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## 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.

Online URL: <https://kb.demcosoftware.com/article.php?id=57>