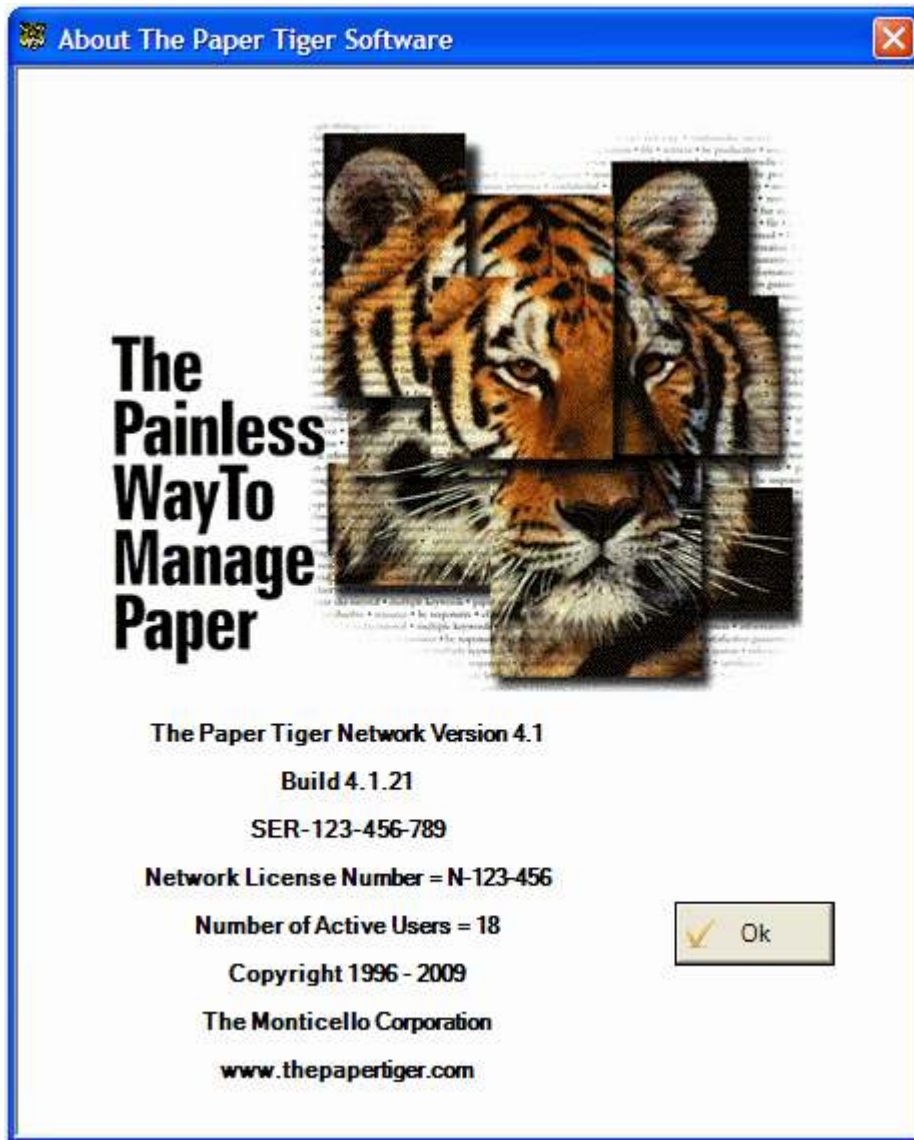## Setting up Network Users

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.
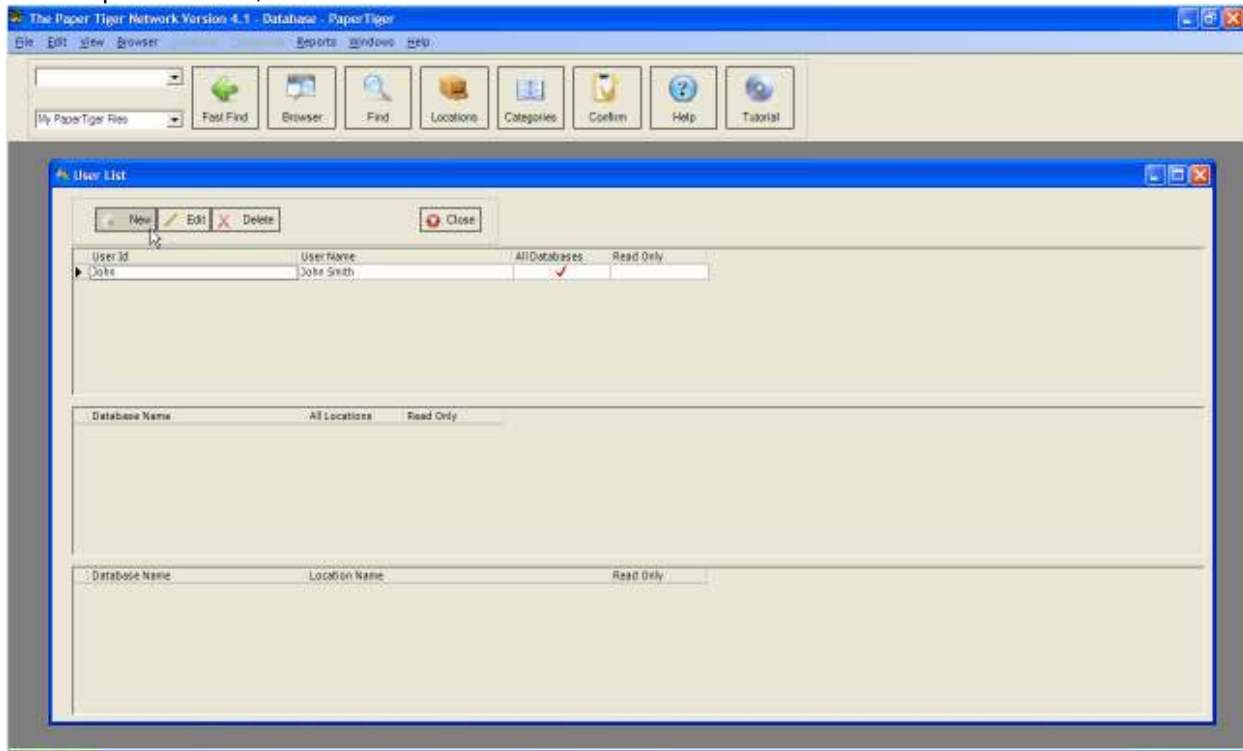

The Number of active users controls the