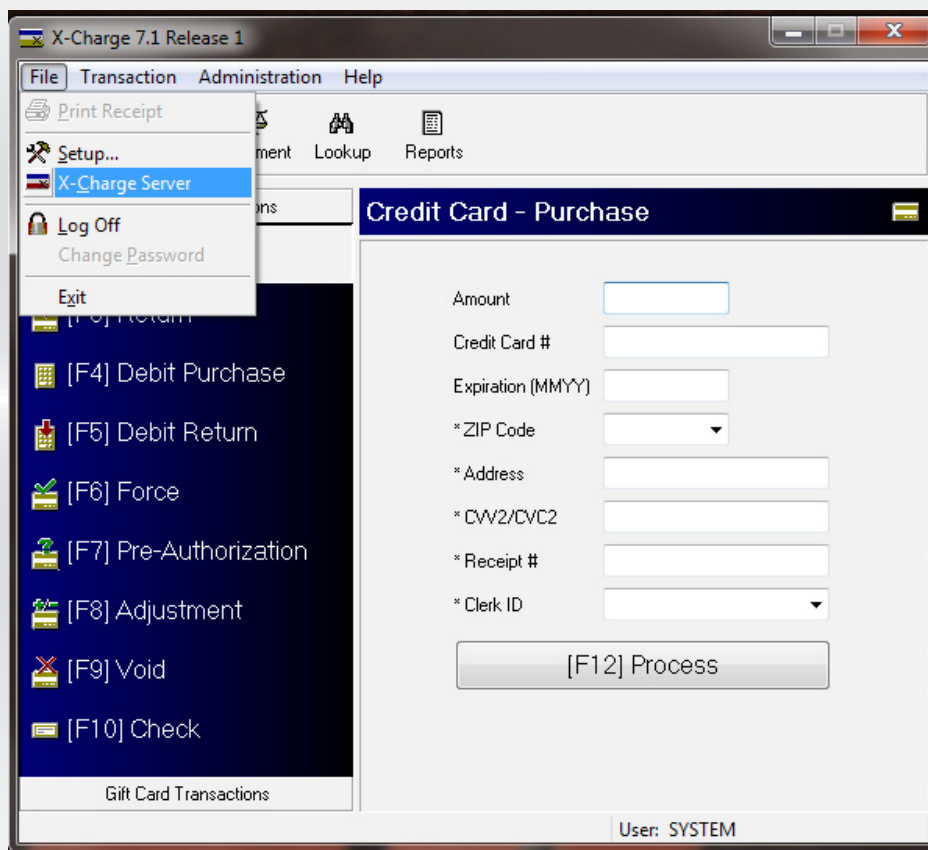
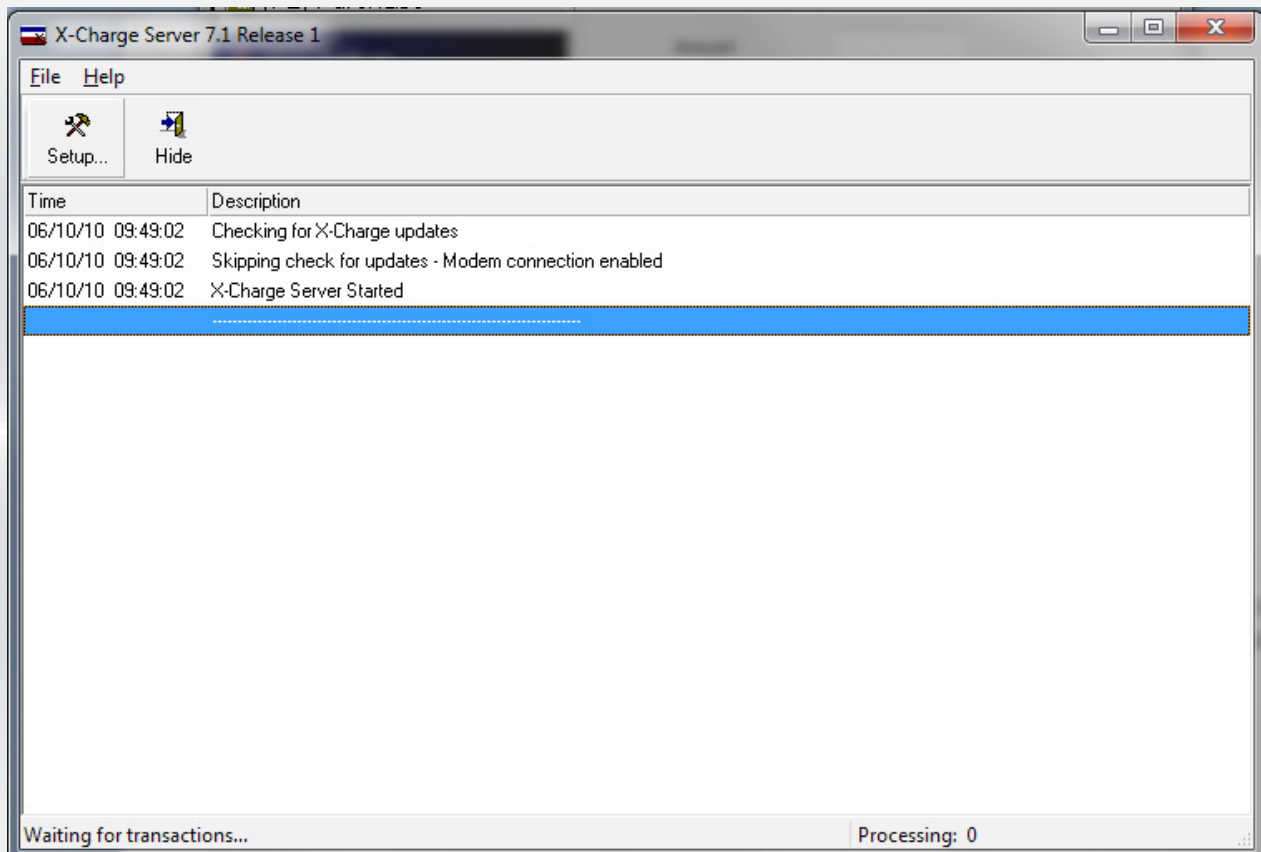




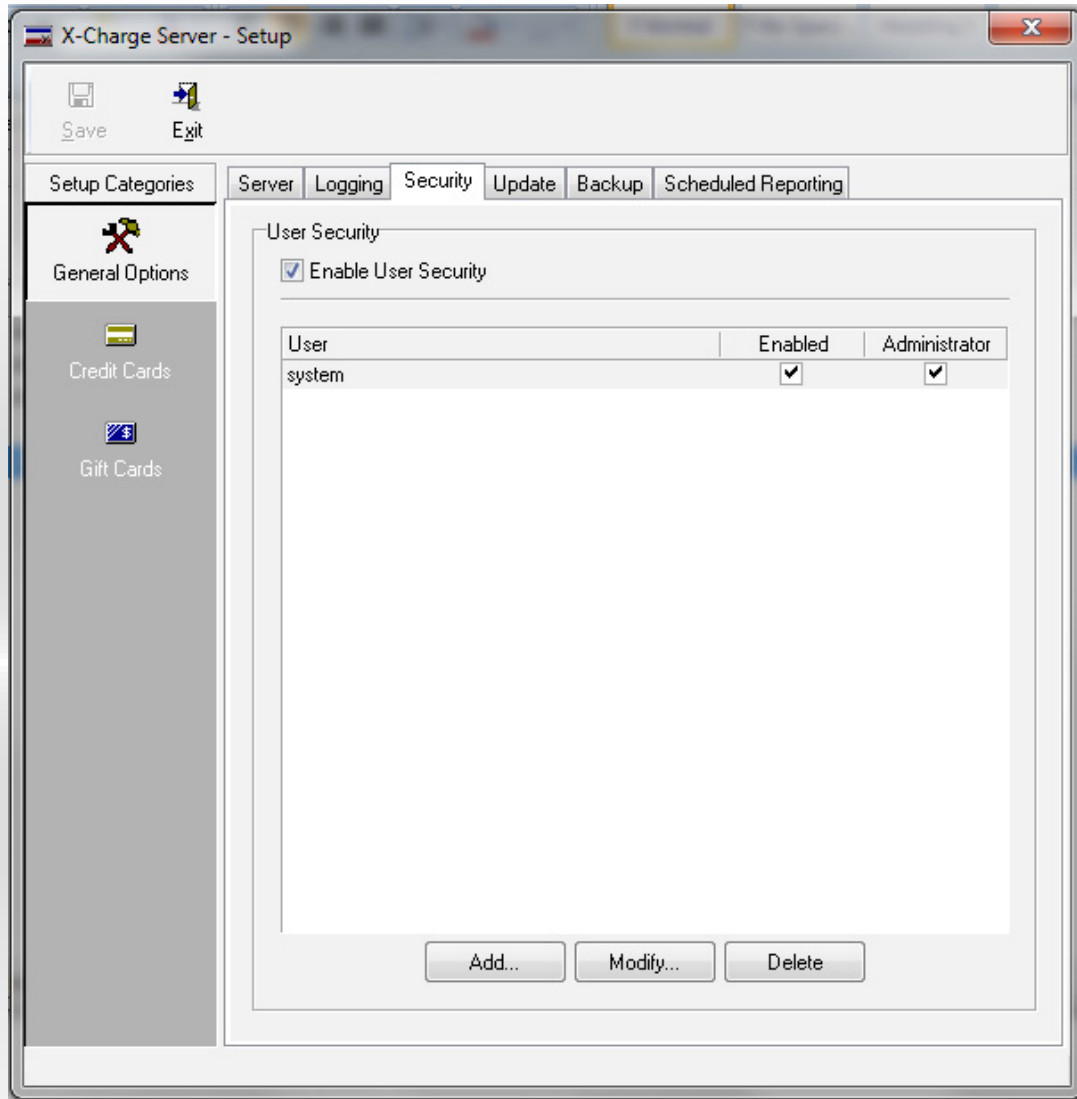
The first step in ensuring X-Charge Security is to make sure the computers running X-Charge are behind a hardware firewall. Under no circumstances should a computer running X-Charge be connected directly to the modem or wall jack .



