# su**m**ilabel ™
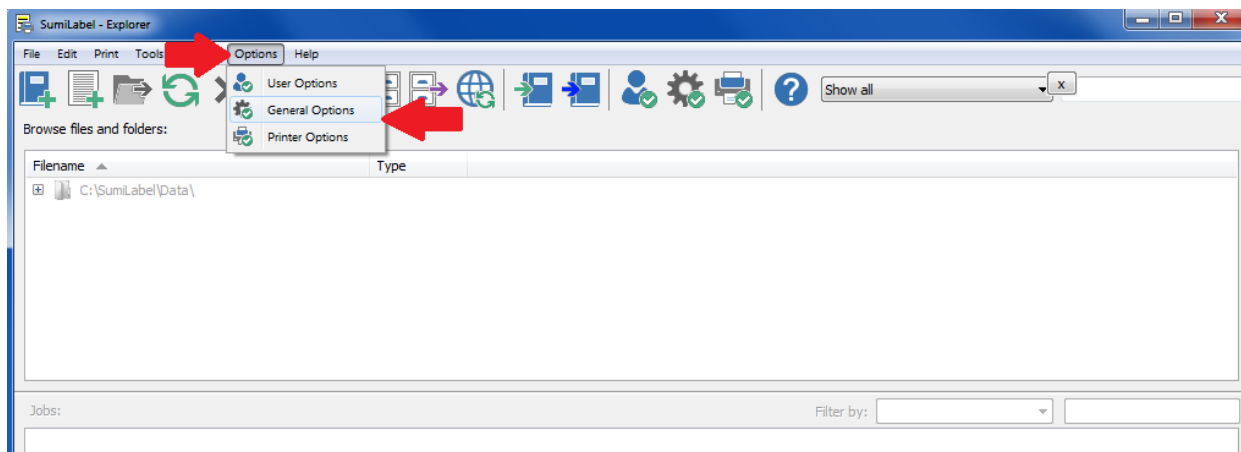
# Setting up User Profiles & Permissions

The Sumilabel Software allows you to create user profiles with the ability to assign specific permissions to them. The following steps will guide you through this process.

## Set up a User Profile

Open the **Sumilabel Software**. On the **Sumilabel- Explorer** window, select **Options** then **General Options**.
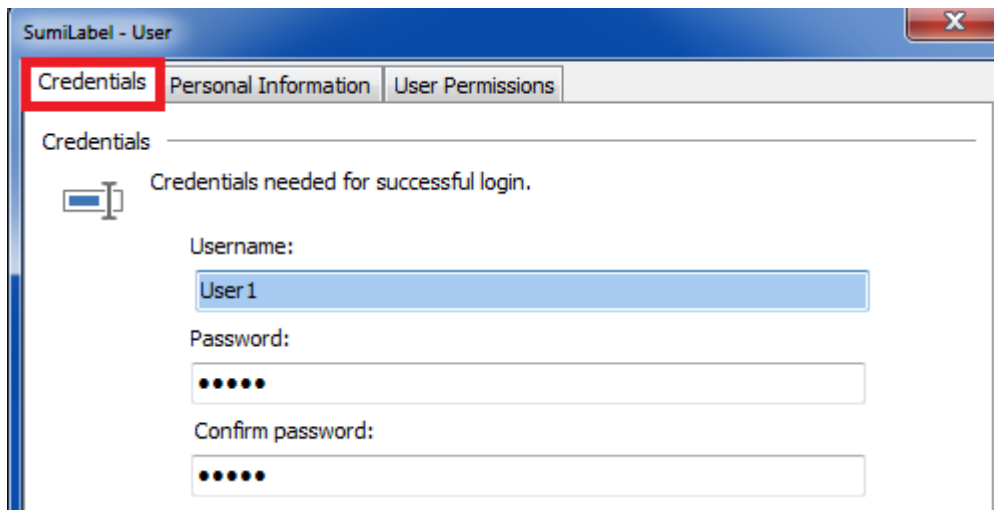


