Fixed	A		00001	0	SKIP-3	Electrical power	HF	Suðurgata 10	KK14	Main Engine
0000000209	Fixed	A		00001	0	SKIP-5	Ship services	555	H.V.A.C.	L100	Main Engine
0000000001	Fixed	A		00001	0	SKIP-2	Structure	110	General	100	Dep. overall
0000000002	Fixed	A		00001	0	SKIP-8	Zinc refiningtr.	5-90	Stöð 14	601	Pump 1
0000000003	Fixed	A		00001	0	SKIP-1	Propulsion and manuvering	210	Prime movers	AA01-fvh	Main Engine
0000000007	Fixed	A		00001	0	SKIP-1	Propulsion and manuvering	210	Prime movers	AA01-fvh	Main Engine
0000000010	Fixed	A		00001	1	SKIP-1	Propulsion and manuvering	210	Prime movers	AA01-fvh	Main Engine
0000000015	Fixed	A		00001	0	SKIP-1	Propulsion and manuvering	210	Prime movers	AB01	Main Engine

All
 Active
 Inactive
 Priority Task
 Overdue
 On inactive units

Repeated and specific date tasks

Replace the Cylinder Head

Task - summary

Press **CTRL & F8**

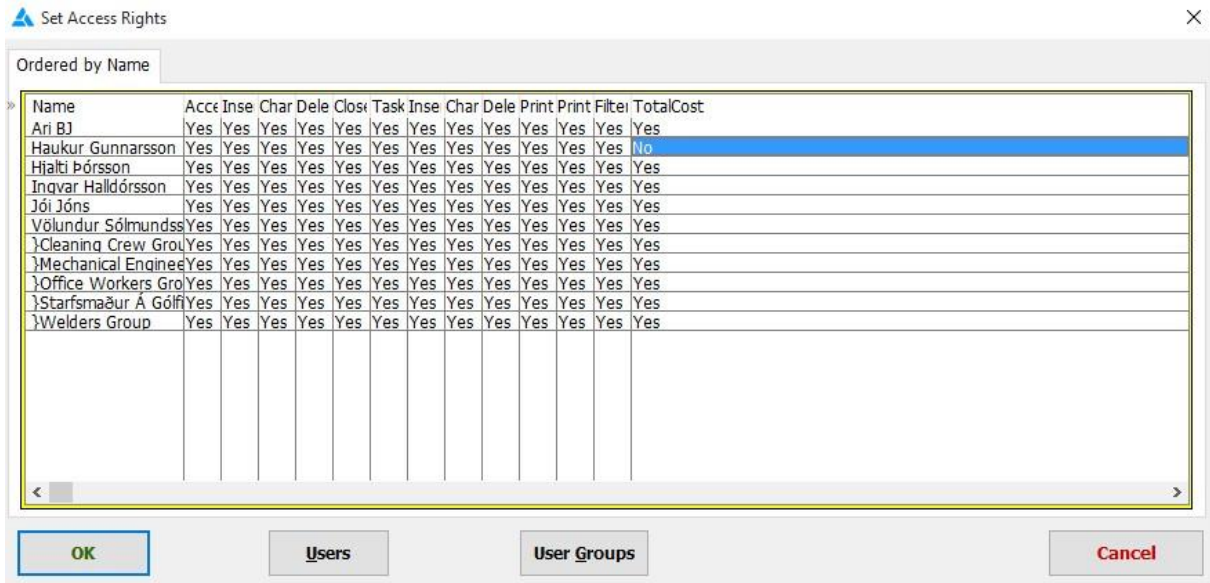
Set Access Rights

Ordered by Name

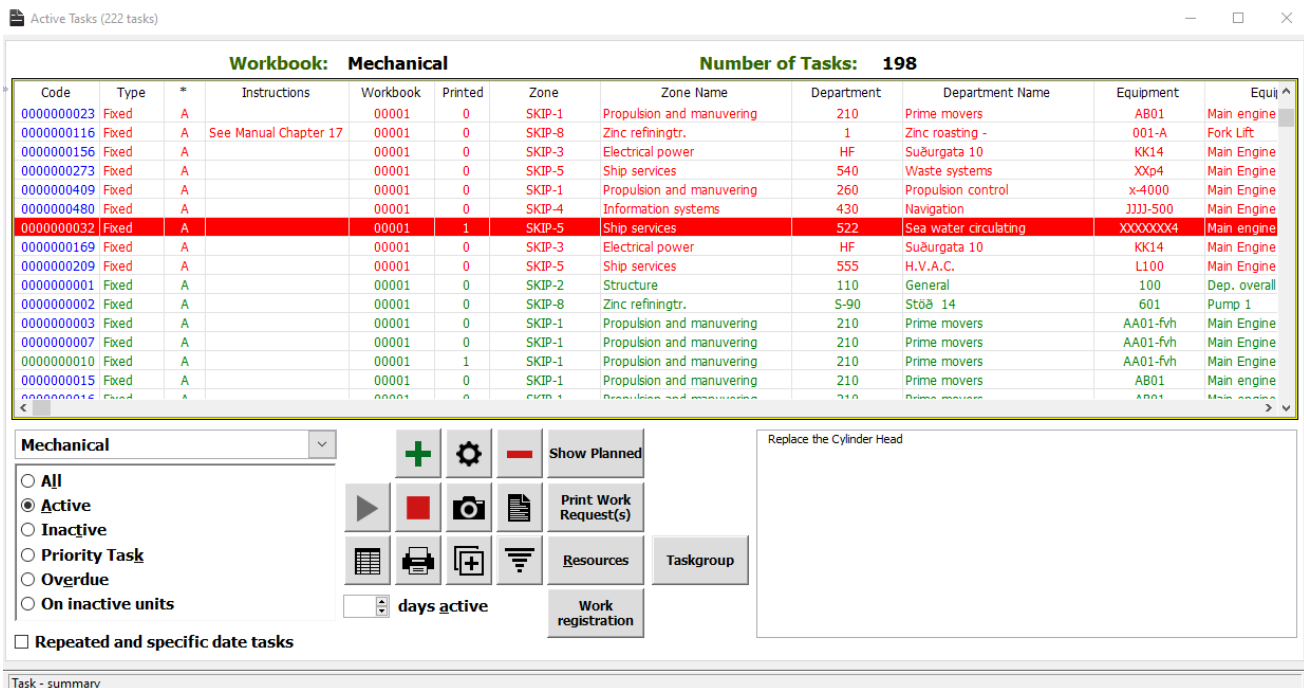
Name	Acc	Inse	Char	Dele	Clos	Task	Inse	Char	Dele	Print	Print	Filter	TotalCost
Ari BJ	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Haukur Gunnarsson	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Hjalti Þórssón	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Ingvær Halldórsson	Yes	Yes	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
Völmundur Sólmundss	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 A Gófi	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

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



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



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.