number of Network users that can be set up.

To start the process, click on View/Users in the Menu.
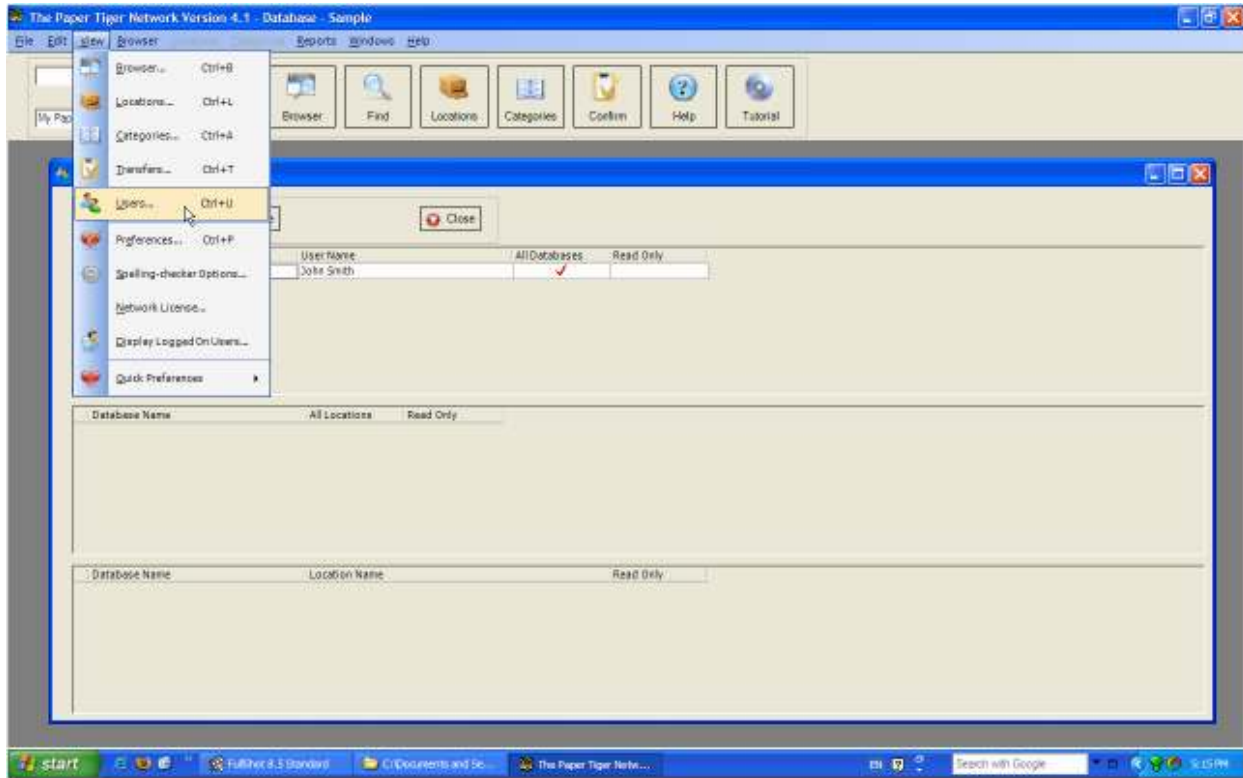
This will bring up the User List displaying the users that are set up.