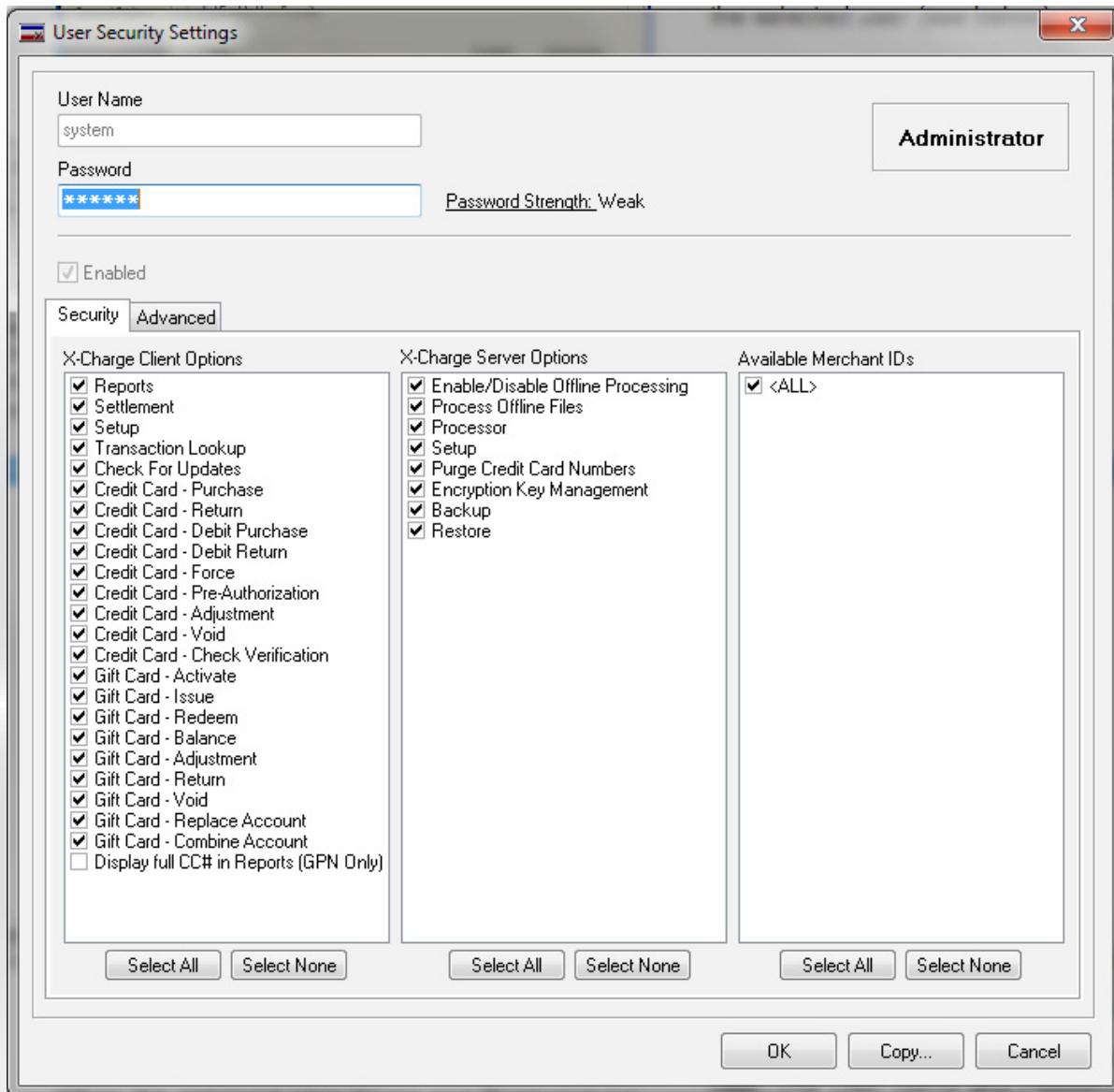
By default the security username and password is set to “system.” It is absolutely vital that the system username be changed before anything else is done. To change the password, open up X-Charge, click on File, and select X-Charge Server.



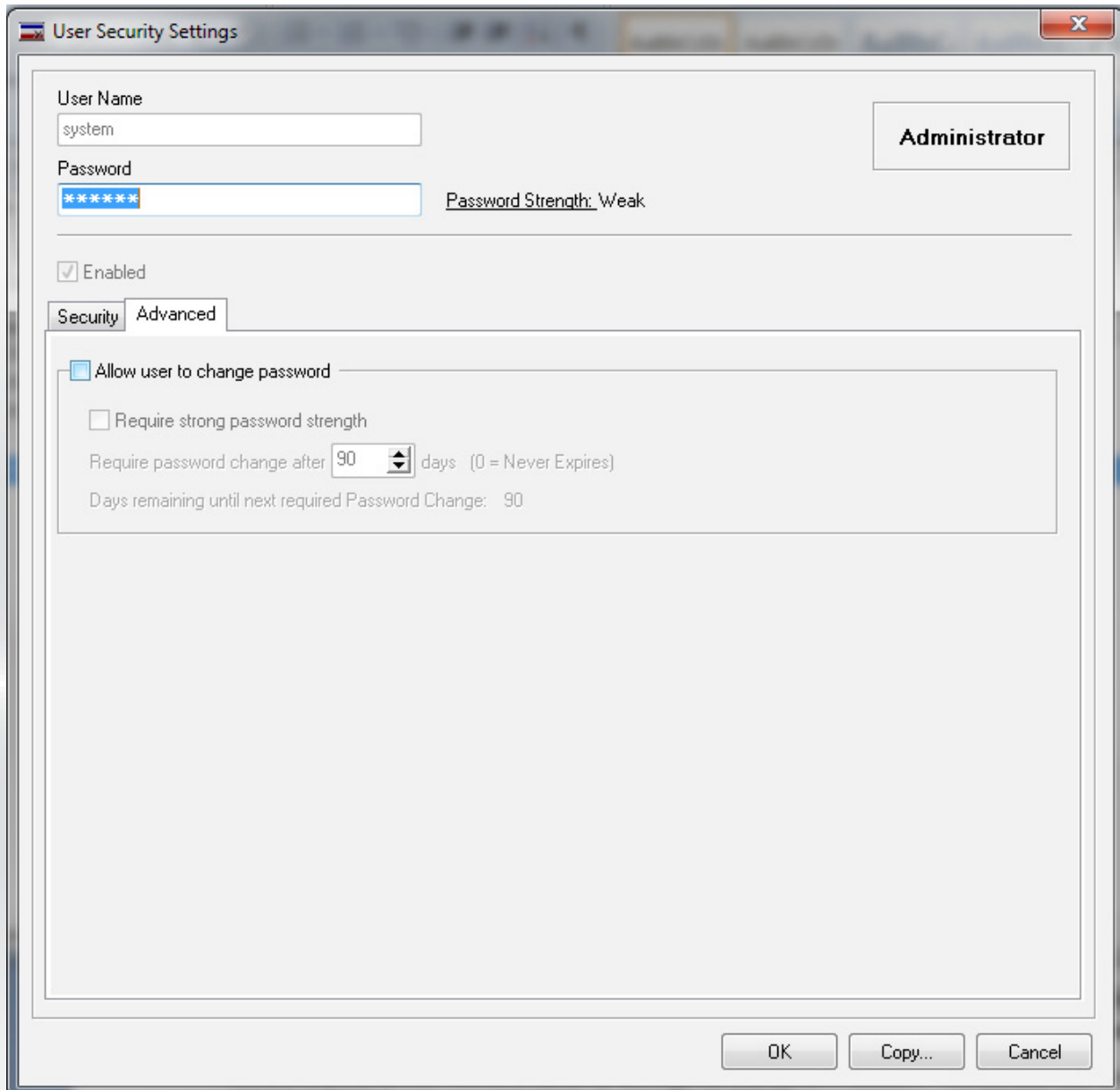
Once the X-Charge server window is open, click on the "Setup..." button.



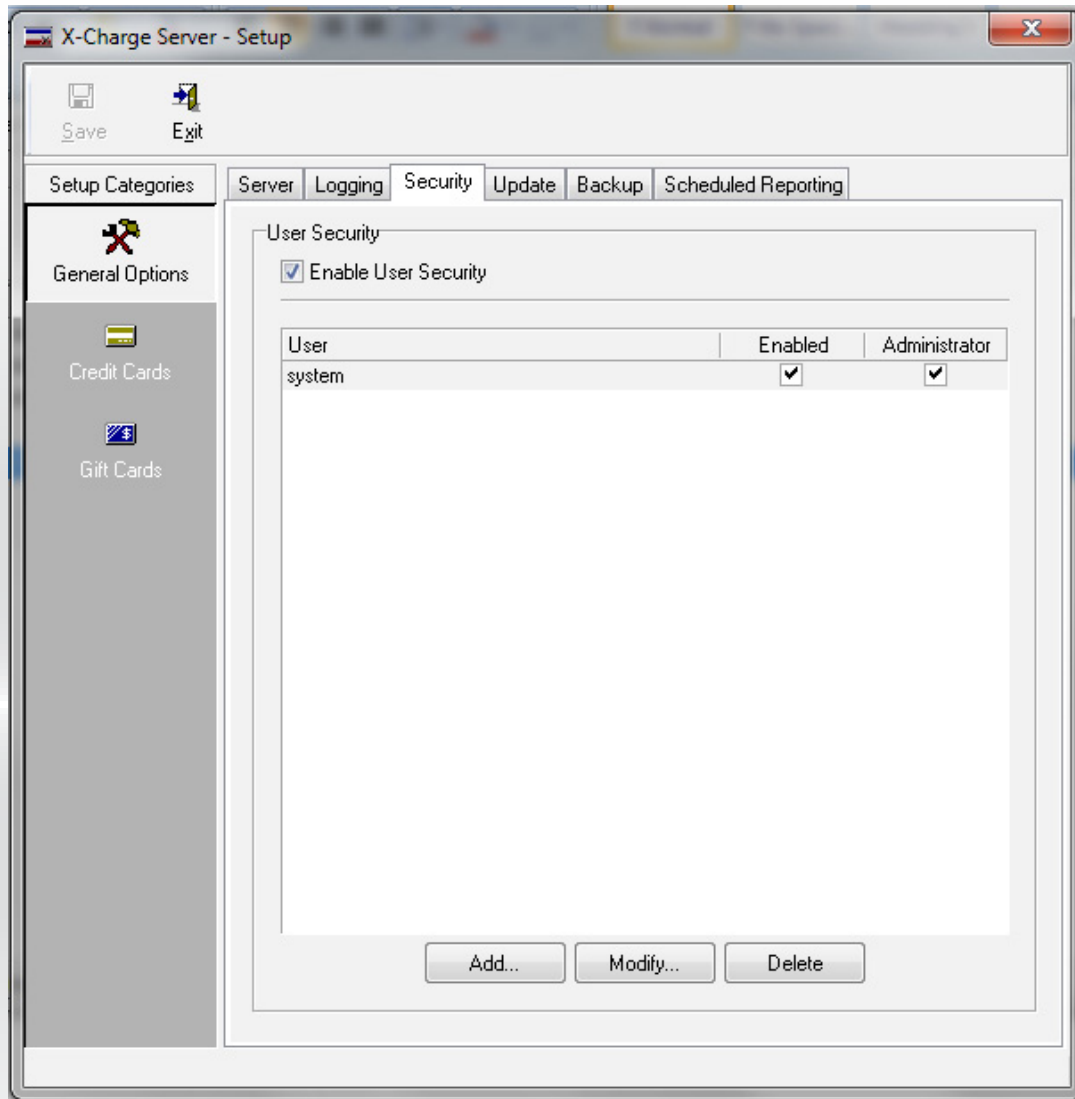
Once the setup window is open click on the security tab. You'll notice here that security is enabled and the default system username is in use. Highlight the system username and click on the Modify button.



