

# DatPass User Guide

First Edition

First Print

October 2005

© Fourier Systems Ltd.



fourier

# Contents

Introduction .....	1
First Time Running DatPass .....	1
Login to DatPass .....	2
Old User .....	2
New User .....	2
User Administration .....	3
Adding a User .....	3
Changing User Properties .....	4
Deactivating a User .....	5
Changing Password .....	5
Group Administration .....	6
Group Privileges .....	6
Changing Group Privileges .....	7
Adding a New Group of Users .....	8
Removing a User Group .....	8
Audit Trail .....	9
Printing the Audit Trail .....	9
Refreshing the Audit Trail .....	10
Viewing a Specific Date .....	10
Starting a New Audit Trail .....	10
Opening an Old Audit Trail .....	10
Moving the Current Database .....	10
Move Database Password .....	11

## Introduction

DatPass is administration software which supports the assignment of passwords and operating privileges for Fourier industry application software.


DatPass works with Fourier MicroLab and MicroLab Plus. DatPass defines the users that can log onto DatPass, their passwords, digital signatures and the action they are permitted to take.

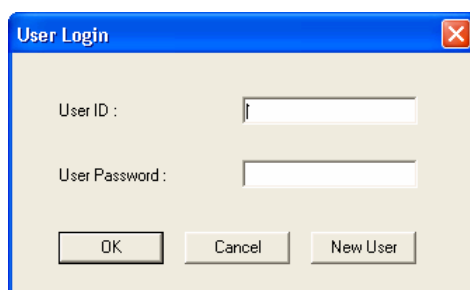
DatPass also maintains an audit trail that keeps track of all users' activities.

Together with MicroLab or MicroLab Plus, DatPass forms a dual program software package that complies with FDA Title 21 CFR Part 11.

## First Time Running DatPass

The first user that opens DatPass is automatically assigned as an administrator and is given the user name Admin. To start working with DatPass the administrator needs to define his own user ID and password:

1. Double click the **DatPass** icon  on your desktop to display the **User Login** dialog box:



The 'User Login' dialog box has a blue title bar with the text 'User Login' and a close button (X). It contains two text input fields: 'User ID : ' and 'User Password : '. Below the fields are three buttons: 'OK', 'Cancel', and 'New User'.

2. Click **New User**.



The 'New User Login' dialog box has a blue title bar with the text 'New User Login' and a close button (X). It contains a dropdown menu for 'New User : ' with 'Admin' selected. Below it are four text input fields: 'New User ID : ', 'Confirm User ID : ', 'New Password : ', and 'Confirm Password : '. At the bottom are two buttons: 'OK' and 'Cancel'.


3. Enter a user ID in the **New User ID** text box.
4. Confirm the user ID in the **Confirm User ID** text box.
5. Enter a password in the **New Password** text box.

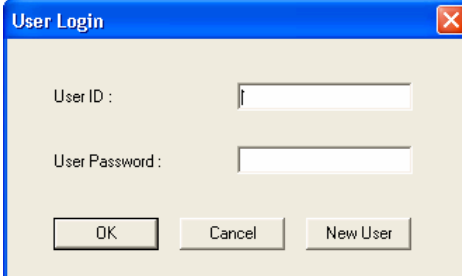
**Note:** The password is case sensitive

6. Confirm the password in the **Confirm Password** text box.
7. Click **OK**.

# Login to DatPass

## Old User

1. Double click the **DatPass** icon  on your desktop to display the **User Login** dialog box:




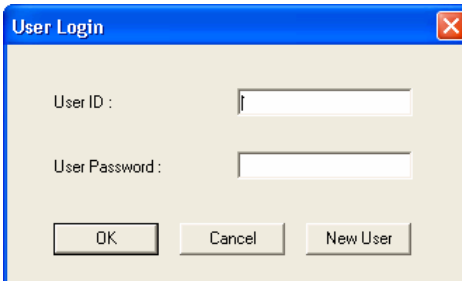
The 'User Login' dialog box has a blue title bar with the text 'User Login' and a close button (X) on the right. The main area is light gray and contains two text input fields. The first is labeled 'User ID :'. The second is labeled 'User Password :'. Below the fields are three buttons: 'OK', 'Cancel', and 'New User'.

