

This work instruction was last updated: 23rd March 2010

Operator Security

This Work Instruction explains how to use the **Operator Security** task in ResourceLink. The **Operator Security** task can be used to reset passwords and disable users.

- | | |
|---|--|
| 1 | Getting Started with Operator Security |
| 2 | Finding Operators |
| 3 | Resetting Passwords |
| 4 | Disabling Users |

Search

Match
☒ Exact
☐ Partial

Operator Id

Operator Name

Obsolete Date

23/03/2010

Add

Search

Operator	Name	Obsolete Date
AA5	Ann Alfaro	
AAC2	Amanda Caspari	
AC2F06	Andrew Callaway	
AC4	Abi Craft	
AC72	Mandy Coe	
ACB	Mandi Budd	
ACS1	Adam Stone	
AG2U08	Tony Gardner	
AG3V09	Andrew Green	
AHMD	Alasdair Douglas	
AJ5	Arlette Jeffery	
AJG1	Tony Galsworthy	
AK1	Anna Kerhoes	
ALM1	Anne Miller	

Select

Exit

2.3 Scroll down the list and click on the **Operator** you wish to work on.

2.4 Click on **Select**.

Operator Security Screen

Operator BMT1Y07 : Barry Thompson

General

Operator

BMT1Y07

Barry Thompson

Profile

HRADMIN

Leaving Date

Details

Work Phone No

23824

Password Reset to

WELCOME

Reset Password

Reset Password

☐

Email Address

bmt1y07@soton.ac.uk

Email Notification

☐

Enable/Disable

Last Logon

23/03/2010

Disabled

☐

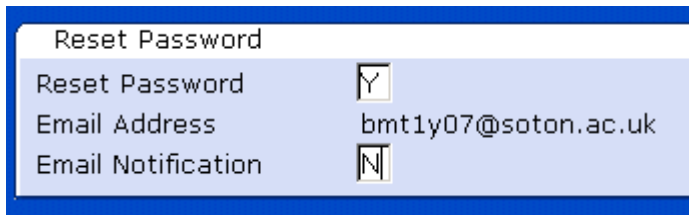
Enter "Y" to reset password

3 Resetting Passwords

3.1 The reset password field is within the **Details** section of the screen.

3.2 Click in **Reset Password** field

3.3 Type **Y** in **Reset Password** field.

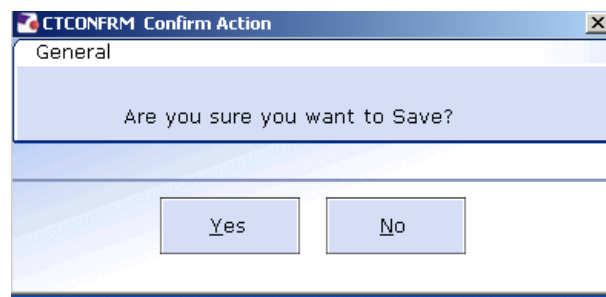
A screenshot of a web form titled 'Reset Password'. It contains three fields: 'Reset Password' with a dropdown menu showing 'Y', 'Email Address' with the text 'bmt1y07@soton.ac.uk', and 'Email Notification' with a dropdown menu showing 'N'.

3.4 Press **Enter**

3.5 In the **Email Notification** field, enter **N** so an email is not sent to the operator.

3.6 Press **Enter**.

3.7 Click on **Save** 

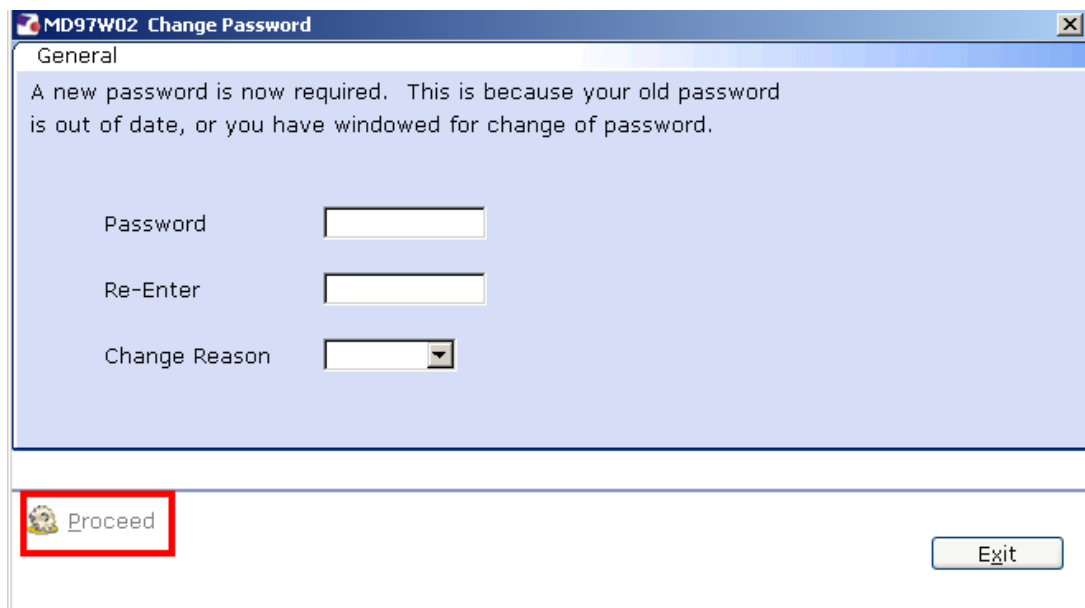


3.8 Click Yes

3.9 When the operator next logs onto ResourceLink they will receive the following message:



3.10 Advise the operator to click on **Continue**.



3.11 The user will need to type a new password in the **Password** field and re-type it in the **Re-enter** field.

3.12 The user must then select a reason for the change by clicking on the drop down menu in the **Change Reason** field, they should select **Security**.

3.13 Click on **Proceed**  Proceed .

4 Disabling Users

Operator Security Screen

- 4.1 Enter N in the E mail Notification field as this is a Mandatory Field
- 4.2 From the **Operator Security** screen, click in the **Disabled** field.
- 4.3 A tick will appear in the **Disabled** field, this prevents the user accessing ResourceLink.

- 4.4 Click on **Save** 

- 4.5 Click on **Yes**.
- 4.6 The next time the user attempts to log into ResourceLink they will receive the following message:



- 4.7 To **Enable** the user the tick must be removed from the **Disabled** field in the **Operator Security** screen.

