

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

1 Getting Started with Operator Security

1.1 Select Operator Security



2 Finding Operators

Search Match Operator Id Operator Nam Obsolete Dat	© Exact C Partial	Add S	Search
Operator	Name	Obsolete Date	
operator	Nome -		
<u>S</u> elect	E <u>x</u> it		
<u>S</u> elect			

- 2.1 Either type in the **Operator** field the **Operator ID** or window into the field.
- 2.2 Having entered through you can select from a list.

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Search Match Operator Id Operator Nan Obsolete Dat	© Exact C Partial	_	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 Kerhoas		
ALM1	Anne Miller		
Select	E <u>x</u> it		

- 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 Thomps	on	
Canada			
General Operator Profile	BMT1Y07 HRADMIN	Barry Thompson Leaving Date	
Details			
Work Phone No Password Reset to	23824 WELCOME		
Reset Password			
Reset Password Email Address Email Notification	bmt1y07@sot	on.ac.uk	
Enable/Disable			
Last Logon	23/03/2010	Disabled	
er "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.

Reset Password	
Reset Password	M
Email Address	bmt1y07@soton.ac.uk
Email Notification	Ν

- 3.4 Press Enter
- 3.5 In the **Email Notification** field, enter **N** so an email<u>is not</u>sent to the operator.
- 3.6 Press Enter.
- 3.7 Click on Save

Market Confirm	n Action		×
General			
Are you	sure you w	ant to Save?	
	<u>Y</u> es	No	

- 3.8 Click Yes
- 3.9 When the operator next logs onto ResourceLink they will receive the following message:

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ResourceLink
ResourceLink ≩CTDIALOG Dialogue Box 💌
Your Password has been reset by Supervisor, Please change your password now!
Continue
Password
Change Off

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

MD97W02 Change Password		X
General		
A new password is now require is out of date, or you have wi	id. This is because your old password ndowed for change of password.	1
Password		
Re-Enter		
Change Reason	•	
Service Proceed		E <u>x</u> it

- 3.11 The user will need to type a new password in the **Password** field and retype 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**.



4 Disabling Users

Operator Security Screen

Task - Operator Security - Session Edit View Process [Operator Security Maintenance Display Help	<u>_ ×</u>
C C C C C	5 C 🔌 🗅 😂 🖬 🐰 🖻 📾 🗛 💉 🗉 👘 🗑 🎘 🏷 🔗 🖇	
Operator AA5 : Ann	Alfaro	
General		
Operator Profile	AA5 Ann Alfaro M_EF ADMIN Leaving Date	
Details Work Phone No Password Reset to	24020 WELCOME	
Reset Password Reset Password Email Address Email Notification	myview@soton.ac.uk	
Enable/Disable Last Logon	23/03/2010 Disabled 🔽	
Y' indicates this operator is disabl	ed	

- 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

Matter Contern Co	onfirm Action		×
General			
Are	you sure you '	want to Save?	
	<u>Y</u> es	No	

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

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

Operator AA5 : Ann	Alfaro		
General			
Operator	AA5	Ann Alfaro	
Profile	M_EF ADMIN	Leaving Date	
Details			
Work Phone No	24020		
Password Reset to	WELCOME		
Reset Password			
Reset Password			
Email Address	myview@soton	ac.uk	
Email Notification	N		
Enable/Disable			
Last Logon	23/03/2010	Disabled 🔽	