

1 Security

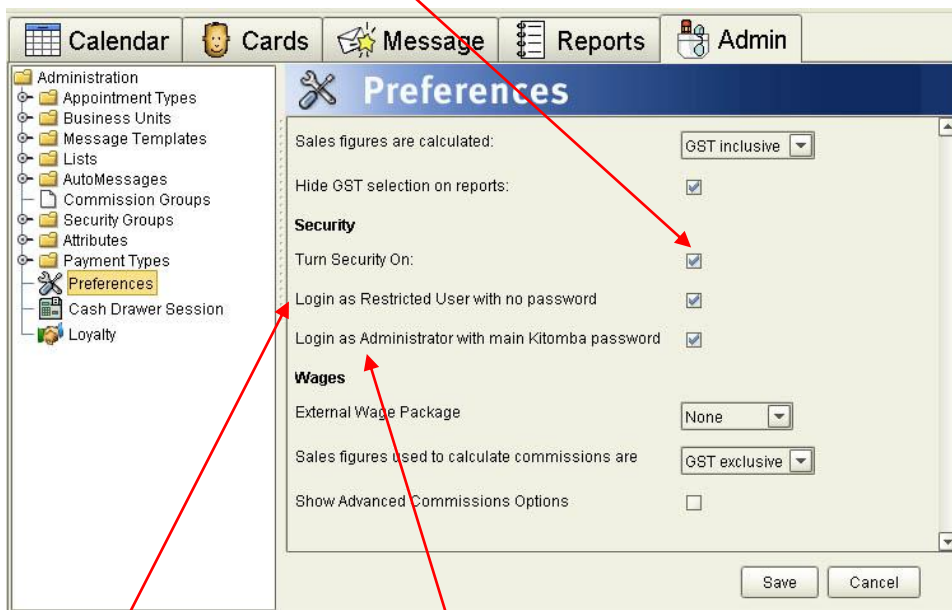
Kitomba™ has a flexible Security system which allows you to control who has access to the various areas of your Kitomba™. You can:

- run Kitomba with security turned off (if you wish)
- run Kitomba in Restricted User mode where you control and customize what access rights a Restricted User has - you don't need any PIN numbers or passwords for any staff who use Kitomba™ as a **Restricted User**, and/or
- Give selected staff a different set of permissions to access particular parts of Kitomba. You do this using Kitomba™ **Security Groups** and assign each privileged staff person a PIN or password, and
- Still log in as Administrator (that's the 'head honcho') with full rights to all areas of Kitomba™ including the ability to change the rights for other staff.

1.1 Turning Security On/Off

The first step to using Security, it is deciding to turn it on or off. You will need to go into your Admin Tab and click on Preferences.

Then by ticking the checkbox to **Turn Security On**, this will turn Security **On**.



There are two other options that you can also set in the same section, which are;

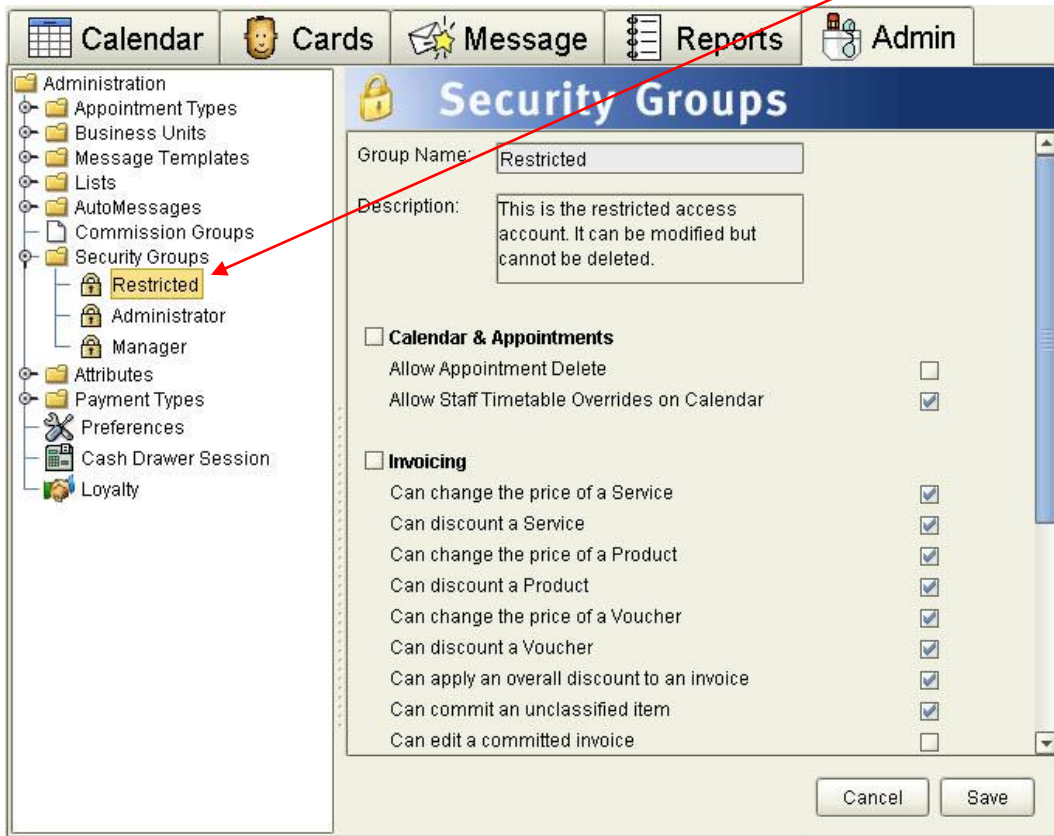
1. The Login as Restricted User with no password option allows all staff without privileged access rights to log in with no password. Ticking this box gives you the advantage that it is easy and quick for most staff to log in. The only drawback is that all staff can use the same blank password. If you want all staff to use their own individual password then do not tick this box.
2. Login as Administrator with main Kitomba password. This option allows you to control whether someone who knows the main Kitomba™ password can log in as Administrator with full rights to make alterations including setting and changing security settings.

1.2 Log in / Log Out

With Security turned on, you can Log in & Log out by pushing the F12 button on your keyboard, or by double clicking on the Security Icon in the bottom right hand corner of the screen.

1.3 Modifying the Restricted User Security Group

The next task we recommend you perform is to modify the Restricted User Security Group. Put another way, this means decide on which areas of Kitomba™ most of your staff can access. To modify the Restricted User Group, click on the Group name **Restricted**, edit the permissions you wish to provide by ticking or un-ticking the relevant boxes and lastly click save. Note, while you can edit the permissions, but you cannot edit the name of this Group.



1.4 Other Security Groups

Kitomba™ allows you to set up groups of staff or individuals who have different or privileged access rights. To do this you can set up **Security Groups** for each group of users with the same access permissions.

For example, your business might have a structure as shown here. Kitomba™ will let you setup security groups so that when you can match Security Groups to your staff hierarchy. In this example you might wish to create three (3) security groups:

1. Owner / Administrator (*full access permissions*)
2. Manager (*privileged access rights*)
3. All other staff (*Restricted User*)

Each group would have its own settings to control which areas in Kitomba™ they can access. A Manager for example, would be able to access more sensitive areas of the Kitomba™ than an Apprentice (Restricted User).



1.5 Security Groups

Kitomba™ Security Groups allow you to assign the same permissions to a group of staff and still provide each person their own unique password.