2. Enter your user ID and password, and then click **OK**.

## New User


You can only login as a new user if the Admin has created a new user in DatPass. Refer to the *Adding a New User* section on page 3.

1. Double click the **DatPass** icon  on your desktop to display the **User Login** dialog box:



This is the same 'User Login' dialog box as shown in the previous step, with fields for 'User ID' and 'User Password' and buttons for 'OK', 'Cancel', and 'New User'.

2. Click **New User**.



The 'New User Login' dialog box has a blue title bar with the text 'New User Login' and a close button (X) on the right. The main area is light gray and contains a dropdown menu labeled 'New User :'. Below it are four text input fields: 'New User ID :', 'Confirm User ID :', 'New Password :', and 'Confirm Password :'. At the bottom are two buttons: 'OK' and 'Cancel'.

3. Select your user name in the **New User** text box.
4. Enter a user ID in the **New User ID** text box.
5. Confirm the user ID in the **Confirm User ID** text box.

6. Enter a password in the **New Password** text box.

**Note:** The password is case sensitive

7. Confirm the password in the **Confirm Password** text box.
8. Click **OK**.

## User Administration

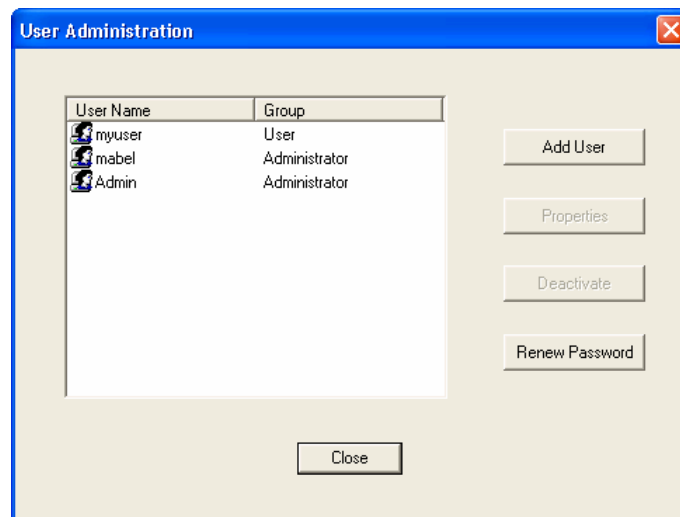
**Note:** If are working in an archived audit trail (refer to page 9), then to access **User Administration** you must first exit DatPass and login again to load the Current database.

### Adding a User

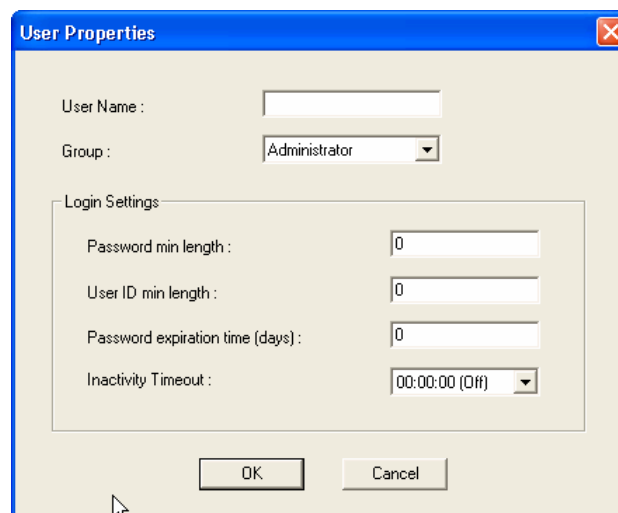
An administrator can add new users, assign privileges to the user and set the login preferences.

To add a new user:

