sumlabel

Setting up User Profiles & Permissions

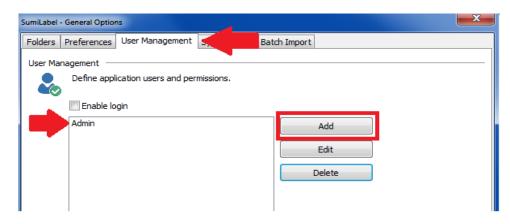
The Sumilabel Software allows you to create user profiles with the ability to assign specific permissions to them. The following steps will guide you through this process.

Set up a User Profile

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

| 🚘 SumiLabel - Explorer | | |
|---------------------------|-------------------|--|
| File Edit Print Tools | Options Help | |
| | 🚴 User Options | |
| | General Options | |
| Browse files and folders: | 😼 Printer Options | |
| Filename 🔺 | Туре | |
| 🛛 🎬 C:\SumiLabel\Data\ | | |
| Jobs: | Filter by: | |
| | | |

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:

| SumiLabel - Us | er | × |
|----------------|--|---|
| Credentials | Personal Information User Permissions | |
| Credentials | | |
| | Credentials needed for successful login. | |
| | Username: | |
| | User 1 | |
| | Password: | |
| | ••••• | |
| | Confirm password: | |
| | ••••• | |

It is highly advised that passwords for the Admin and user profiles be recorded as they cannot be recovered if lost

Personal Information

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

| SumiLabel - User | × |
|---|---|
| Credentials Personal Information User Permissions | |
| Personal Information | |
| Name and surname of the user. | |
| Name: | |
| | |
| Surname: | |
| Surname: | |
| | |
| Description: | |
| | |
| | |
| | |
| | |
| | |
| | |
| 📀 OK 🔀 Cancel | |
| | |

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.

| SumiLabel - User | × |
|---|----------|
| Credentials Personal Information User Permissions | |
| User Permissions | |
| User level: | |
| Startup module: SumiLabel - Explorer General permissions Explorer permissions Print Queue Manager permissions | _ |
| ⊕ □ Set Editor permissions ⊕ □ Advanced editor permissions | |
| OK Cancel | |

From here you can select which options are available to the user profile. Click + to expand each category to view a subcategory. 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).

| | General permissions | | General permissions |
|----------|--|----------|--|
| | ····· 📝 Print | | ···· Print |
| | Explorer permissions | | Explorer permissions |
| | Print Queue Manager permissions Set Editor permissions | | Print Queue Manager permissions Set Editor permissions |
| Figure 1 | Advanced editor permissions | Figure 2 | Advanced editor permissions |

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**.

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.

| SumiLabel | General Option | ns | | | | | |
|-----------|---------------------------|-----------------------|-----------|----------|----------|--------|--|
| Folders | Preferences | User Management | Symbols | XMT Bato | h Import | | |
| User Ma | nagement — Define appl | ication users and per | missions. | | | | |
| | Enable lo | gin | | | | | |
| | Admin User 1 | | | | | Add | |
| | | | | | | Edit | |
| | | | | | | Delete | |

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.

| SumiLabel - General Options |
|---|
| Folders Preferences User Management Symbols XMT Batch Import |
| User Management |
| Define application users and permissions. |
| |
| Enable login |
| Admin User 1 Add |
| Edit |
| Delete |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| OK Cancel |
| |

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

Email: Identification@seipusa.com

Phone: (760) 761-0600 x 255

Support Website: www.SumiSupport.com