# Customizable Advanced Security

**Introduction**

In iGo Figure Version 3.6 and higher, security has two different modes: basic and advanced.

**Advanced Security**

- In Advanced Security, every employee gets their own password.
- Employees must be assigned to a *profile*. A profile is created in order to specify what information can be accessed by an employee in a given position (e.g. assistant manager).
- There are three default profiles under Advanced Security: Employee, Manager, and Owner.
- Additional profiles can be created by the user.
- The areas of the software that can be accessed by each profile can be configured or changed.
- An audit log is available to provide more information into the employees' activities in iGo Figure Software.

**Advanced Security Operations**

To select Advanced Security, follow these steps:

1. From the More Options Menu, select **Security**.
2. Click **Edit** and select **Advanced Settings**.
3. Click **Save**.

Note: At least one employee must be set to the Owner Profile.

**Setting Employee Passwords under Advanced Security**

1. From the More Options Menu, select **Security**.
2. Click **Edit** and select **Assign Security/Password**.
3. For each employee, type the password in the *Password* field, and re-enter it in the *Confirm* field. If the entries do not match, a red "X" will appear. When the two entries do match, a check mark will appear.

**Assigning Profiles to Employees**

1. From the More Options Menu, select **Security**.
2. Click **Edit** and select **Assign Security/Password**.
3. Choose a *Security Setting* (from the drop-down menu) for each employee.

Note: At least one employee must be assigned to the Owner profile.

**Setting Access Rights for Profiles under Advanced Security**

1. From the More Options Menu, select **Security**.
2. Click **Edit** next to the profile you wish to edit.
3. At the right side of the screen, place a check mark next to a feature to allow access; remove a checkmark to disallow access. (A more detailed explanation is available under Customizable Basic Security training.)

**Creating Custom Profiles**

1. From the More Options Menu, select **Security**.
2. Click **Edit** and select **Create New Profile**.
3. Enter the name of the profile at the left, and select the profile's areas of security access at the right.

Note: It may be faster to click **Select All**, and simply deselect those areas where you do *not* wish the profile to have access.

4. Click **OK** when done.

Note: Custom profiles can be assigned to employees in the same manner as the default Employee, Manager and Owner profiles.

**Deleting Profiles**

1. From the More Options Menu, select **Security**.

2. Click **Edit** and then select *Edit* to the right of the profile you wish to delete.

Note: Only custom profiles can be deleted; the default Employee, Manager and Owner profiles cannot be deleted.

3. Click **Delete**.

Note: A profile cannot be deleted if there are employees assigned to that profile.

### Resetting Permissions

To reset the permissions for Employee and Manager profiles back to their factory default, follow these steps:

1. From the More Options Menu, select **Security.**
2. Click **Edit** and click **Reset Permissions**.

### Advanced User Options

1. From the More Options Menu, select **Security**.
2. Click **Edit** and select **Assign Security/Password**.
3. Click *Options*.
4. The following advanced user options are available: