



# Application Security

The currently available functionality under this heading is displayed below:

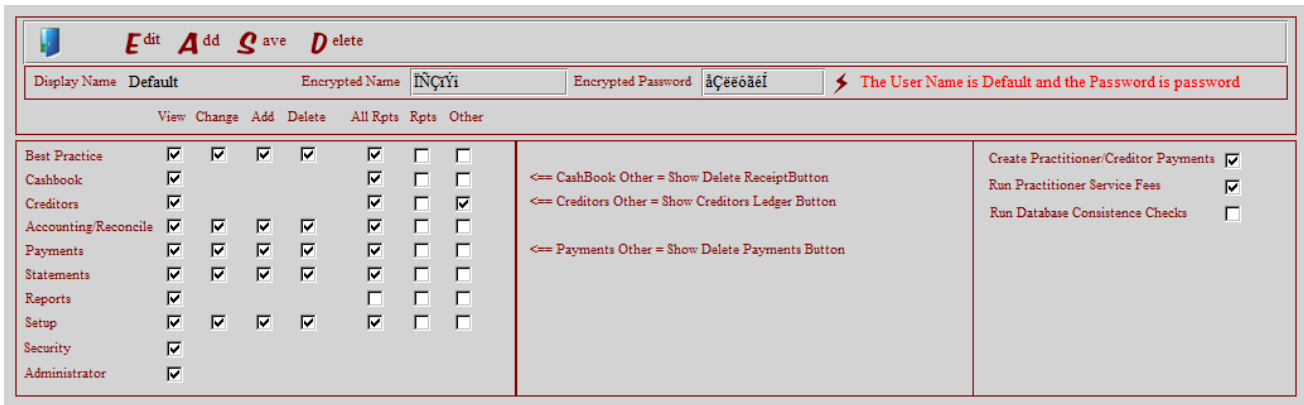


When installing Practice Accounts, the default Master Password is set to - PA4me.

That master password can be changed to another password by entering PA4me in the Old Master Password box, then entering your new password in the two 'New' password boxes and then clicking the CHANGE Master PWD button.

Whilst all of the functionality within PA will be available using that Master password, you may, however, like to restrict certain functionality to certain Users and that can be accomplished by firstly entering your master password in the Old Master Password box and pressing the Enter key.

That will then enable the User Security button. Clicking that button will display the following form:



As you will see there is already a default user named 'Default' with a password of 'password'.

Click the Edit button, enter a name in the Encrypted Name box and a password in the Encrypted Password box. Then take the ticks off the boxes that you wish to restrict for that user and click the Save button. The name and password will then display as encrypted – click the red lightning bolt icon the display the name and password in plain text.

Click the Add button for additional users and set their security profile by ticking the relevant boxes.

Prior to the expiration of your annual Software licence, you will need to contact PA Support who will provide you with a key to extend the licence period. Enter that key in Expiry Date Key box and click the red lightning bolt icon.

The other three buttons are relatively self-explanatory – call PA support for further details.