1. Click **User Administration**  on the main toolbar.



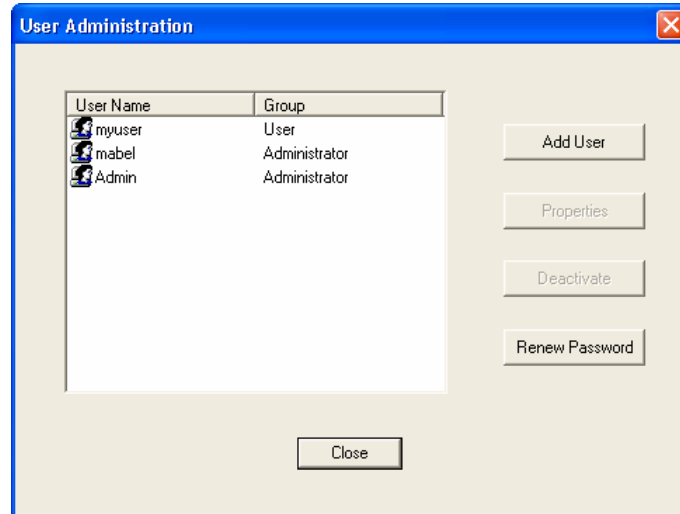
2. Click **Add User**.



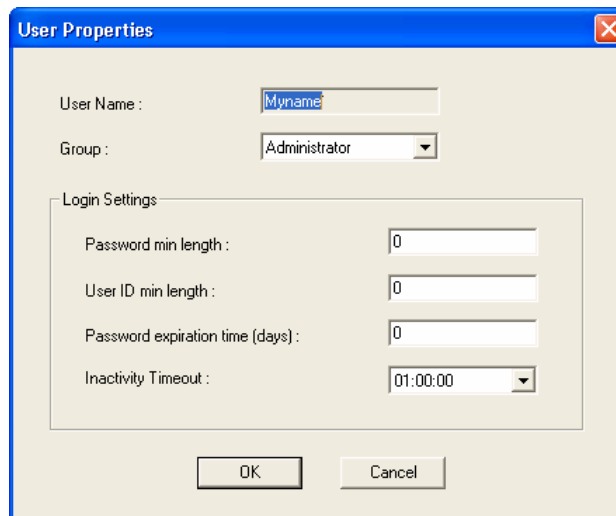
3. Enter a user name in the **User Name** text box.
4. Select a user group in the **Group** drop-down menu.
5. Set the login preferences in the **Login Settings** area.
6. Click **OK**.

## Changing User Properties

1. Click **User Administration**  on the main toolbar.



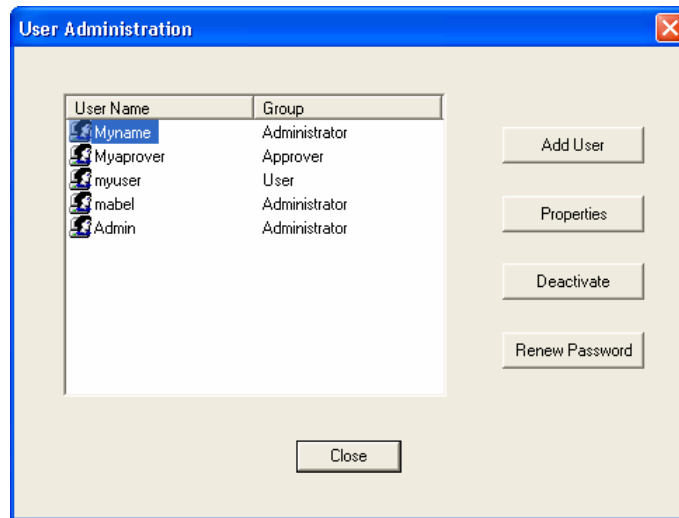
2. Select a user name from the list, then click **Properties**.



3. Modify the user group and/or the settings, and then click **OK**.

## Deactivating a User

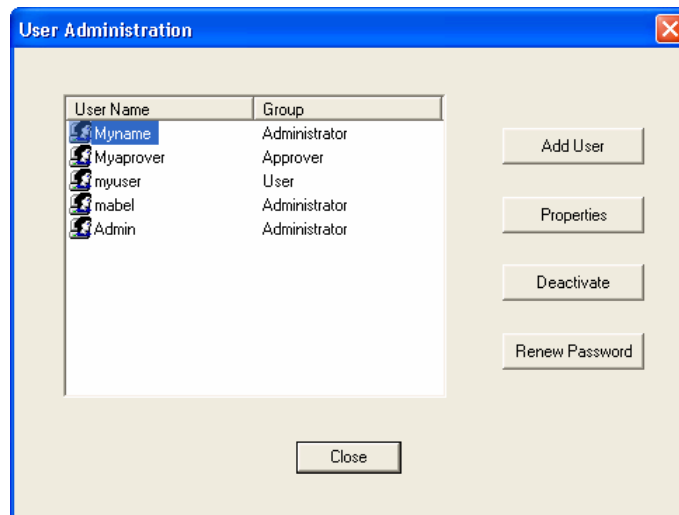
1. Click **User Administration**  on the main toolbar.