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

This will bring up the Edit User Form.

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.

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.

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.
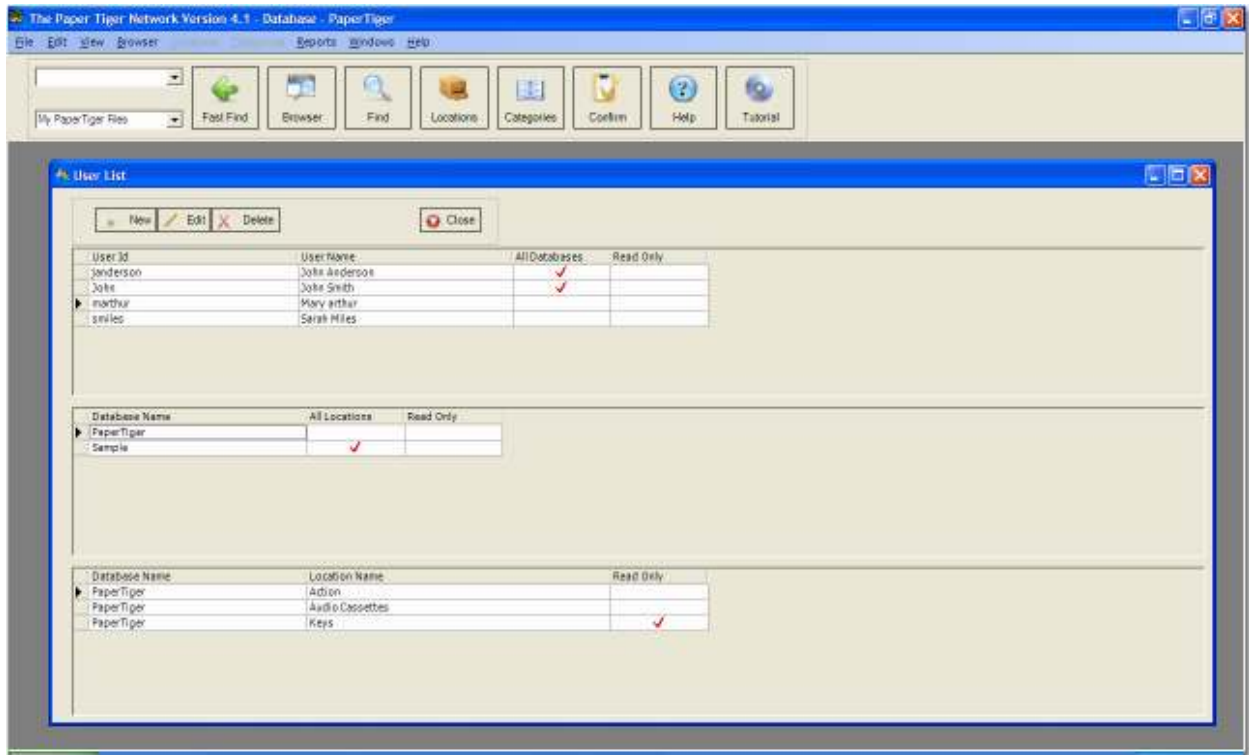

Click on the Location Access column for the appropriate Locations. To make a Location Read Only, click on the Read Only column.

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.