# Password Management

Standard Password System and Enhanced Password System:

MaxGold has both a standard and an enhanced password system (as of version 9.323.0). Most users utilize the standard password system. The standard password in MaxGold is a simple username couple with a simple password (ie; username: MED password: MED).

To use the enhanced password system, you need to turn on the enhanced passwords along with the settings (preferences) that you want. To enable enhanced passwords would access enhanced passwords by going to FILES – CONFIGURATION and once in CONFIGURATION go to the OTHERS tab.
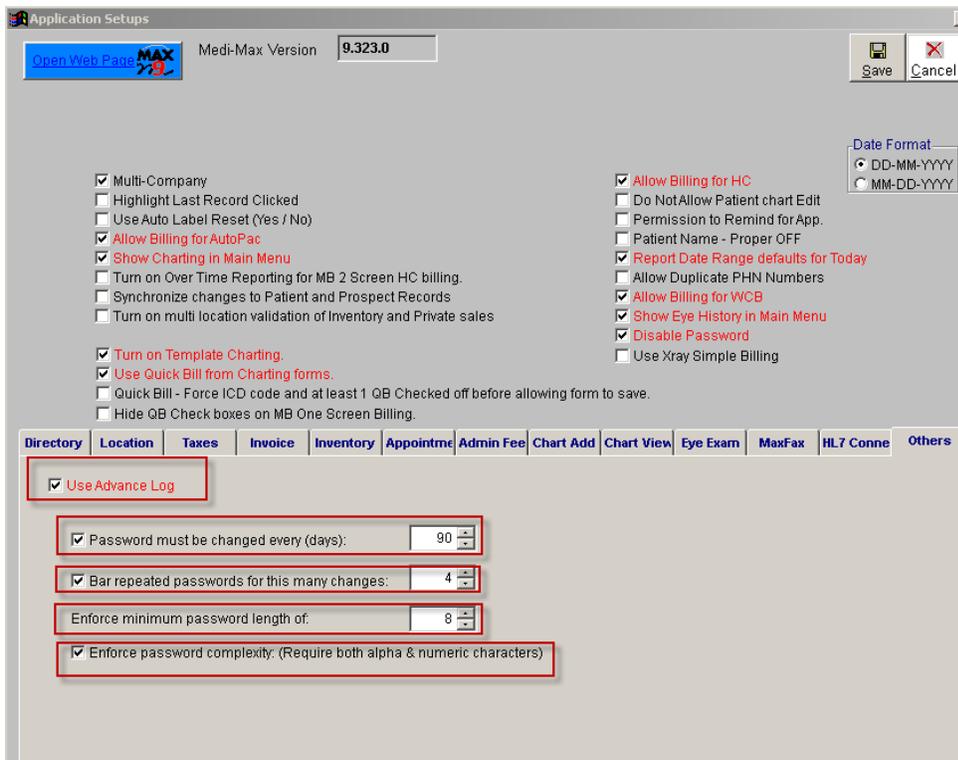
Under the OTHERS tab you will find a number of options related to passwords.

USE ADVANCE LOG: If selected then system logins will be tracked under the new advanced transaction log found in UTILITIES – TRANSACTION LOG – ADVANCE LOG as opposed to the MAIN LOG. The ADVANCE LOG provides greater tracking and reporting each time a user logs in to MaxGold along with a date range tracking report.

PASSWORD NEEDS TO BE CHANGED EVERY (DAYS):   If selected you can dictate how often users must change their login password. For example if you set 90 days, then the user will be forced to chage their password every 90 days thereby following HIPPA and PHIA recommendations.

BAR REPEATED PASSWORDS FOR THIS MANY CHANGES: If selected you can bar users from simply repeating the same password for same many times. This prevents a user from simply using their old password when prompted to change to a new password.