2. Select a user name from the list, and then click **Deactivate**.  
You can always reactivate the user by repeating the process, and then clicking **Activate**.

## Changing Password

1. Click **User Administration**  on the main toolbar.



2. Select a user name from the list, and then click **Renew Password**.  
The next time the user will open DatPass, he will be prompted to enter a new password.

# Group Administration

**Note:** If are working in an archived audit trail (refer to page 9), then to access **Group Administration** you must first exit DatPass and login again to load the Current database.

## Group Privileges

Users are assigned to user groups and are granted the privileges granted to the group. A privilege is a user's right to perform a specific task in DatPass, MicroLab or MicroLab Plus.

DatPass comes with three predefined user groups: **Administrator**, **Approver** and **User**. See the table below for the privileges granted to each group.

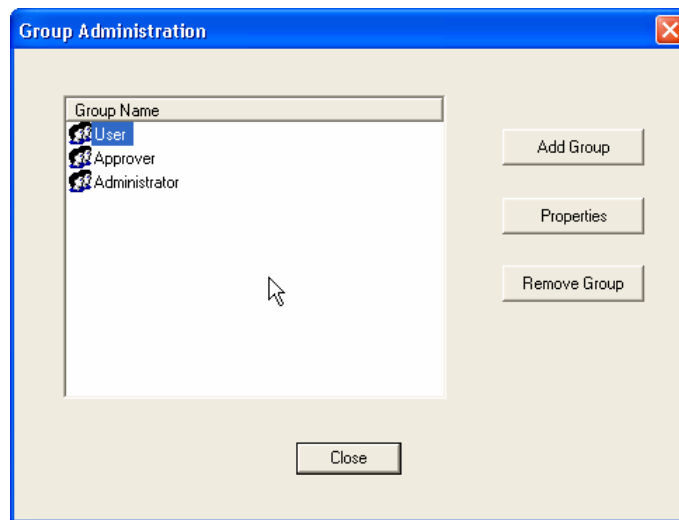
Privilege	Administrator	Approver	User
<b>Data</b>			
New	✓	✓	✓
Open files	✓	✓	✓
Save files	✓	✓	✓
Save as	✓	✓	✓
User administration	✓		
View/Maintain Audit trail	✓		
Exit application	✓	✓	✓
Copy graph	✓	✓	✓
Crop data	✓	✓	✓
Export data to Excel	✓	✓	✓
Printout	✓	✓	✓
Update email settings	✓	✓	✓
Update store data folder	✓	✓	✓
Edit cradle map	✓	✓	✓
Set active cradle range	✓	✓	✓
Add electronic signature	✓	✓	
Move database	✓	✓	✓
<b>Logger controls</b>			
Communication setup	✓	✓	✓
Download	✓	✓	✓
Setup	✓	✓	✓
Run	✓	✓	✓
Stop	✓	✓	✓
Calibrate	✓		
Temp units	✓	✓	✓
Daily download software settings	✓	✓	✓
Define sensors	✓	✓	✓

The administrator can create a new user group and delete unused groups.