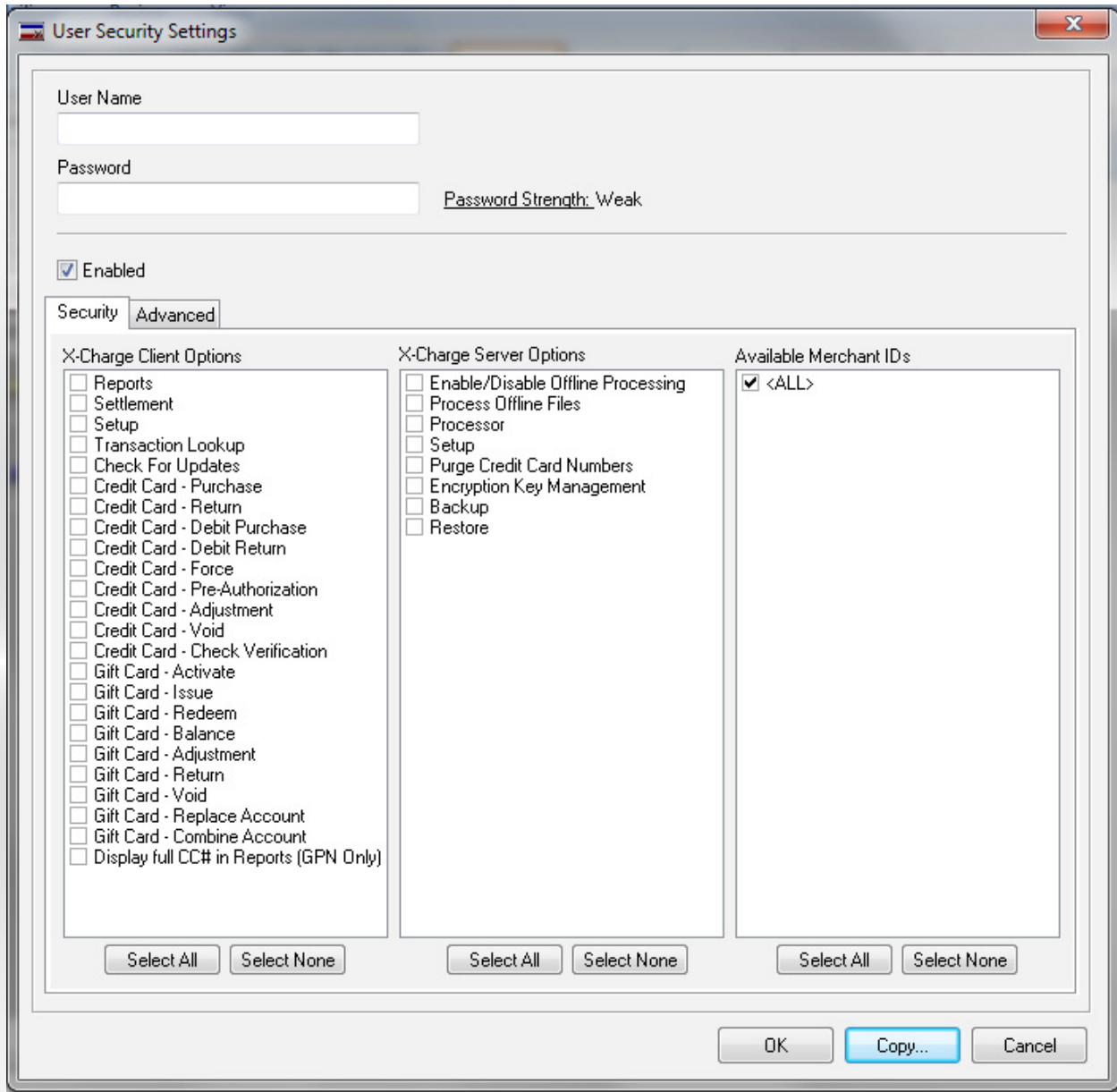
You will then be presented with security settings for the System Account. You will also see what actions this user is allowed to perform. Note that an administrator account may not be deleted. To change the password, highlight the Password field and enter in a new password. Click OK once you are done.



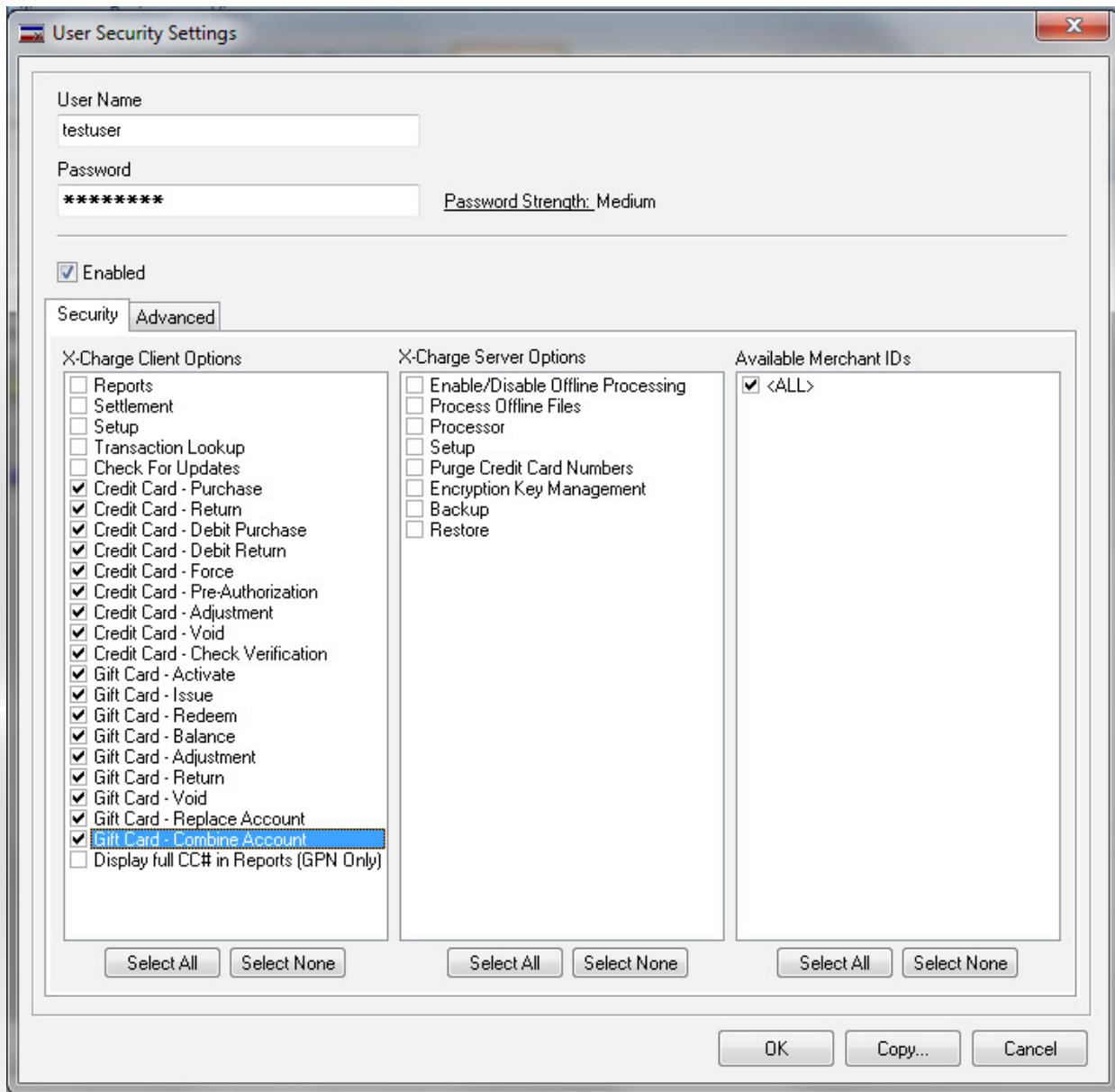
If you click on the Advanced tab you will then have the option having the user change their password on a predetermined basis. You also have the option of requiring a strong password.



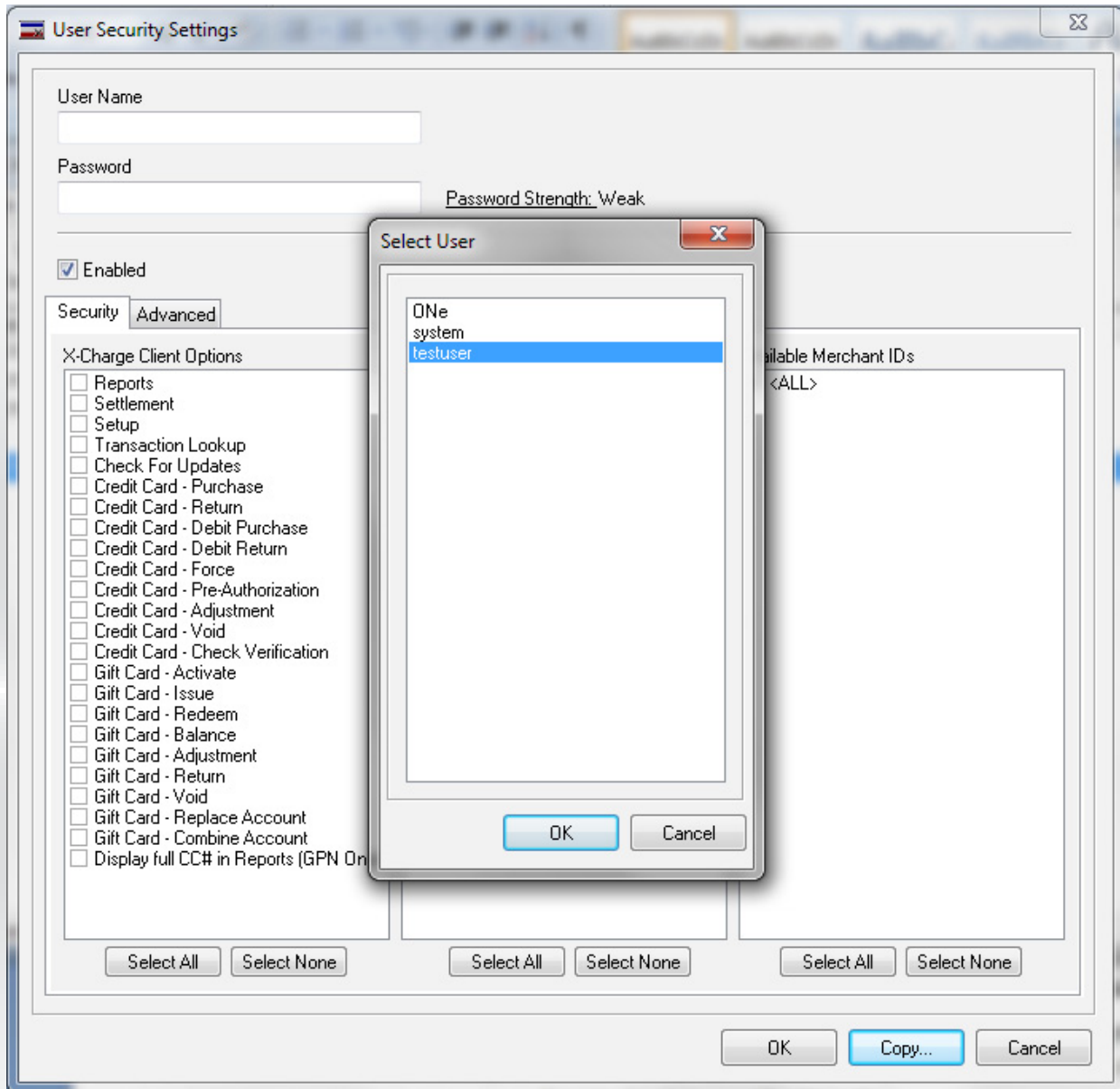
To create a new user, click on the Add button. We'll start by creating a non-administrative user.



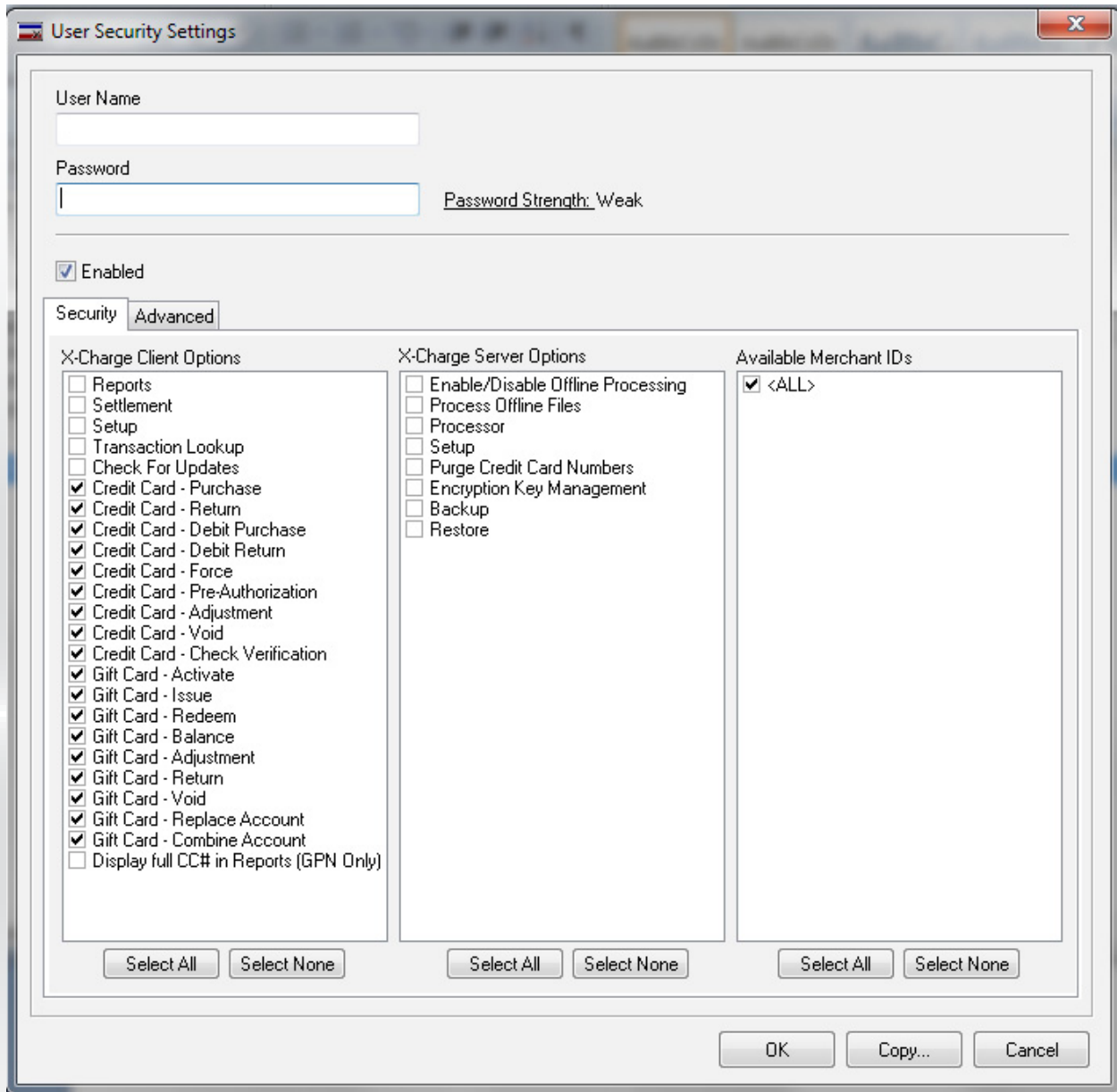
You will be taken to the security settings window where you will assign a username, password and level of access for the new user account.



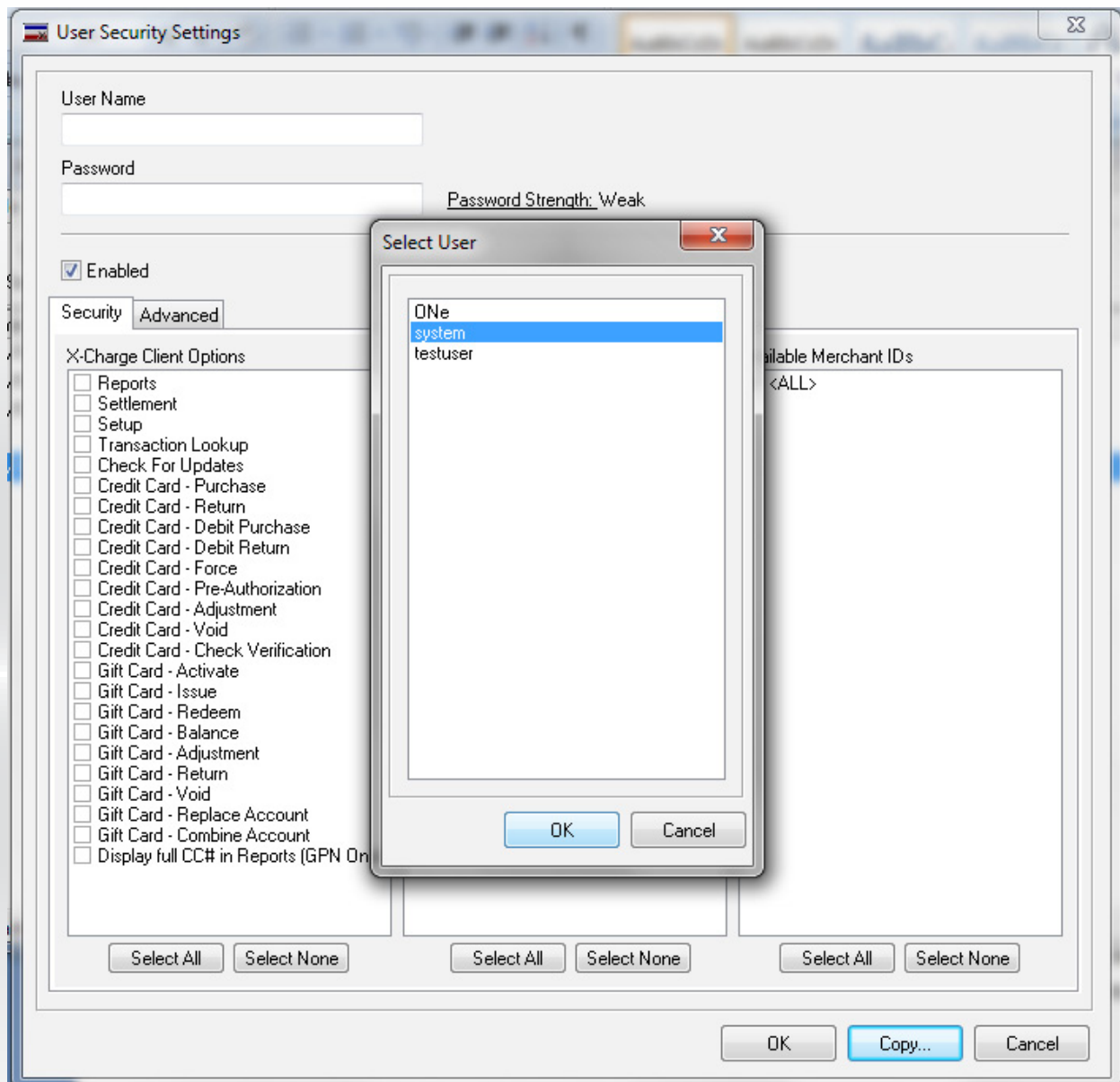
Here, I've created a user called "testuser" and the user is only allowed credit, debit, and gift card transaction. The user is not permitted to run any reports or access any of the server functions. I then save the user by clicking on the OK button.



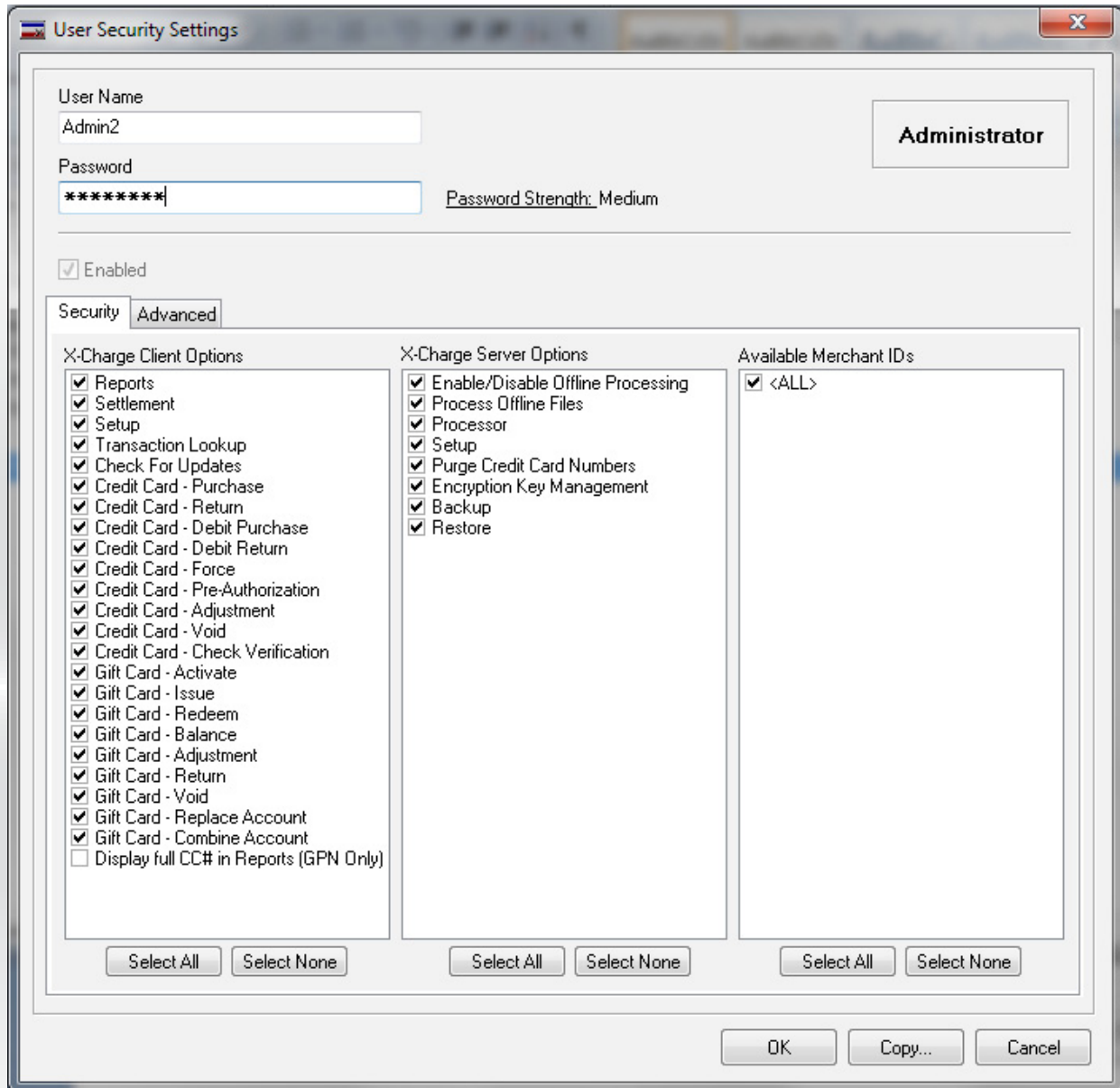
If I wanted to create another user that had the same level of access as testuser, I can copy the attributes of testuser to a new account. To do this, create a new user and then click on the Copy button. A window will pop up listing the current users. Highlight the user whose attributes you would like to copy; in this case I am going to select testuser. Click OK once you are done.



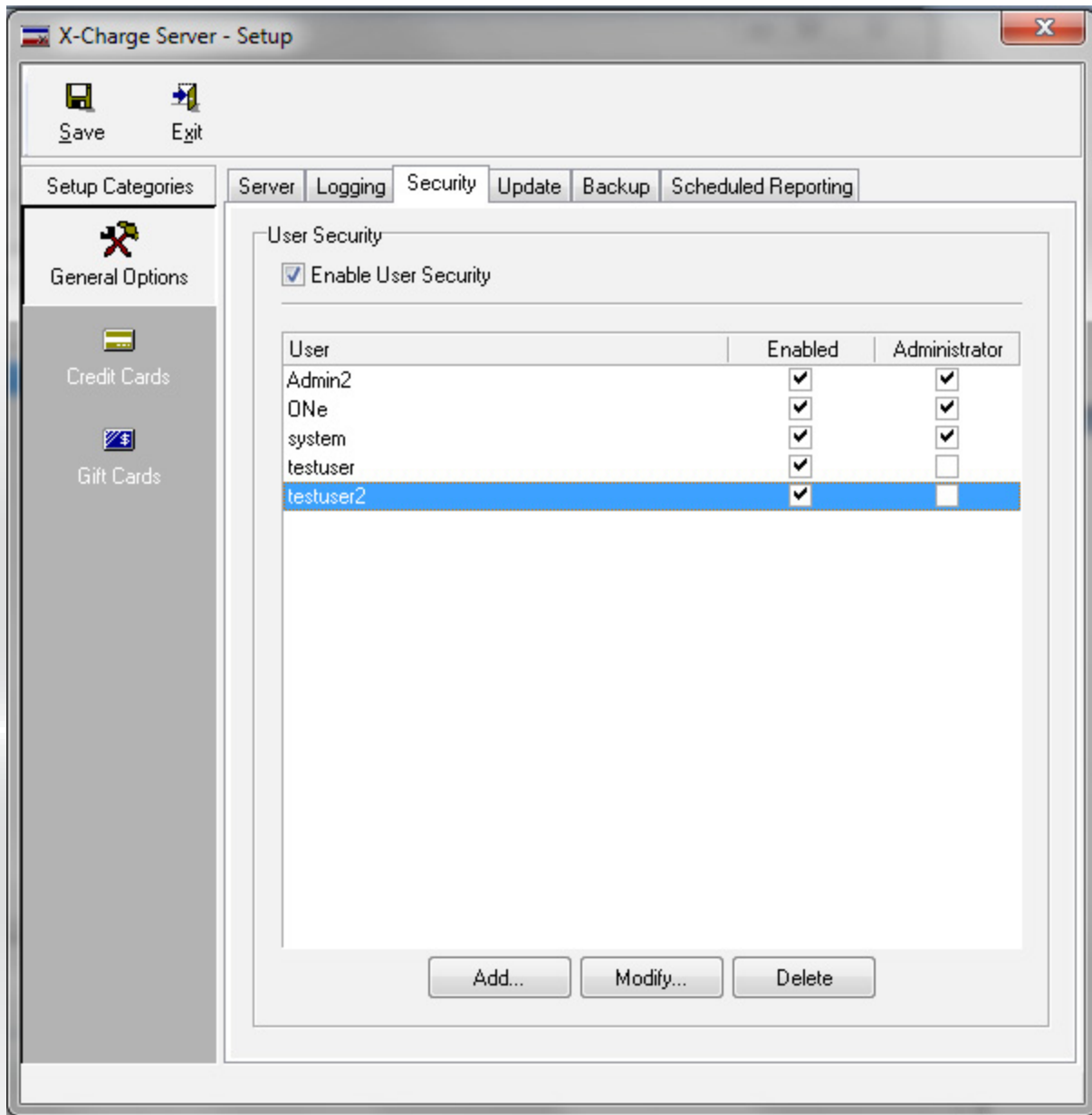
You'll see now that testuser's level of access is now copied to this new account. The only thing left to do is to assign a username and password and click OK. The Copy function is useful if you will be creating multiple users who will all have the same level of access.



