

## Timeslips Hidden Treasure #11 – Database Security

Whether you are using Timeslips on one computer or many, your business depends on the reliability of the valuable data contained in your Timeslips database. Regular backups are important but aren't enough to ensure dependable access to your records. Recognizing that secure data has never been more important than it is today, Timeslips provides security features that, by establishing password access for each timekeeper and database, will protect your data from unauthorized access.

We recommend that a master Supervisor password be set up so that only your Timeslips administrator can access your Timeslips security system. Keep this password in a safe place but know that, because **Integrated Visions** is Data Repair Certified, one of the services we provide our clients is that we can unlock your system if the password is lost or forgotten.

There are three elements to the Timeslips security features, all found in the **Setup/Security** menu option:

- Global** – Allows you to establish the Supervisor password, activate the login prompt and set usage options.

- Profiles** – Allows you to establish templates or profiles for providing specific access rights to groups of timekeepers.

- Timekeeper rights** – Allows you to assign a password and profile to the timekeeper and override profile rights when needed.

Instructions for setting up each security element follows. Be sure to perform all three (3) steps. If you require assistance, contact the **Integrated Visions** Help Desk at (858) 724-0044.

### **STEP 1 - Setting Global Security Options to enable security:**

1.1 Select **Setup/Security/Global** from the Timeslips menu bar.

1.2 Create and enter whatever **Security Supervisor's Password** you want to assign. After step 1.7, below, this password will be required to access all security options, so be sure to keep it in a safe place or give it to **Integrated Visions** for safekeeping.

1.3 Select the option **Require login and activate security** by clicking a checkmark in its box. Without selecting this option, login names will appear but no security will be enforced.

1.4 Select the option named **Password required to log in**. This will ensure proper security is in place.

1.5 Change **Default Profile for a new Timekeeper** to the desired profile. You will have to come back to this option once the profiles are established in the next step.

# Timeslips User Manual

**LL Leslie**



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**FileMaker Pro 8: The Missing Manual** Geoff Coffey, Susan Prosser, 2005-09-23 Used by millions worldwide FileMaker Pro is an award winning database program for managing people projects images assets and other information It's easy to use and totally customizable so long as you know what you're doing But FileMaker Pro doesn't come with a printed manual so FileMaker Pro The Missing Manual is the authoritative jargon free book that should have been in the box FileMaker Pro The Missing Manual approaches FileMaker the way FileMaker approaches you it's user friendly and seemingly straightforward enough but it offers plenty of substance worthy of deeper exploration Packed with practical information as well as countless expert tips and invaluable guidance it's an in depth guide to designing and building useful databases with the powerful and pliable FileMaker Pro Covering FileMaker for both Windows and Macintosh FileMaker Pro The Missing Manual is ideal for small business users home users school teachers developers anyone who wants to organize information efficiently and effectively Whether you want to run a business publish a shopping cart on the Web plan a wedding manage a student information system at your school or program databases for clients this book delivers Author Geoff Coffey has many years of experience using FileMaker Pro he was in fact an early beta tester for the product Author Susan Prosser is a FileMaker Certified Developer who trains other developers Together Coffey and Prosser show you how to Get FileMaker up and running quickly and smoothly Import and organize information with ease Design relational databases that are simple to use yet powerful Take advantage of FileMaker Pro calculation capabilities Automate processes with scripting Customize FileMaker Pro to your needs and preferences Share information with other people coworkers clients and customers and other programs Understand and select the best security options What could easily come across as dry and intimidating things like relational theory calculations and scripting are presented in a way that is interesting and intuitive to mainstream users In no time you'll be working more productively and efficiently using FileMaker Pro [The 2010 Solo and Small Firm Legal Technology Guide](#) Sharon D. Nelson, John W. Simek, Michael C. Maschke, 2011-07-16 Computers Computer operating systems Monitors Computer peripherals Printers Scanners Servers Server operating systems Networking hardware Miscellaneous hardware Productivity software Security software Case management Billing software Litigation programs Document management Document assembly Collaboration Remote access Mobile security More about Macs Unified messaging and telecommunications Utilities The legal implications of social networking Paperless or paper LESS Tomorrow in legal tech

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