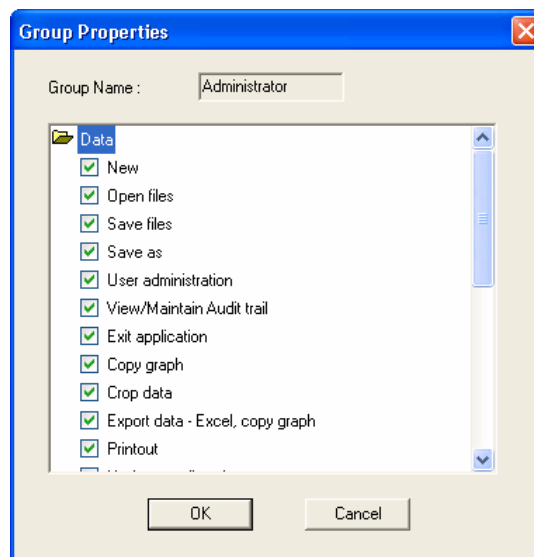


# Changing Group Privileges

1. Click **Group Administration**  on the main toolbar.



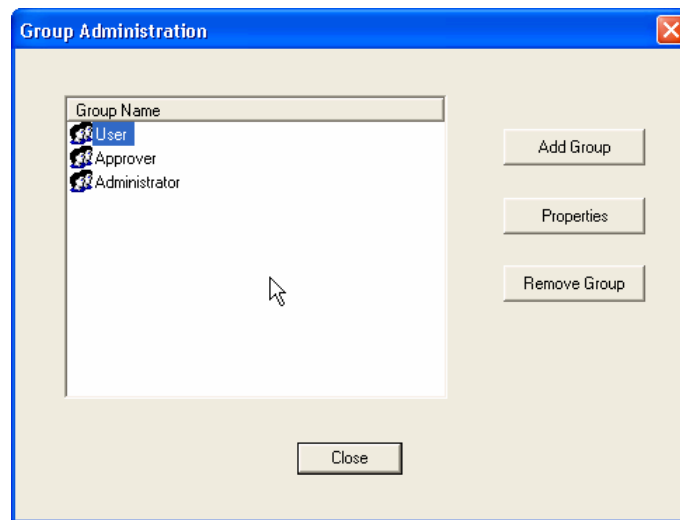
2. Click a group name to select it, and then click **Properties**.



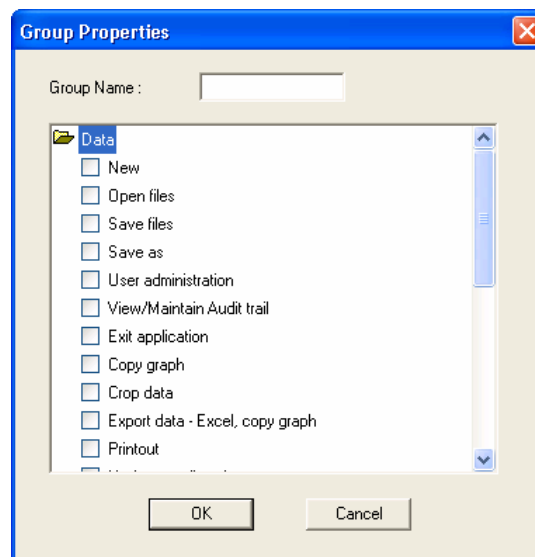
3. To add a privilege to the group, check the check box next to it.
4. To remove a privilege from the group, uncheck the check box next to it.
5. Click **OK**.

## Adding a New Group of Users

1. Click **Group Administration**  on the main toolbar.




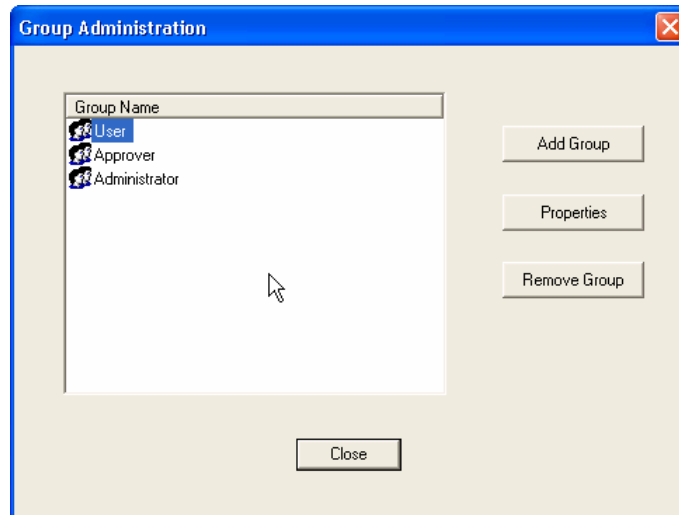
2. Click **Add Group**.



3. Type in a group name in the **Group Name** text box.
4. To add a privilege to the group, check the check box next to it.
5. To remove a privilege from the group, uncheck the check box next to it.
6. Click **OK**.

## Removing a User Group

1. Ensure that the group you want to remove is not assigned to any user.
2. Click **Group Administration**  on the main toolbar.