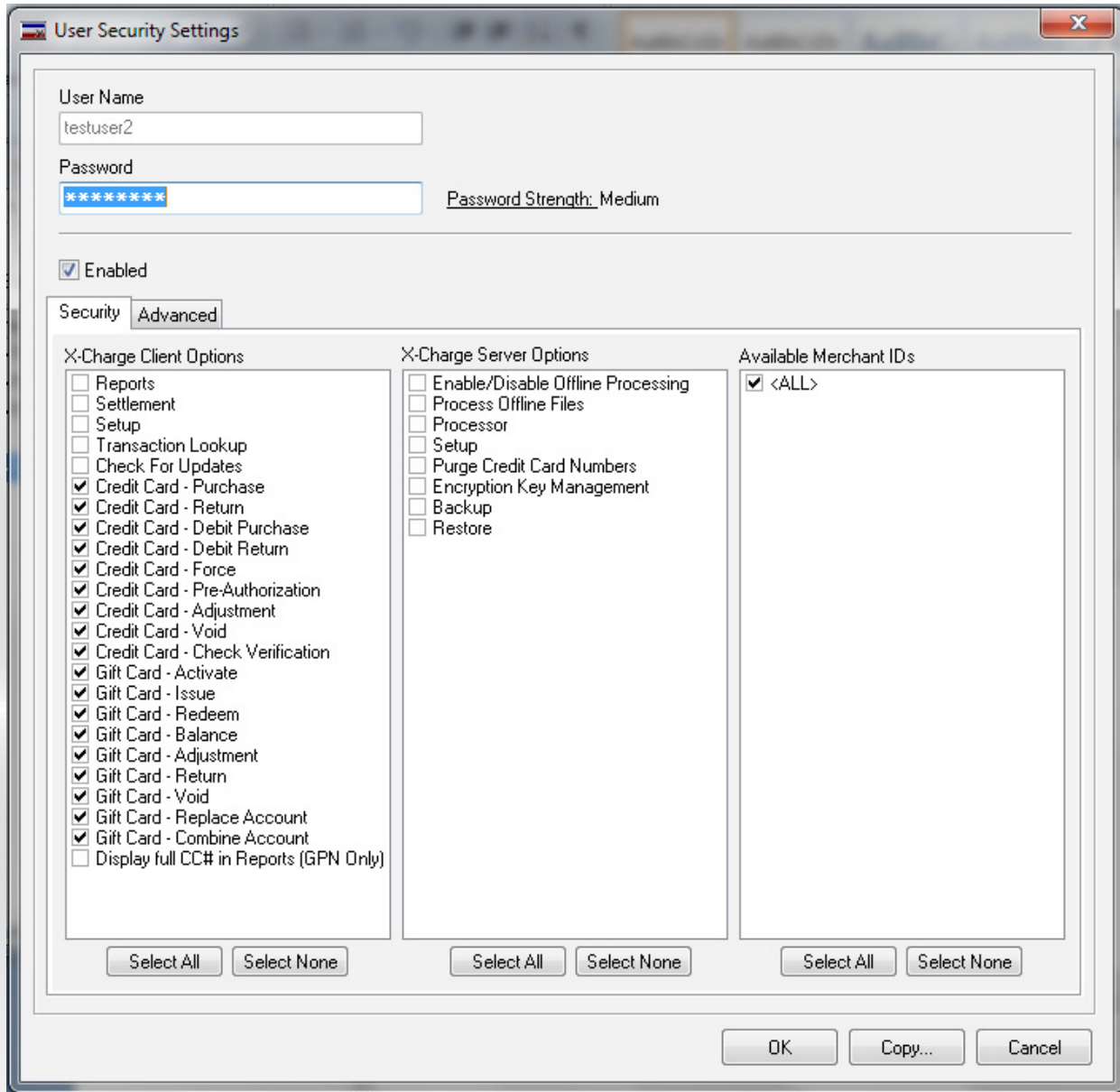
If you need to create an additional administrator account you can do so by copying the attributes of the system account to a new user account. In this case I'm going to create a new account and copy the attributes of system.



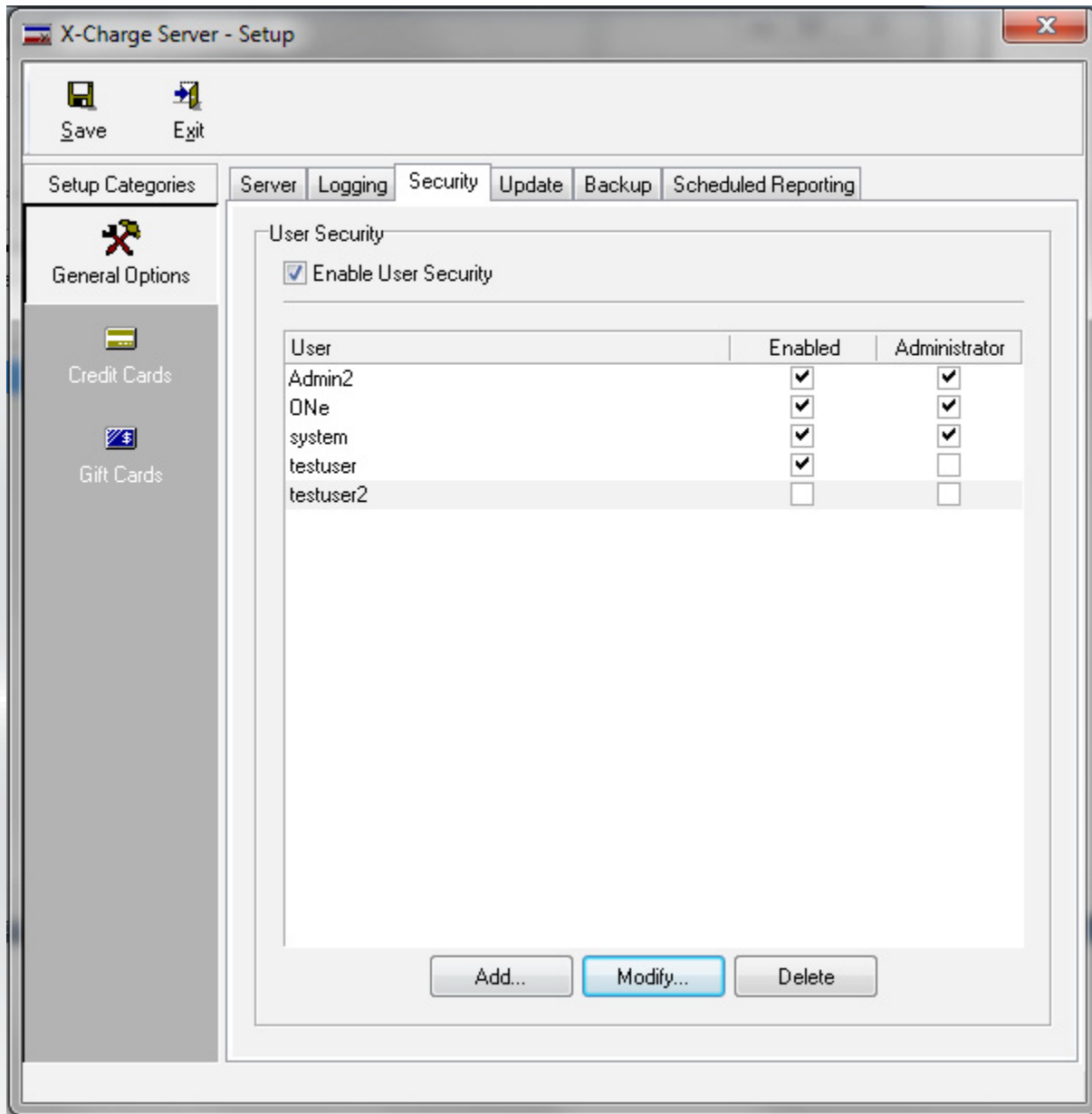
I have now created a new administrator that I'm calling Admin2. Also note the Administrator box that now appears signifying this as an administrator account. As is the case with all administrator accounts, once it is created, it cannot be deleted.



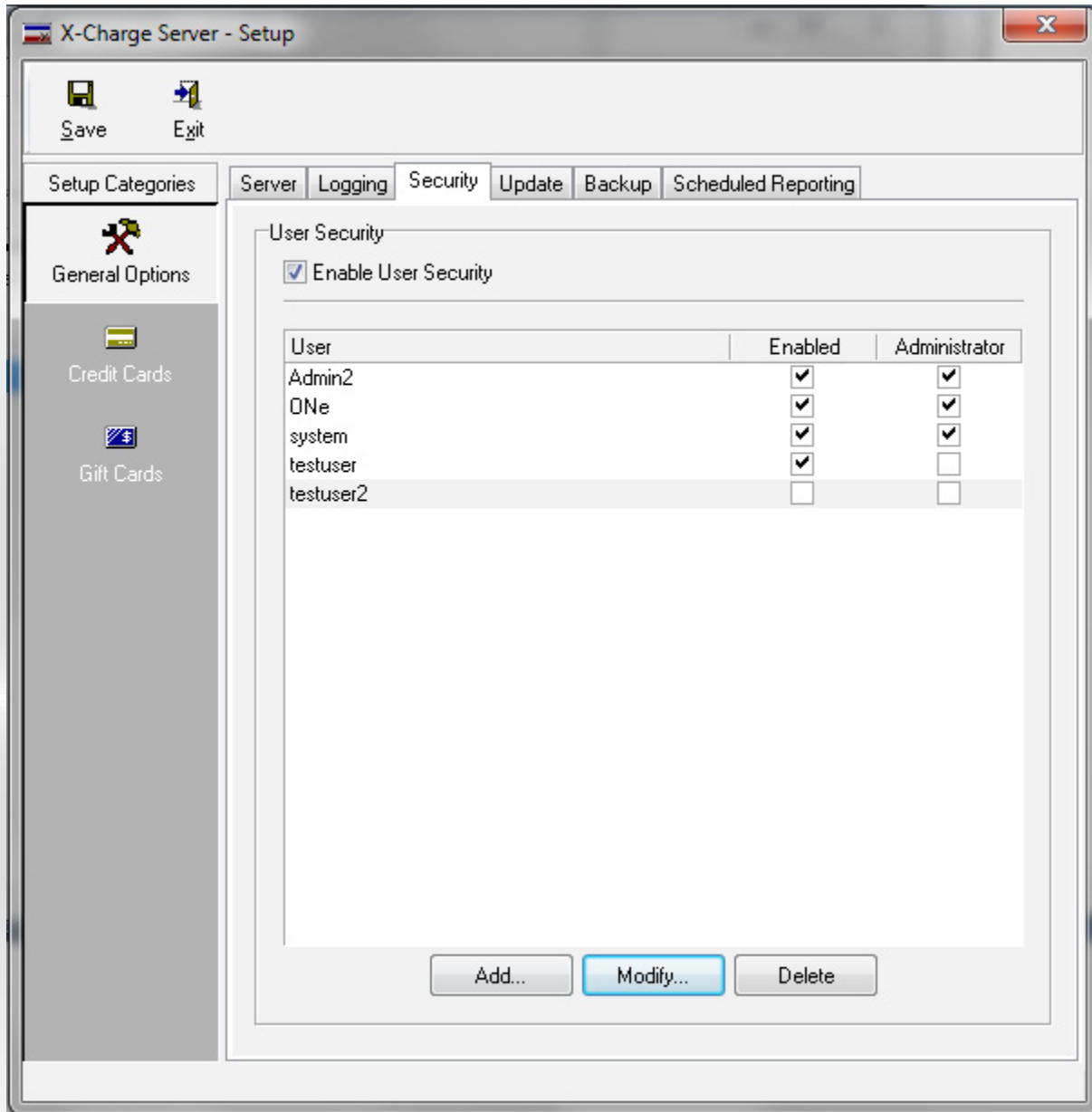
Accounts will be enabled by default. If, for any reason, you need to disable an account, highlight the account and click on the Modify button.



