

User accounts and passwords in ESP 5

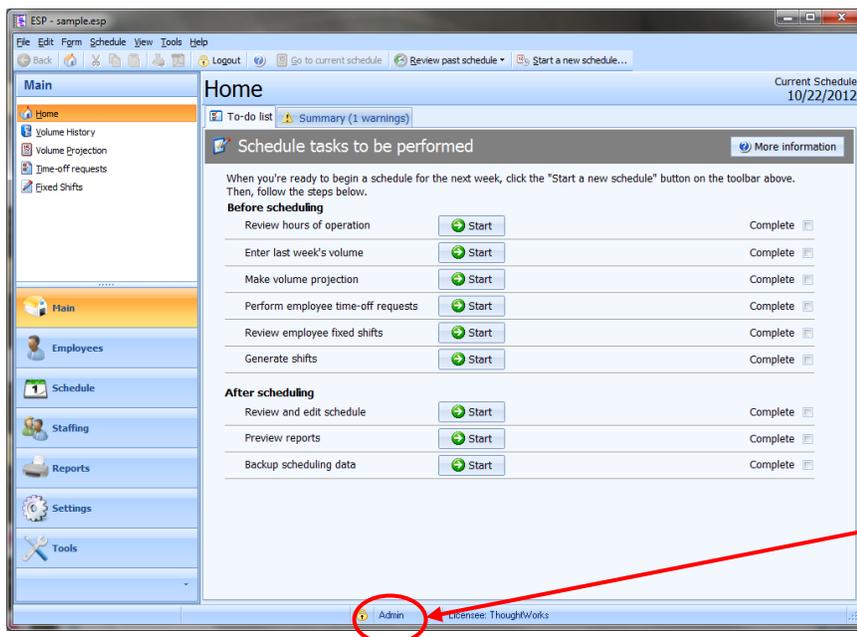
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Software solutions

User accounts

There are a number of user accounts available in ESP 5. Each account has different permissions, as detailed below:

- **Admin:** This account has unrestricted access to all areas of ESP including the ability to change past schedules. This is the highest level account.
- **Supervisor:** This account has unrestricted access to all forms/charts in ESP. The supervisor can access the **TOOLS | OPTIONS** menu choice. Supervisors can view and print past schedules but they can not edit them.
- **Manager:** This account has limited access to forms and fields. The manager account cannot change the following forms: **POSITIONING GUIDES, STATIONS, SHIFT LENGTHS, BREAKS, LABOR CATEGORIES, PREFERENCES.** Additionally the manager cannot access the **TOOLS | OPTIONS** menu choice. Managers can view and print past schedules, but cannot change them.

The name of the user that is currently logged in is displayed at all times on the bottom status bar as shown below.



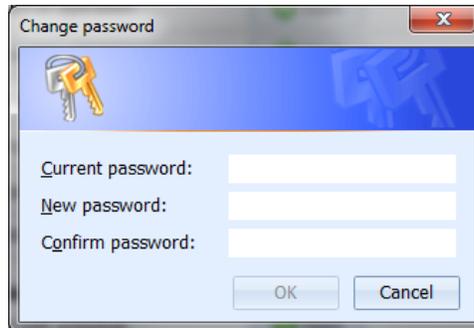
The current user login account is shown here

Changing a password

By default, the password is blank for all accounts. You may log in to any account by specifying the account name and a blank password. To add/change a password for an account you must first be logged in using that account.

If you are not currently logged into the account that you wish to change click on the **LOGOUT** button on the tool bar, then click on **LOGIN** and log in to the account you wish to change.

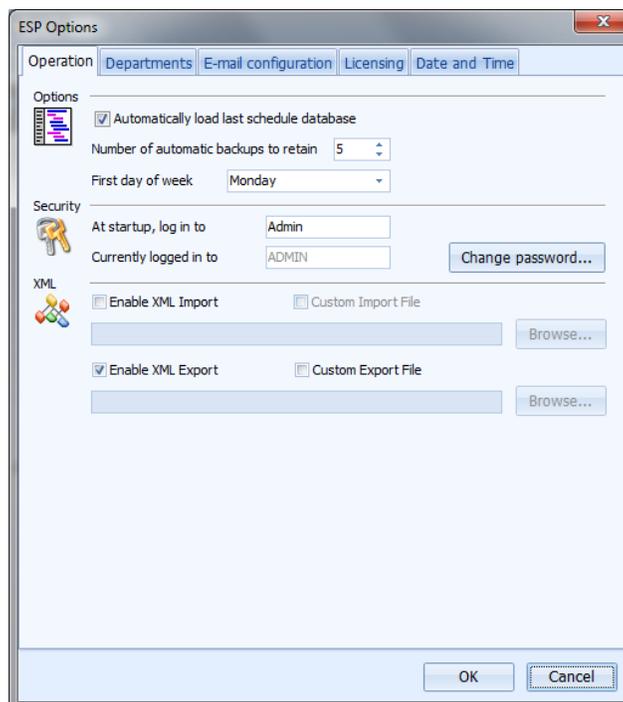
From the Home page click on **FILE | CHANGE PASSWORD**. You will be asked to enter the current password (if there is one) and the new password as shown below.



Automatic login on startup

You can have ESP automatically login to a non-password protected account on startup. To do this you must be logged into the Admin account. From the Home page click on **TOOLS | OPTIONS**, and select the **Operation** tab.

In the Security section the first option, *At startup, log in to:* allows you to choose which account ESP will use automatically when it starts up. The account you select must not have a password



assigned to it. If there is a password, then ESP cannot *automatically* login to that account. If all your user accounts have passwords assigned to them, then you will be required to provide a username and password every time ESP starts.

When logging in to a password-protected user account you are allowed 3 chances to enter the correct password. If you enter the wrong password 3 times, ESP opens with no database loaded.

Additional user accounts

In addition to the 3 general user accounts there is a variety of additional account for special circumstances. If you require specific features to be available or disabled please contact The ThoughtWorks for additional information about customized user accounts.

Forgotten password

If you forget the password for an account please phone or e-mail us. We can supply you with an override password. When you log into the account and use the override password, the previous password for that account will be erased and the account will no longer have a password. You can now add a new password if you wish by following the steps above. Please e-mail us at: support@thoughtworksinc.com or call us at +1 905 628-2944 to get the override password.

Please note: The override password is different every day, and it will only work on the day that it is given to you.