
Understanding the Security Menu

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The **Security Menu** under [System Configuration and Settings](#) allows you to set passwords for four levels of branch security.

The four basic levels of security are: **Administrator** - Will give the staff user access to the following: **Add, Edit, Copy, Delete, Read, Register, Publish, Reports, Archive, System Configuration, Branch List, System Wide List** **General Staff** - Will give the staff user access to the following: **Add, Edit, Copy, Delete, Read, Register, Publish, Reports, Archive** **Create Only** - Will give the staff user access to the following: **Add, Edit, Copy, Read, Register, Publish, Reports, Bulk Archive** **Read Only** - Will give the staff user access to the following: **Read, Register, Reports** Using the security menu, you can set the passwords for each level.

Defining the privileges of each level is something you can do through [System Settings](#).

For information about setting individual user names and passwords, [please see this article](#).

For a video on how to change passwords, [click here](#).

Custom Fields Applicable To: Admin Users**Attachments:** No**Summary:** Configure security login settings.

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