



Aspect Software, Inc.
Back-office software for restaurateurs

Aspect Software Users Manual

Passwords and Protected Routines

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How To: Passwords

Overview – Passwords

Every menu option in Aspect can be password protected. Some routines like 'Edit Inventory Count' can use separate passwords for current information and past information. For example, you might allow a user to edit an inventory count for two days but require a password if it is more than two days past. You can also use separate levels of protection to control viewing and editing of information. For example, a user might be able to view recipes but not be able to change them.

Each user is given a password level and each menu option that you want to protect is also assigned a level. If the user's level is greater than or equal to the routine, they will be able to access it. Otherwise, they will not.

Master Password

The first step in setting up password protection is to enter a master password. This password protects the other password settings you will enter.

To enter a master password, select Passwords in the Navigator and click on 'Master Password'. Enter a password you will not forget and press Ok. Pay attention to the caps-lock because the master password is case-sensitive.

User Passwords

To assign levels to each user, select Passwords in the Navigator and then User Passwords. Press the green '+' to add a new user. Enter the user's name, a password and a level for that user. You can use any range of levels that you like. A range of 1 - 10 is probably sufficient. Users with a 10 will have the most access. Those with a 1 will have the least.

Protected Routines

To protect individual menu options, select Passwords in the Navigator and then Protected Routines. You will find one line for each menu option in the program. It is rarely necessary to password protect everything. Usually you will want to password protect things like Edit Daily Labor and Edit Inventory Count to ensure that only certain users are able to make changes.

To password protect a routine, double-click on it. Set the desired password levels for viewing and modifying data. When applicable, enter additional levels for historical data.

Password Time Out

Passwords can be annoying if the program keeps prompting you to enter one. To avoid this, select System Settings from the Settings Menu. Enter a value of 5 to the right of the label 'Password time out'.

This will cause the program to remember your password until there is no activity on the computer for 5 minutes. Aspect will remember who you are as long as you are working in the program. When you quit working for 5 minutes, Aspect will forget the password and the next user will be prompted for one. Set this value higher or lower as necessary.