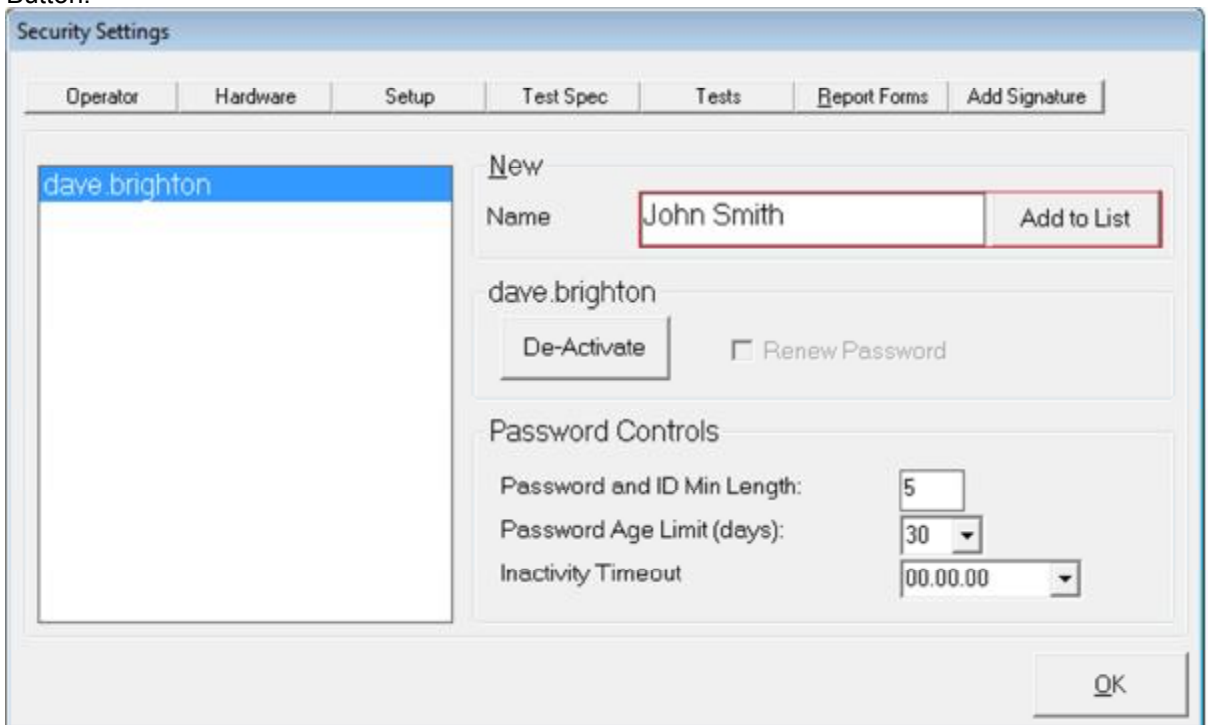


Creating a New User in TQSoft

- Identify and double click on the TQSOFT icon on the computer screen.
- Go to the Setup menu in TQSoft and select 'Edit Security'



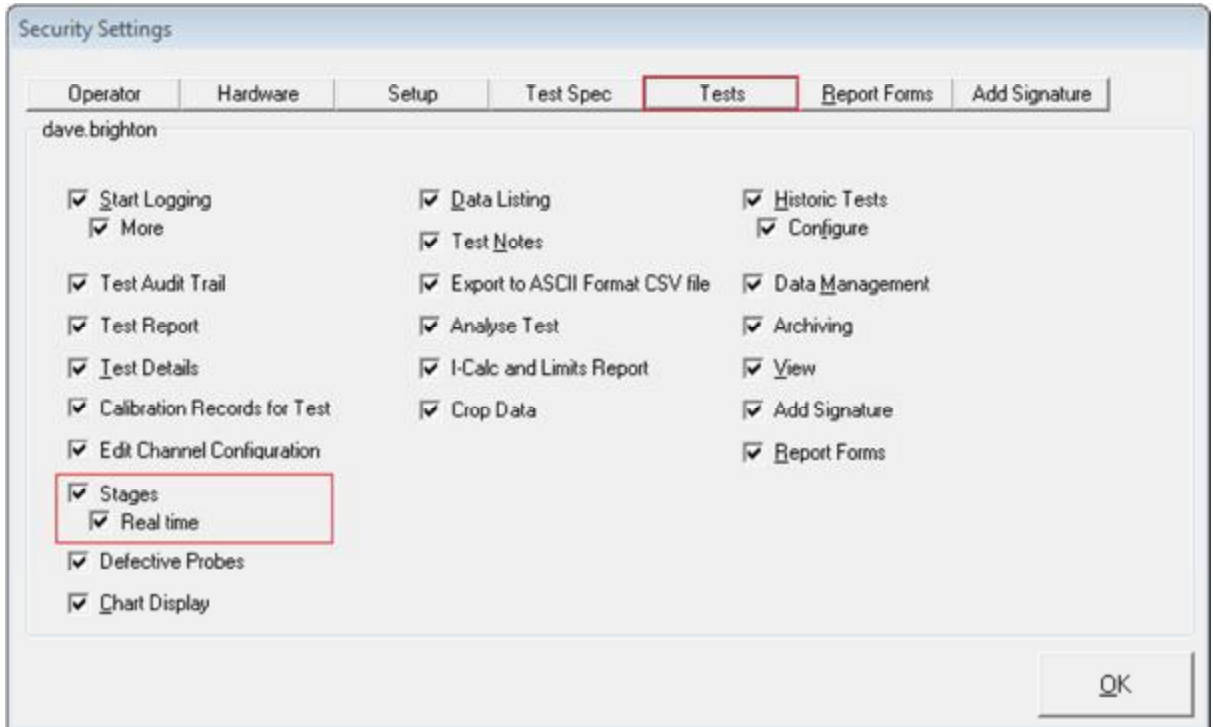
- Type in each required User name and after each name is entered, press the Add to List Button.