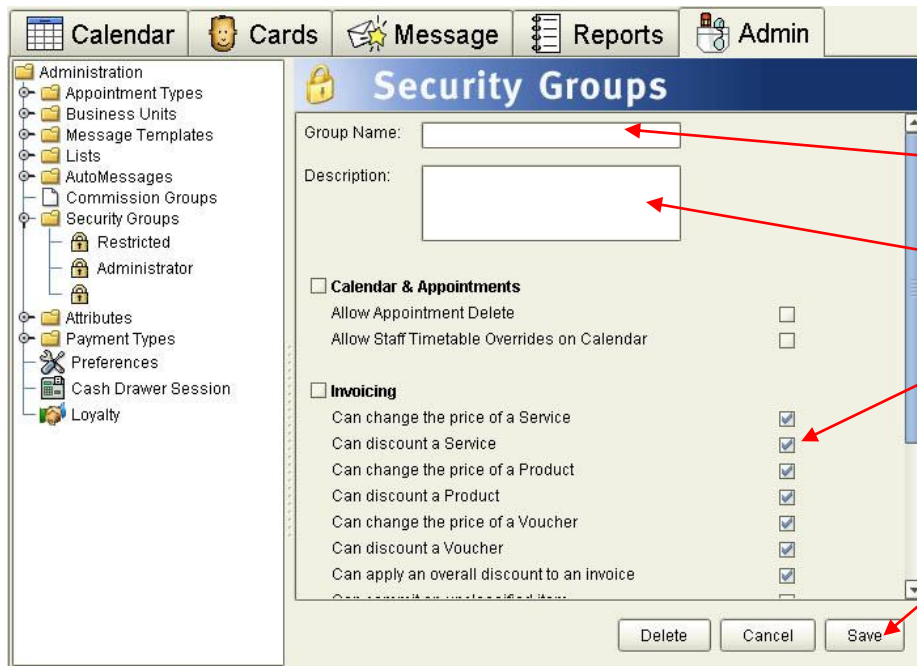
1.5.1 Creating a Security Group



To create a Security Group;

- Go into the Admin Tab
- Go to Security Groups
- Click the Create button

There are many options you can select to personalise security permissions for each of your Security Groups.



Once you have Created your Security Group;

Name it

Give it a Description

Set your permissions by ticking the appropriate boxes

Click Save to save your settings

1.6 Assigning Staff to a Security Group

Once you have created your security groups you can then assign them to the relevant staff. To do this:

1. Go to the staff person view (Under Admin Tab, Business Unit, Business Name, Staff Person

2. Click on the Security & Commission Tab.

3. Select the correct Security Group from the drop down box.

4. Get the staff person to enter in their unique security code.

5. Click Save.

6. You will be prompted for verification of the security code. Simply re-enter the same code again.

The screenshot shows the 'Staff Person' view in the Kitomba system. The 'Security & Commission' tab is selected. The form contains the following fields and options:

- First Name: Britney
- Last Name: Spears
- Staff Level: Very Senior
- Staff speed: <<No Value>>
- Dont show this Staff Person on the Calendar
- Always Retains Commission
- Security Group: <<No Value>>
- Security Code: (empty text box)
- Commission Group: Senior Staff
- Employee Id in payroll system: 1
- Hourly Rate: \$11.00
- Employee works set hours

At the bottom of the form, there are buttons for 'Move Up', 'Move Down', 'Blondes', 'Move To', 'Deactivate', 'Save', and 'Cancel'. Red arrows from the numbered steps point to the 'Staff Person' header, the 'Security & Commission' tab, the 'Security Group' dropdown, the 'Security Code' input field, and the 'Save' button.

The screenshot shows a dialog box titled 'K. Security Code Verification'. It contains the text 'Please enter security code for reconfirmation:' followed by an empty text input field. At the bottom of the dialog is an 'OK' button. A red arrow from step 6 points to the dialog box.

1.7 Security Off

If security is turned off, you are allowing all users of Kitomba™ permission to make any changes possible.



Kitomba™ Tip:

We recommend turning Security on and set up the Restricted User Group as a minimum.