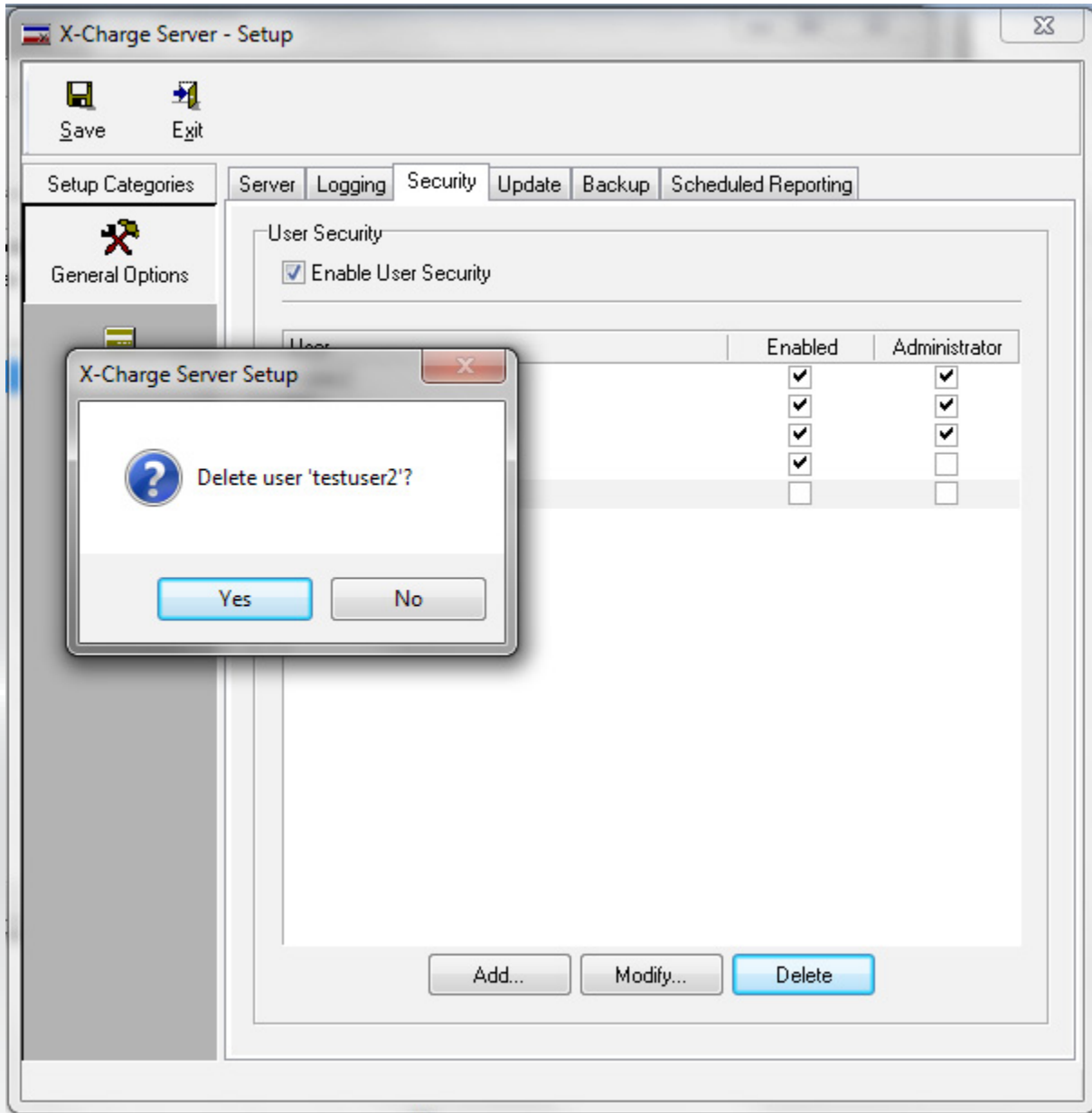
To disable the account, click on the Enable button to uncheck the box and click OK to save. This will render the testuser2 account inactive.



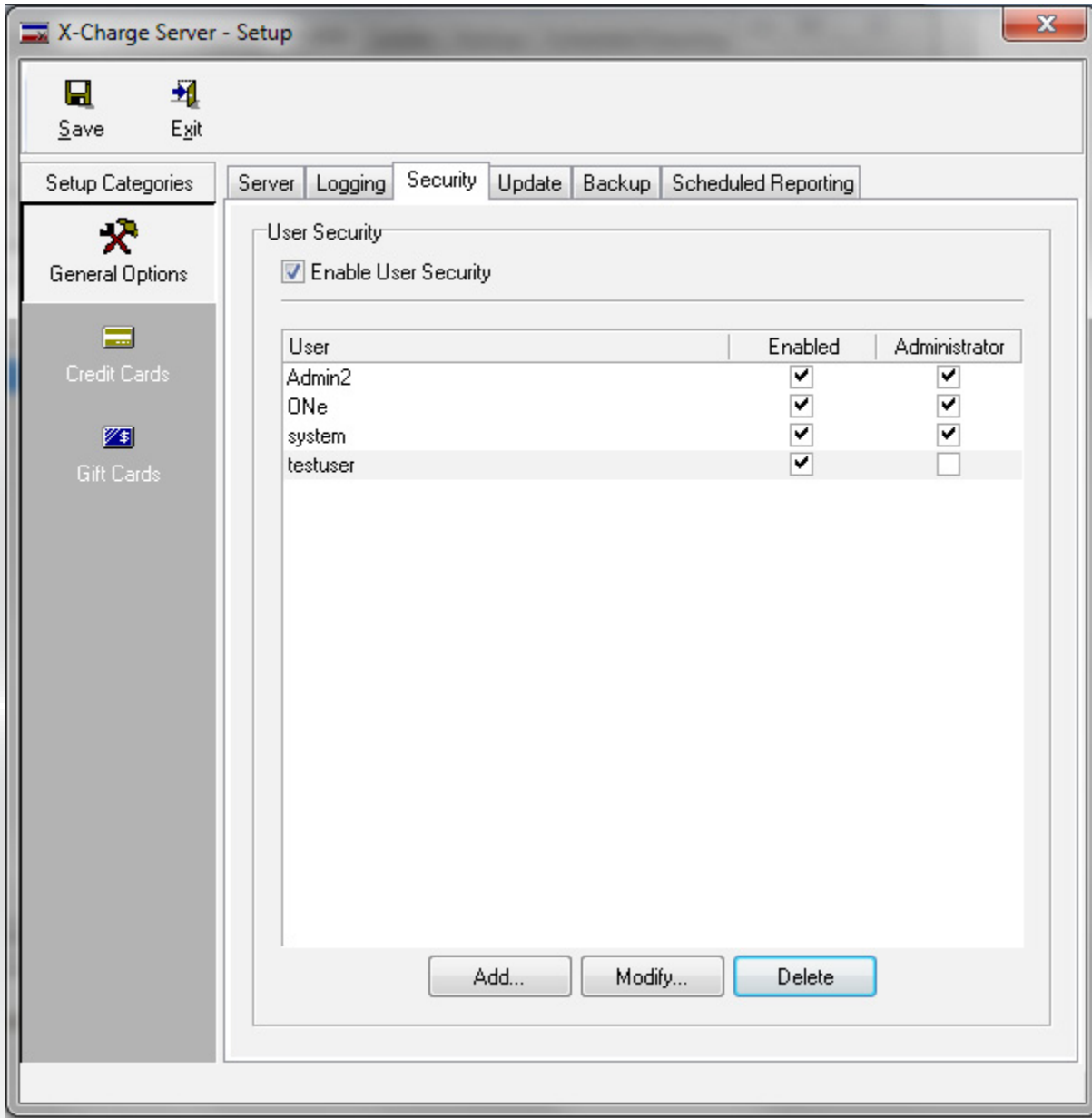
You will now see that the testuser2 account is no longer enabled.



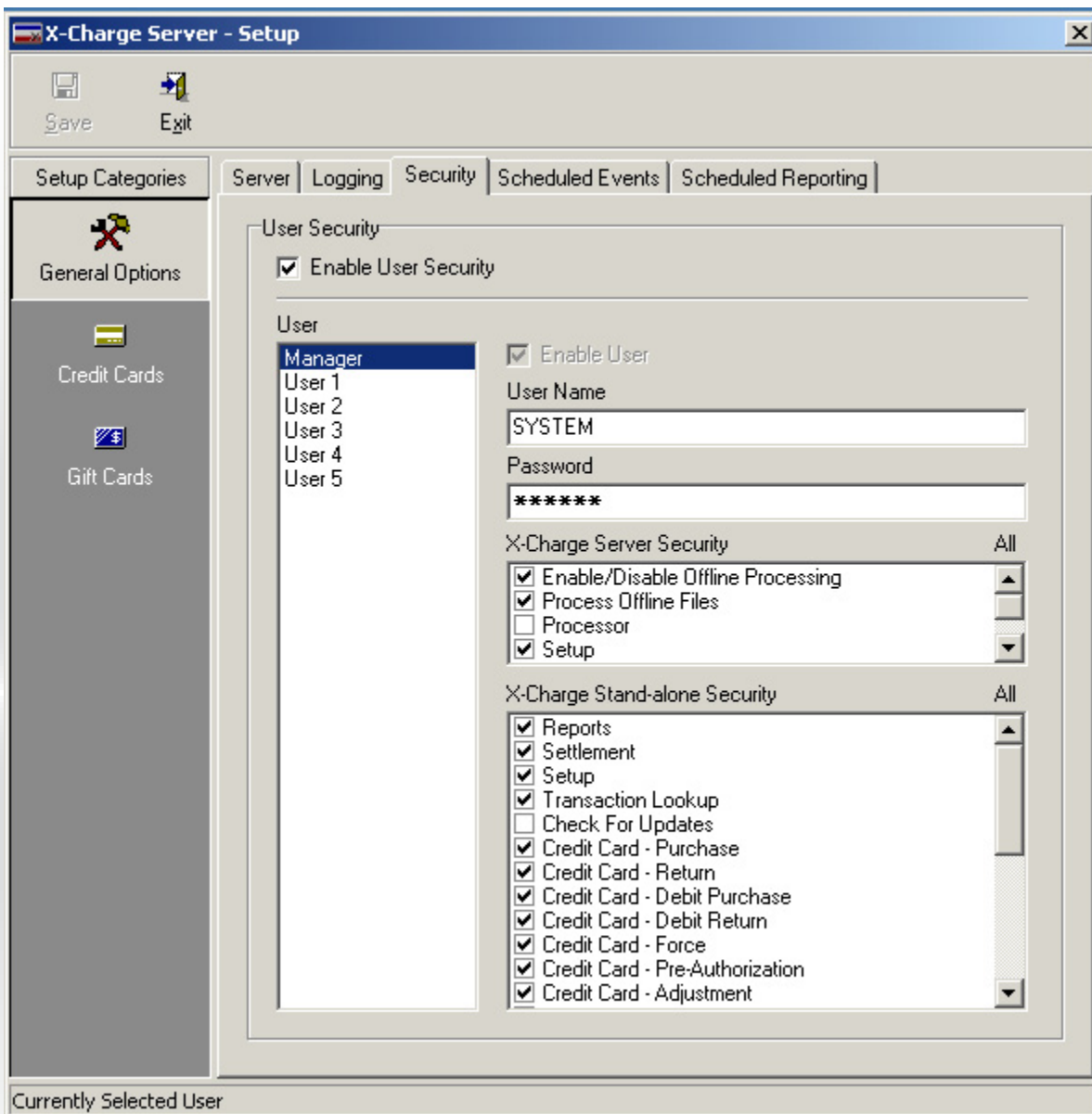
To delete an account, highlight the user and click on the Delete button. In this case I am going to delete the testuser2 account.