3. Click the group name to select it, and then click **Remove Group**.
4. Click **Close**.

## Audit Trail

DatPass maintains an audit trail that automatically records any user activity within DatPass, MicroLab and MicroLab Plus software.

The audit trail shows who has accessed the system and what operations he has performed, along with a date & time stamp of the activity.

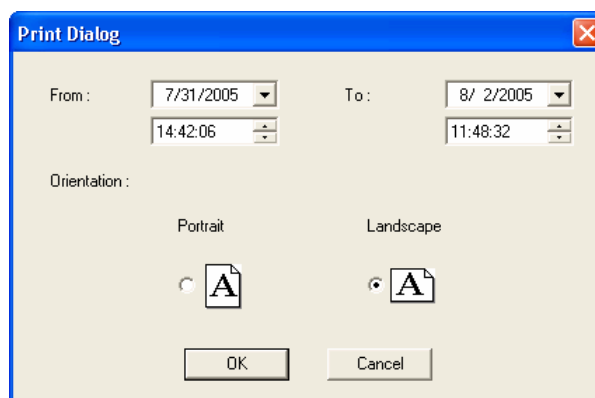
The administrator can view the audit trail on screen or print any part of it.

DatPass allows you to create new audit trails while automatically saving the current trail.

Whenever a user uses the command **Run**, **Stop** or **Setup** for a MicroLog, either from MicroLab or from MicroLab Plus, the user is prompted to type a reason for his action. In such cases the audit trail records and displays the reason.

## Printing the Audit Trail

1. Click **Print**  on the main toolbar.



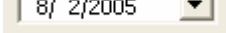
2. Select the start date and time in the **From** pick lists.
3. Select the end date and time in the **To** pick lists.
4. Select the page orientation.
5. Click **OK**.

## Refreshing the Audit Trail

To refresh the audit trail display click **Refresh**  on the main toolbar.

## Viewing a Specific Date

To view audit trail entries on a specific date:

1. Click the down arrow next to the date drop-down list  on the main toolbar.
2. Select the desired date.  
The display will automatically scroll to the selected date.

## Starting a New Audit Trail


Click **File** on the main menu, and then click **New**.

DatPass will automatically save the current audit trail, and open a new blank audit trail log.

DatPass saves the audit trail under the name: DatPass [date and time].

**Note:** You can only open a new audit trail when working in the Current database

## Opening an Old Audit Trail

1. Click **Open**  on the main toolbar.
2. Navigate to the folder: *My Documents\Fourier Systems\DatPass*
3. Double click the desired file name.

**Note:** DatPass saves the audit trail under the name: DatPass [date and time]

To return to the current audit trail, repeat steps 1 and 2, then double click the file:  
**Current**

## Moving the Current Database

The Current.mdb file is by default located in the DatPass directory on your local computer. This file contains the current audit trail of user activity in the DatPass, MicroLab and MicroLab systems.

When the Current database is located locally, it only tracks user activity on your computer. In order to maintain an audit trail of user activity over a network, rather than locally, you must store the DatPass Current.mdb file in a directory on the main network server to which the MicroLab and MicroLab Plus users are connected.

*To move the database file in DatPass:*

1. Click **Move Database** on the **File** menu.
2. In the **Set Database Path** dialog box, click **Browse** and browse to the new location of the database file.
3. Ensure that all MicroLab software is closed and exit DatPass, then re-enter DatPass.
4. You should receive a system message confirming the database move, and you should also be able to view the action in the Audit Trail.

**Note:** You will only be able to move the database if you have the Group privilege to do so. The Move Database check box must be checked in the Group Properties dialog box.

When the Current.mdb file has been moved using DatPass, the database path must also be updated for all MicroLab and MicroLab Plus software users on the network.

*To correct the database file path in MicroLab or MicroLab Plus:*

1. When logging into the software for the first time following a database move, you will see a system message stating that the database file was not found.
2. In the next dialog box, enter the default system password (refer to the Move Database Password section below) and click **Browse**.
3. Browse to the new path of the database file, as defined in DatPass, and click **OK**.
4. Login in to the software as you normally would.

The DatPass Admin will now be able to view the audit trail of all users of the MicroLab software on the network.

## **Move Database Password**

The default password allowing users of MicroLab and MicroLab Plus to correct the database file path once it has been moved is:

**fouriersystems**

This password is case sensitive and cannot be changed.