

## FP2 - TIP 'O THE WEEK #21 CONTROLLING ACCESS TO FP2 RECORDS

The FP2 administrator has the ability to make some important security decisions through the Password window. This week we're going to take a closer look at the options to be considered regarding controlling the individual user's access to the Incident, Inspections, Inspection Checklists and Meeting/Training Records.

There are three levels of security for the system administrator to choose from pertaining to the editing of these records. Here's what to consider, and how to make it all happen:

### **Custom Settings**

The first step in this security process is to visit the Custom Settings tabs, available to the System Administrator through the Set-up menu.

The three tabs concerning us at this point will be the Incidents Tab (General sub-tab), Inspections Tab (General Sub-tab), and Meeting/Training Tab. On each of these three tabs, you will find a checkbox titled, "Control Access to...." (Incidents, Inspections, or Meetings/Training).

Clicking in "Control access to...." checkbox will open another checkbox immediately below it, entitled, "Only Creator Can Edit". These two checkboxes are the essential building blocks for what will later be entered in the Passwords window. What will using these checkboxes do???? you ask.....Good question -- read on.....

### **The checkboxes – 3 levels of security**

If the "Control Access to" checkbox is UNCHECKED, (the "Only Creator Can Edit" checkbox will therefore be invisible) the lowest level of security regarding Incident, Inspections, Inspections Checklists, and Meeting Training Records is in place. Under these circumstances, ALL users (that have add/edit and delete checked in passwords) can edit or delete records, even once a record's status is identified as "Closed".

Medium-level security for Incident, Inspections, Inspections Checklists and Meeting/Training records is set in motion when only the "Control Access to" Checkbox is checked. Using this level identifies that once records are closed, they can only be accessed, edited or deleted by the System Administrator, or those designated as having Officer Status through the Passwords window (we'll outline how to activate this designation below).

The highest level of security can be obtained by clicking BOTH the "Control Access to...." and the "Only Creator Can Edit" boxes. Under these conditions, only the person who originally created a record, the System Administrator, plus those identified as having Officer Status through the Passwords window can

edit that record. However, once the record is marked as "closed", it can be only be changed by the System Administrator and those with Officer Status.

### **Officer Status classification**

Now that you have established a level of security for Incident, Inspection, Inspections Checklist, and Meeting Training records, you will need to decide which firefighters will be granted Officer Status in each of the these areas of the program.

To open the passwords window, go to the Set-up menu and click on Passwords. Click on the NEXT button to view an individual record.

Notice the "Officer Status" heading (in red) at the top right side of the category columns. Clicking in the checkboxes under the Officer Status section will give a firefighter Officer Status in that area of the program only. So, for example, Officer Status for John Smith, might be only in the areas of Incidents and Meetings and Training. That is to say that Officer Status is module-specific, and is not a general status classification of a firefighter.

\* Note re: Inspections Checklists – Inspections Checklists is considered a sub-category under Inspections, and Officer Status can be granted in Inspections Checklists clicking the appropriate boxes under Inspections.