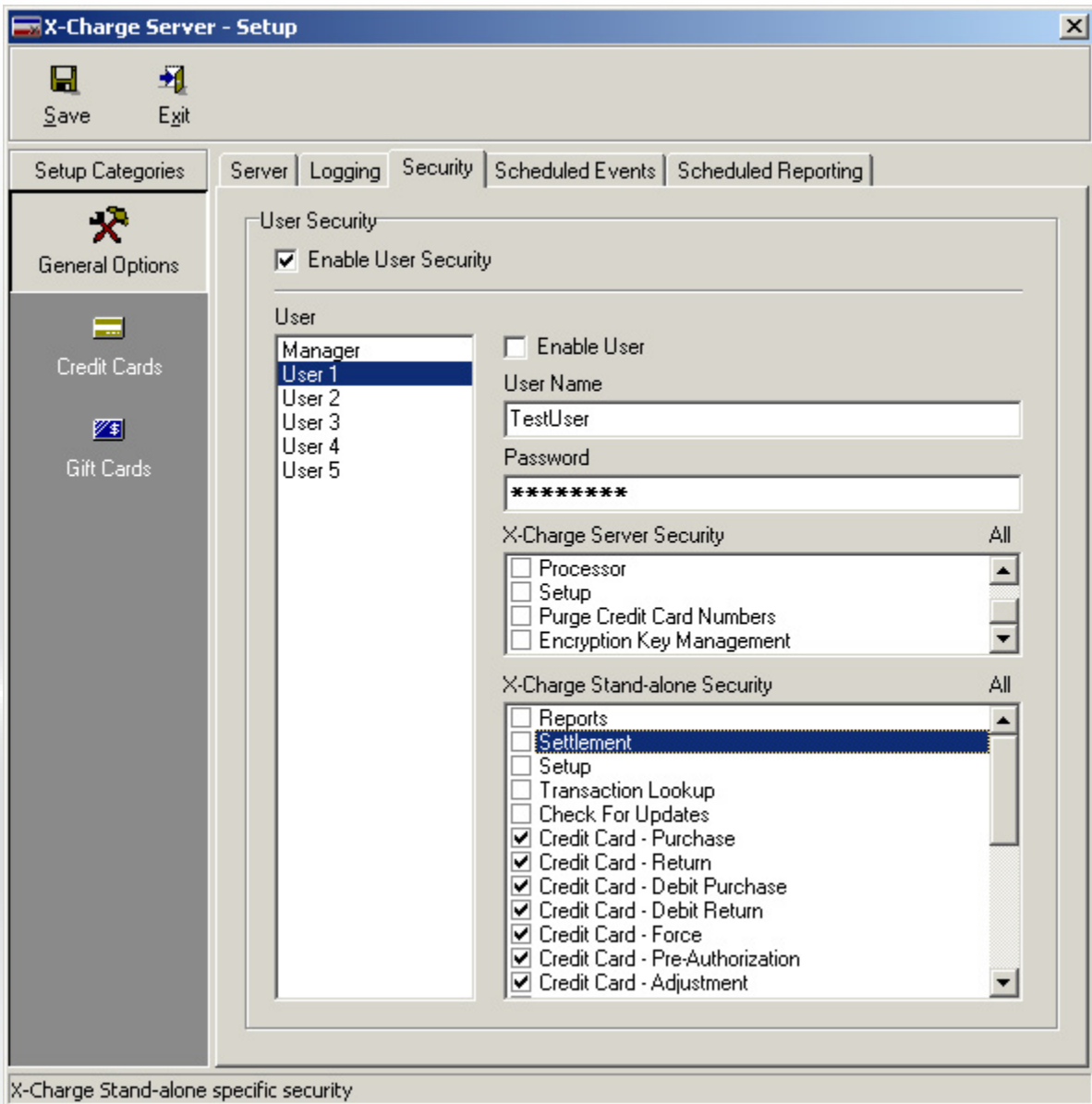
You will be asked to confirm your request to delete the user. Click on Yes to continue.



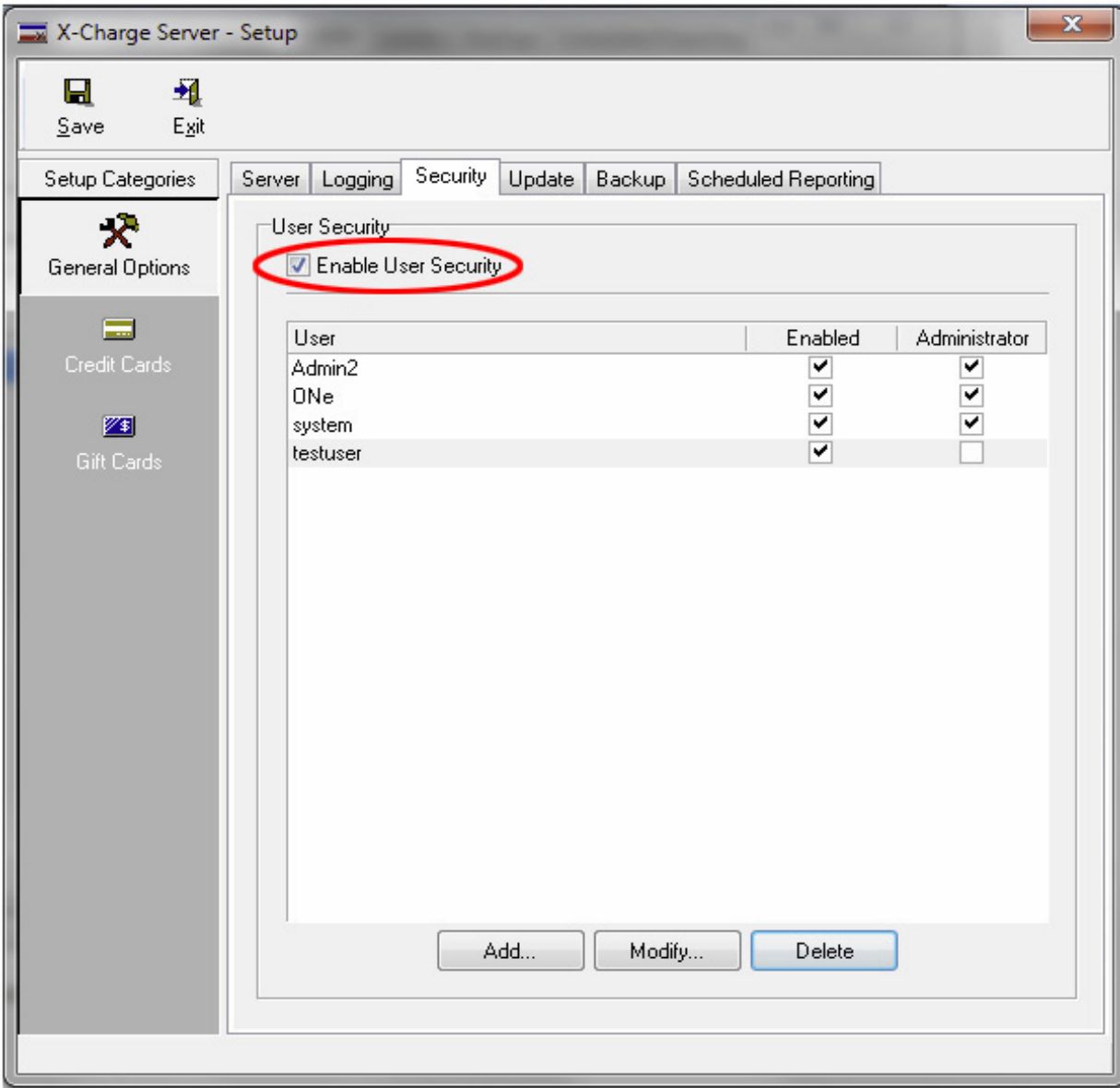
Testuser2 is now deleted.



In versions of X-Charge prior to 7.0 the security tab will look like this. You have a manager account which will act as the administrator, and 5 additional user accounts. You will not be able to add any additional accounts beyond what is already listed. As before, the default password is "system" and should be changed immediately after installation.



Since you'll be unable to create new users, the most you will be able to do is to modify the current ones. The username and password can be set to whatever you like. In this example User1 is called TestUser. When logging in you will use TestUser and not User 1.



Lastly, although security is enabled by default, you should still check to see if the Enable User Security box is checked. X-Charge will completely disregard any security settings you may have created if this box is not checked.