

How do I set up separate users sharing the SERVE database?

The purpose of this training sheet is to show you how you can set up various users who have their own food intakes, recipes and person details. Users are able to access all foods, but can only change the foods they created.

Setting up the users

To be able to set up users you have to log in to SERVE using the user name SUPERVISOR and the password (initially set to ADMIN).


From the main menu bar, select the **General** option, then select **Users**



The 'Maintain user names and passwords' window is displayed as shown below.

User details				
Number	Name	Password	User group	Active
1	SERVER	SERVER		-1
2	WILLIAM SMITH	BILL19	C1	-1
3	JANE PETERS	J12017	C1	-1
4	SIMON ARNOLD	W22345	C2	-1
5	JOHN BROWN	JB0012	C2	-1
*				

Type in the details for each user you want to set up. Enter a sequence number (not one of the numbers already entered), the user's name, password (maximum six characters) and optionally a user group. Select 'True' from the **Active** drop down list of options.

When you have finished typing in all the users you want to set up select the  button to exit, and log out of SERVE. The user can now log in with their own user name and the password you have given them. When they log on they can change their password to whatever they choose.

Users can access all the foods held in the database, and can create their own foods. They can only change or remove foods that they create. They cannot access food intakes, recipes, or persons other than the ones they set up.

Note: You can delete a user by highlighting the user and selecting the delete key on your keyboard. If any foods, recipes, food intakes, or persons have been created for this user you will not be able to remove the user until you have removed all the other items. You can stop a user from logging in to SERVE by selecting the False option from the **Active** drop down list.

Supervisor capability

Users have limited access to the SERVE database. The supervisor has access to all data. In particular, the supervisor is the only user able to access the **Users** and **Owner Details** options on the General drop down menu.