Next, click on the **User Management** tab. This is where you can **Add**, **Edit** or **Delete** user profiles and set permissions for each one. The default **Admin** profile is available in the list and already has full access. To add a new user profile, select **Add**. The **Sumilabel-User** window will open.
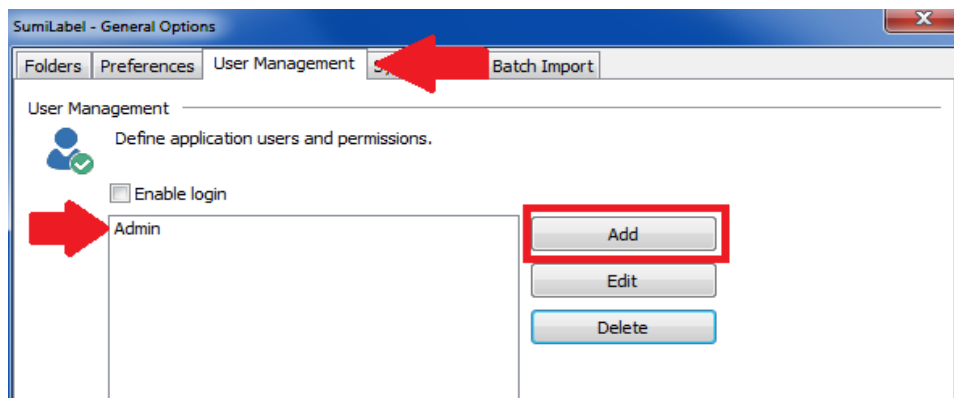
## Credentials

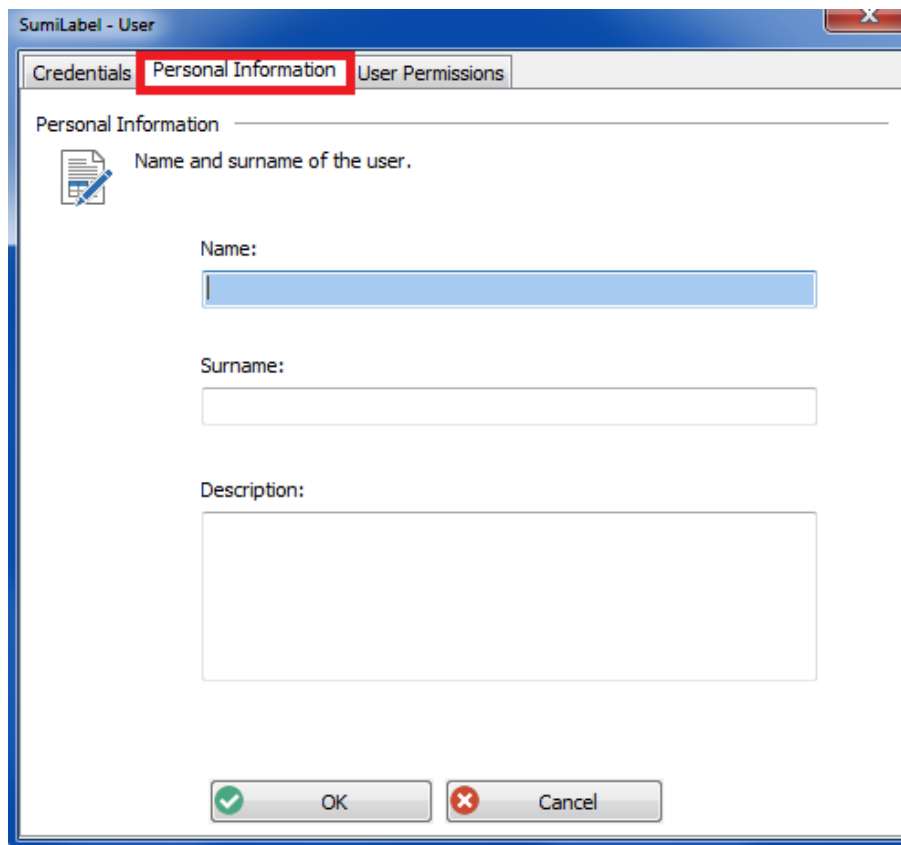On the **Credentials** tab, enter a username then create and confirm password:



**<span style="color:red">It is highly advised that passwords for the Admin and user profiles be recorded as they cannot be recovered if lost</span>**

## Personal Information

The **Personal Information** tab is for entering user info:

## User Permissions

 This section is where permissions to execute or view specific aspects of Sumilabel can be assigned. The **Admin** and **User** selections under the **User level** already have full access and no restrictions. To place limits on a user profile, select **Custom** under the **User level**. Once selected, the bottom menu will then be available for editing.
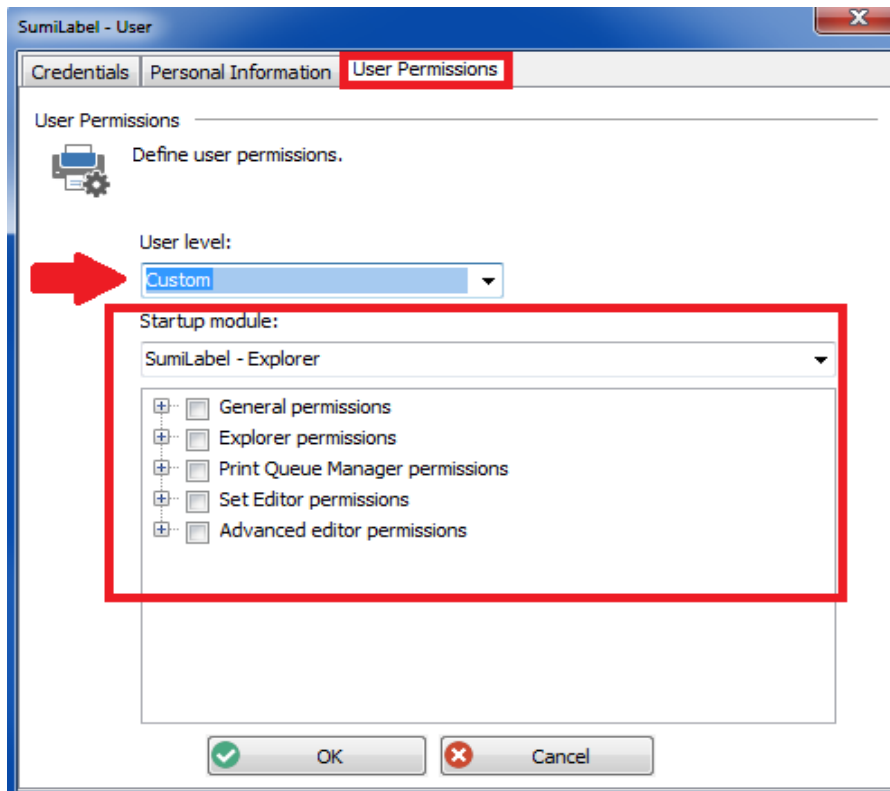


 From here you can select which options are available to the user profile. Click **+** to expand each category to view a sub-category. Checking the box next to the main category will give access to all the sub-categories under it. This change will be indicated by the **bold checkmark and category text** (Figure 1). If a sub-category has been selected individually, the main category box will be filled **blue with no checkmark** (Figure 2).
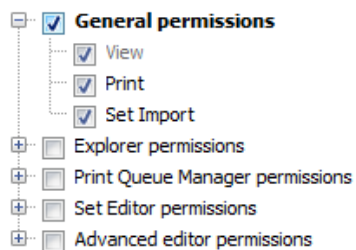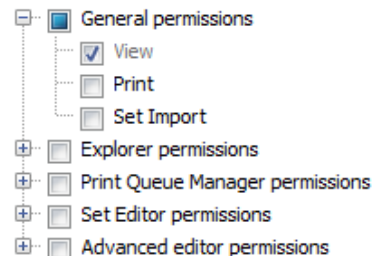


Figure 1                                      Figure 2

 To choose specific tasks within a category, expand the main category. You can now select which operations the profile is allowed access in the software. When finished selecting the permissions, click on **OK**.

