## Setting up Network Users

One of the most important functions of the administrator is the setting up of Network users. These control access to The Paper Tiger, and access to specific databases within The Paper Tiger. The only way a person can get into The Paper Tiger is either logging on as a Network User or logging in as the administrator using the administrator password. The number of Network Users that can be set up are controlled by the Network license number. To check the number, click on the Help/About Paper Tiger in the menu.



The Number of active users controls the number of Network users that can be set up.

To start the process, click on View/Users in the Menu	To start	the process.	, click on	View/Users	in the Menu
---	----------	--------------	------------	------------	-------------

Ent 7	siew Br	owser			5	(ep orte	Bindow	o Eelo	0																
	1 Br	owser	Ctrie	-8	-		6		1.00			1	y.	3		6	1								
e Pap	😸 Lo	cations	Chri	e.,	EREV		Find		Locations		stegories	Co	elien (	Help		Tatorial									
	18 Q	tegories	Ctrie	4	0									-		1110.002		_	_	-	_	_	_	_	-
	D D	enfers	CH-	ίT.																					- 8
	2 10	es., 1	Christ	-U	6			1	Close	1															
	🥶 Pro	gerences	CON	tP.	Ľ			- E	. Cruse	*															_
		eling-check	at Optio	ine		User Na John Sm				1	AllOstable		Read 0	ely											
	Ne	twork Livers																							
	\$ B	epley Logge	dOnUr	ani.																					
		ick Preferen	Des																						
		oe Name				Allec			Only																
Ē	Databo	se Name				Locati	on Name						Read 0	dy	Į.										-

This will bring up the User List displaying the users that are set up.

To set up a new user, click on the New button.

Her List							
. New Z Edit X Dever	•	Q Close					
UserId John	UserName John Smith		AllDatabases	Read Only	ř.	 	
Database Name	All Locations	Read Only				 	 
		cana crap					
Database Name	Location Name			Read Only	11	 	 
- D'ATADOSE NAME							

This will bring up the Edit User Form.

lser ld:	janderson			
assword:				() Help
/erify Password:	[			X Cancel
lser's Full Name:	John Anderson			Locations
	User Read Only	I All Databases		
Database Nar	ne	Database Access	All Locations	Read Only
PaperTiger Ø Sample			-	
Ø Sample				

This process can be very simple to very complex. To simply set up a user with access to all databases, enter the user information and check the All Databases checkbox. If you wish to set up the user with no password, leave the Password and Verify Password fields blank. If you want the user to be able to view all databases but not make any changes, click the User Read Only checkbox.

	smiles			V Ok
'assword:				() Help
/erify Password:				X Cancel
lser's Full Name:	Sarah Miles			Locations
	User Read Only	IT All Databases		
Database N		Database Access	All Locations	Read Only
	1	✓ ✓	<b>V</b>	
		19		

If you wish the user to be able to access a specific database, click on the Database Access column in the grid for the appropriate database. To allow access to all locations click on the All Locations field. If you wish to allow Read Only access to the entire database, click on the Read only field.

		marthur			V Ok
asswor	d:				() Help
/erify Pa	assword:	[······			X Cancel
ser's F	ull Name:	Mary arthur			Locations
		User Read Only	T All Databases		
	Database Nam	8	Database Access	All Locations	Read Only
	Ø PaperTiger Sample				

To control access to specific Locations with a database, click on the Database Access column for the appropriate database, but do not click on the All Locations column. This will open up the Locations button on the right of the form. Click on that to bring up the Edit User Database Locations form.

		marthur			× •	Dk
er's Fi	ull Name:	Mary arthur			0.1	
atabase	e Name:	PaperTiger			0 H	lelp
		<b>Г</b> Databa	se Read Only		X Ca	ncel
T	Location Name		Location Access	Read Only		
	Action	-	V			
	Archives					
	Audio Cassette	ts.	✓			
	Books					
	Ø Keys		✓	V		
	Reference					
	Software					- int
	Trash					<b>•</b>

Click on the Location Access column for the appropriate Locations. To make a Location Read Only, click on the Read Only column.

C - 5	dew growser	Beports Bindow							
					-		- 3		
	- 6	10			J   🕄				
aper T	Tiger Ries 🔹 Fast Find E	tiwser Find	Locations	Categories	online Hel	Taky	rial		
e ui	ker List								
-				÷					
	New / Edit X Delete		O Close						
÷	User Id	UserName		AllDatabases	Read Only	-11		 	 
	janderson	John Anderson		1	COLUMN AND				
	John	John Smith		1					
1	naths	Plary eithur							
12	siviles	Sarah Miles			1				
È	Database Name	All Locations	Read Ordy						 
	PeperTiger		Read Ordy					 	
-		All Locations	Read Ordy	J				 	 
	PeperTiger		Read Ordy					 	 
	PeperTiger		Read Only					 	 
	PeperTiger		Read Only						 
	PeperTiger		Read Only	j,					
	PeperToyr Sample Database Name	Location Name	Read Only		Read Only				
	PeperTiper Sample Database Name PaperTiper	Location Name (Action	Read Only		Read Dilly				
	PeperTiper Sample Database Name PaperTiper PaperTiper	Location Name Action Audio Cassettes	Raad Only						 
	PeperTiper Sample Database Name PaperTiper	Location Name (Action	Reed Only		Read Only			 	
	PeperTiper Sample Database Name PaperTiper PaperTiper	Location Name Action Audio Cassettes	Read Only						 
	PeperTiper Sample Database Name PaperTiper PaperTiper	Location Name Action Audio Cassettes	Read Only						
	PeperTiper Sample Database Name PaperTiper PaperTiper	Location Name Action Audio Cassettes	Read Only						
	PeperTiper Sample Database Name PaperTiper PaperTiper	Location Name Action Audio Cassettes	Read Only						

The User List form displays the users that have been set up. If you click on a User in the top grid, that user's databases will be displayed in the middle grid. If you click on a database in the middle grid, the database locations will be displayed in the bottom grid.