ENFORCE MINIMUM PASSWORD LENGTHE OF: If selected allows you to set a minimum password length (ie' 8 characters) thereby preventing users from using short and simple passwords

ENFORCE PASSWORD COMPLEXITY (REQUIRE BOTH ALPHA AND NUMERIC CHARACTERS): If selected forces a user to use both numbers and letters in their password. When combined with minimum length this offers 'strong' password enforcement (ie; H56789g99). This idea is to prevent simple date of birth passwords that can be easily guessed.

Managing Passwords:

Only the MASTER user can add, edit or delete passwords. Other users can change their own password if they are granted access to the passwords menu item, but they cannot delete or add new users. Passwords are accessed by going to menu item UTILITIES – PASSWORDS. Once selected you can see the list of USERS (usernames) and their accompanying description.

Memo User	Description
Dr McKoy	Dr. McKoy, MD
MASTER	MASTER
MED	Medical Version
OPTO	Optometric Version

Note that there is no ADD or DELETE function available here. For ADDING, EDITING or DELETING passwords the following sections apply:

PART 1: Click on the EDIT button at the top of the passwords browse table and the following screen appears:

To ADD a new user, you must type in the MASTER user and MASTER password and then click on the NEW button.

To edit an already existing user, you need to type in that user's name with the MASTER password and click on the OK button.

To edit the MASTER user and the MASTER password you would type in the MASTER user and the MASTER password.

If a standard user simply wants to change their password, type in the user name and that user's password.

Let's deal with the various options starting with adding a new user:

 PART 2: To ADD a new user, you must type in the MASTER user and MASTER password and then click on the NEW button. Then the following will happen

To add a new user simply enter a user name (RECEPT) and a description (Reception) and click on the MY PASSWORD checkbox and then you will be prompted to create a password and then re-type the password to verify it and click on the SAVE button:

Once saved you will notice the DELETE button appear (in case you changed your mind and want to delete this new user. You also get some options that you can give this new user:
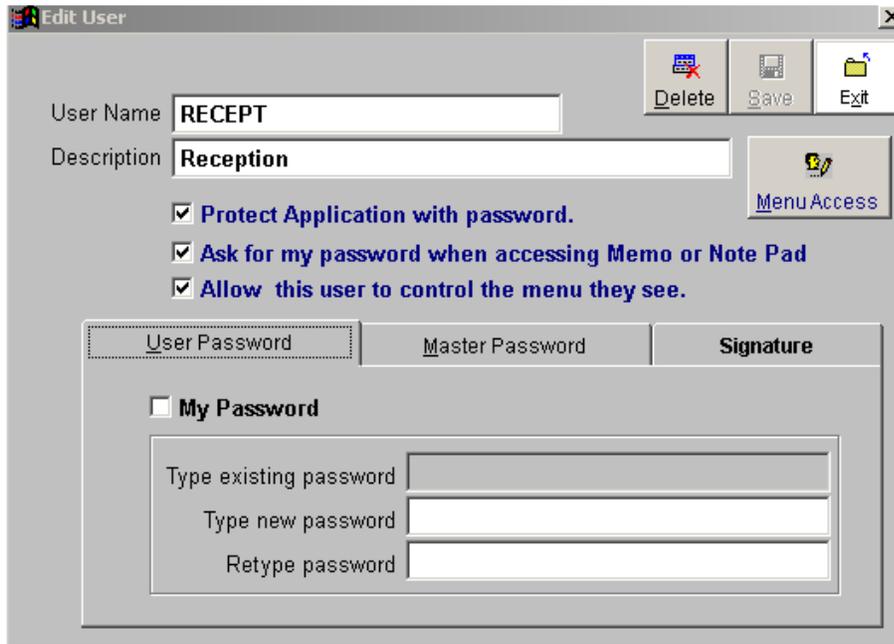
You can even capture the new user's signature as a BMP that can be used in letters, prescriptions and other places in MaxGold where electronic signatures can be used. The big item is the MENU ACCESS button. This takes you to a section where you can decide what menu items this new user can access or even see when they login.
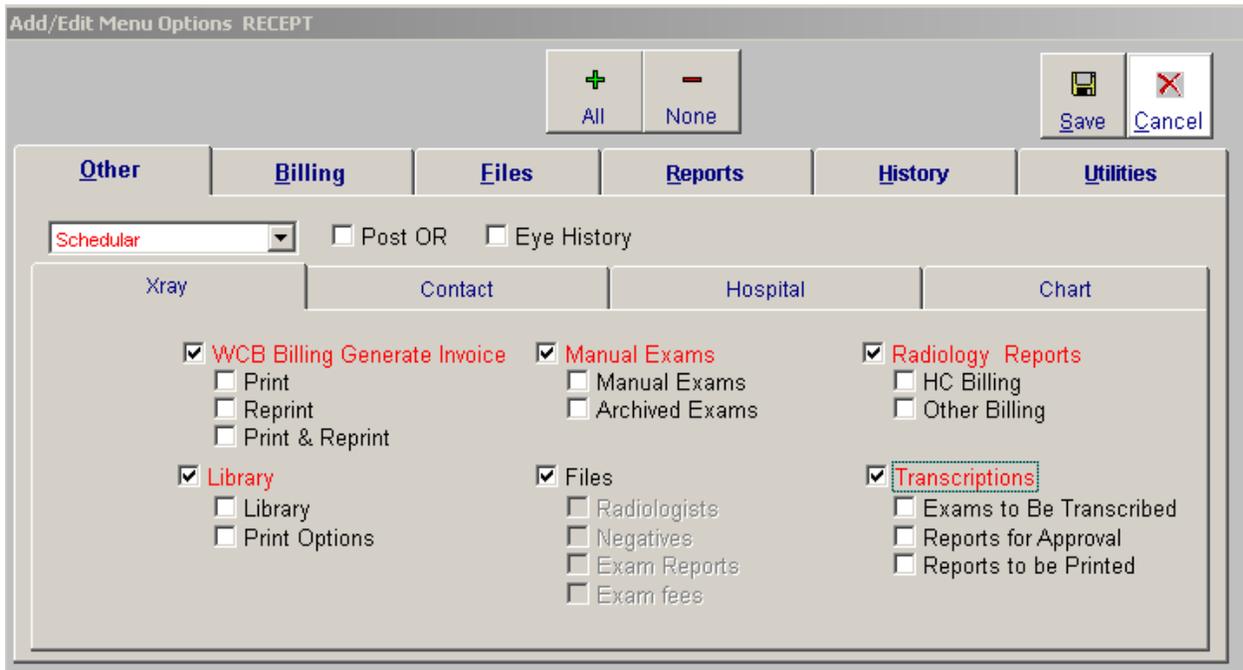
You will notice that you can allow or deny access to various modules in our program including access to the scheduler, billing, charting, files, reports, history utilities, eye history, post OR, radiology, contact and hospital. You can restrict users from access all or part of a module section. With the scheduler you can allow access, deny access or allow read only access.

To make it easier we have added a + ALL button and a – NONE button. The + ALL turns menu option fully on. Then you can go and restrict the items you want to restrict.

Once you've set the new user up, simply save it and they're good to go.

PART 3: EDIT and exiting USER: To edit an already existing user, you need to type in that user's name (ie MED) with the MASTER password and click on the OK button. This will take you to that users account:

From here you can delete the user account, change the password add a signature or change the menu access options.

PART 4: To edit the MASTER user and the MASTER password you would type in the MASTER user and the MASTER password. The main purpose of editing the MASTER account is to change the MASTER password. However, the MASTER account cannot be deleted and the MENU access cannot be altered (MASTER account can access everything).

PART 5: If a standard user simply wants to change their password, type in the user name and that user's password. A standard user cannot delete themselves or change any menu access options. All they can do is to change their password.

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For support call 888-462-9797 ext 1, 204-786-1460 ext 1 or email support@maxsystems.com