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# Categories and Sub-Categories

Here is each main category with its sub-category:

1. **General Permissions**
   a. View
   b. Print
   c. Set Import

2. **Explorer Permissions**
   a. View
   b. Add
   c. Edit
   d. Delete
   e. User Options
   f. Printer Options

3. **Print Queue Management Permissions**
   a. View
   b. Add
   c. Edit
   d. Delete
   e. Print
   f. Printer Options

4. **Set Editor Permissions**
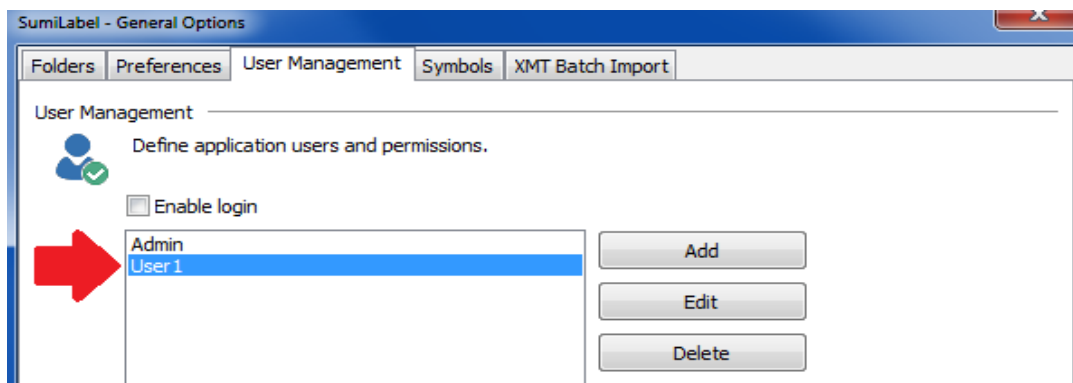   a. View
   b. Add
   c. Edit
   d. Delete
   e. Print
   f. Printer Options
   g. Data Import

5. **Advanced Editor Permissions**
   a. Edit

## Finishing Up

After completing the user creation and permissions, you will be taken back to the **Sumilabel-General Options** window. The newly created user will now appear in the listing.



To activate the user log-in, check the box next to **Enable login** and click **OK**. Restart Sumilabel and you will be prompted with a login window. Sign in with any of the created user profiles.
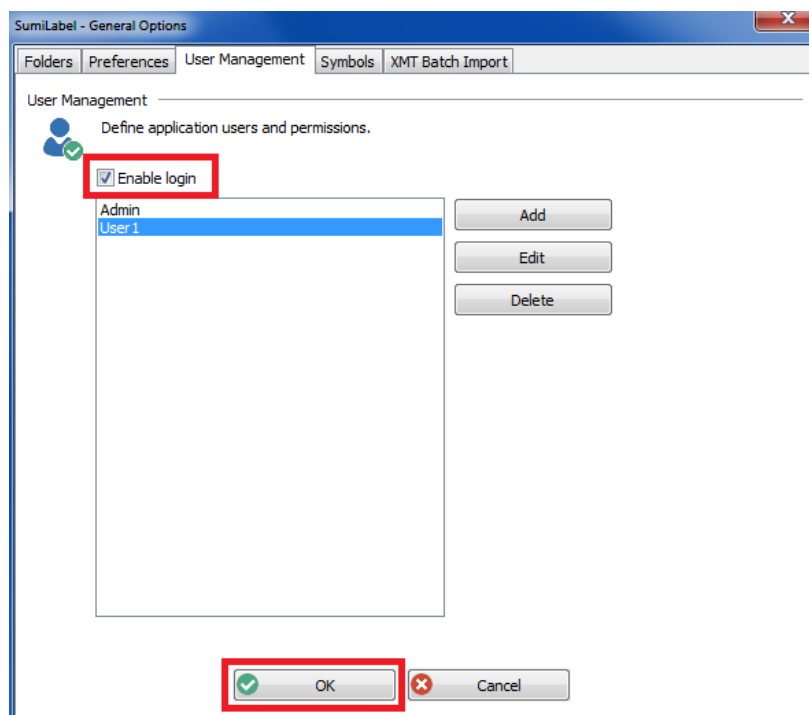


If you have any questions or comments, we encourage you to contact our SumiMark / Sumitag Technical Support department.

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