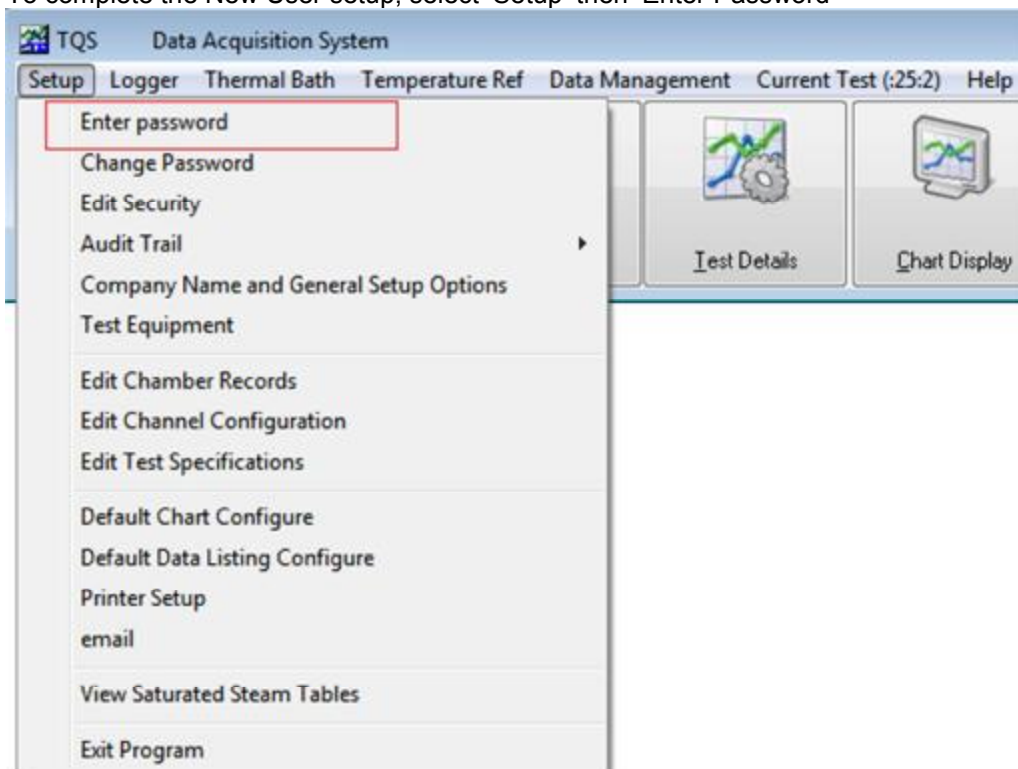
- You will be asked if the new user should be given Administrator, Manager or Operator security status. This affects which TQSoft settings the user can change, but can be amended later if required.
- The Audit Trail Reason for Change window will appear (Type in a reason if you wish) then press OK.
- The New user is added to the Left Hand Side.
- Highlight the new User. The Password Age Limit option forces the user to reset their password after the number of days set. If you do not wish to use this feature a maximum of 9999 can be entered.
- Inactivity Timeout is turned off (00:00:00) by default. If TQSoft does not detect any button presses or key presses for this amount of time, the password window will appear, and no other operations will be allowed until the password, or a new ID and password are correctly entered. If a test is running, TQSoft will run as normal, but a password must be entered to carry on after the test is completed.
- Highlight on the User on the left hand side. Then click on to Hardware/Setup/Test Spec/Tests to select what the user highlighted can or cannot do in TQSoft. For example if you do not

want the user to have access to Edit Security (the area of the Software we are in now), un-tick the feature Edit Security in the Setup Section

- Note To allow stage lines to be inserted while running a cycle, the 'Stages' 'Real Time' option needs to be selected.



- Repeat this process for all users. Once completed press OK in the bottom right hand corner.
- To complete the New User setup, select 'Setup' then 'Enter Password'



- A Login box appears with a New User box. Select 'New User'

The screenshot shows a window titled "LOGIN" with a blue header. Below the header, there is a instruction: "Press ENTER to finish an entry, or ESC to go back." The main area contains a label "ID" on the left, a text input field in the center, and a button labeled "New User" on the right. A "Cancel" button is located at the bottom left of the window.

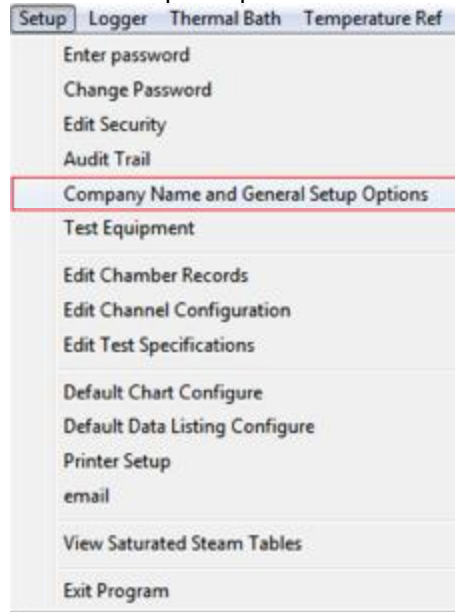
- Click the dropdown, and a list of new users will appear. Select the correct account and press 'Enter'

The screenshot shows the same "LOGIN" window. The "New User" button has been clicked, and a dropdown menu is now open. The dropdown menu displays a list of users, with "John Smith" highlighted. The "Cancel" button remains at the bottom left.

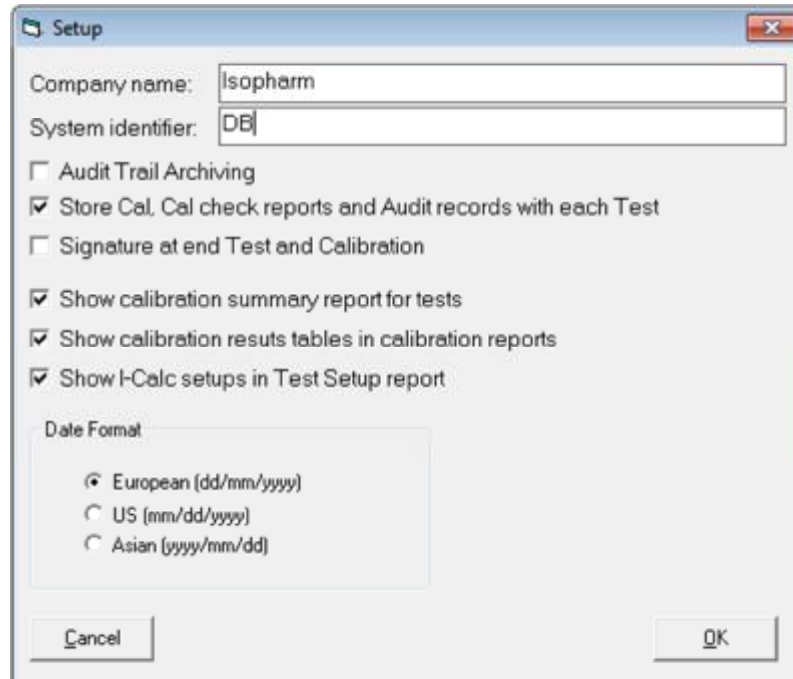
- Type in a new ID (username) and press 'Enter'. Note that this is case sensitive.
- Repeat your ID to Confirm and press 'Enter'
- Type in a Password (again case sensitive) and press 'Enter'
- Repeat your Password to Confirm and press 'Enter'
- Once the 'Password Valid Until' date appears press 'Enter' again.
- Now to go Setup and Edit Security again
- Highlight the 'Demo' user and then press 'De-activate'. Then Press OK.
- You can renew you Password at any time, by highlighting on the name and use the Rename Password tick box and press OK. You can also deactivate any user at any time.
- Close down TQSoft and re-open it. The login box will reappear.
- Type in your ID, then your Password to open TQSoft.

Company Name and General Setup Options

- Go to Set up and press on General Setup Options



- Type in the Company Name and this name will be printed out at the top of all the TQSoft documentation such as Charts, Data Listings etc.
- Type in the Computer Name in the System ID, so the Audit Trail knows which PC has been used for each application completed.
- Select the date Format below.



- If the option *Store Cal, Cal Check, and Audit records with Test record* in *Company Name and General Setup Options* is on, then an audit database is created and managed for each test record along with the other files for each test record. In this case the option *Audit Trail* on the *Current Test* drop down menu can be used to view and manage these audit trails. It also means that TQSoft will remember which Calibration and Calibration Check record is associated with each test when you backup the data or complete a Report.
- Audit Trail Archiving is covered in the Advanced Course.