

## Bookmark Fact Sheet

# Passwords and the User Login and Tracking System

July 2021

By default, Bookmark allows anyone to open the Main Menu.

Each button is a “module”. Each button can have a password attached which must be entered to access that module. These passwords are optional. This allows restricting who can open which modules. To enter and manage these module passwords, open Controls then click on Passwords.

The screenshot shows a window titled "Passwords" with a blue header. Inside, there are three tabs: "Main menu", "Circulation", and "Search". The "Main menu" tab is active. Under this tab, there are two sections. The first is "Master password" with a text box containing "PASSWORD". The second is "Main Menu passwords" with several text boxes: "Enter Cataloguing: PD", "Enter Borrowers: PD", "Enter Overdues:", "Enter Reports:", "Enter Stocktaking: INVENTORY", "Enter Controls: KEEP OUT", "Enter Utilities: OK", "Exit Bookmark:", and "Open Bookmark:". At the bottom of the dialog are buttons for "Clear", "Default", "Barcode", "Operators", and "Close".

Passwords in Bookmark are automatically upper case. They are not case-sensitive when typed. A lower case “v” is the same as “V”. Spaces and some symbols are allowed.

The “master password” is the library manager’s special password. It acts like a “backdoor password” and can be entered anywhere Bookmark asks for any password. It should only be given out on a “need to access everything” basis.

The other passwords are requested if that module is clicked on the Main Menu. If blank, no password is asked. These can be given out on a need-to-know basis. They can be repeated.

**email**  
[education.bookmark@sa.gov.au](mailto:education.bookmark@sa.gov.au)

**website**  
<http://bookmark.central.sa.edu.au/>

Exit Bookmark should not have a password unless absolutely necessary. It keeps users in Bookmark unless they know this password.

Open Bookmark is only used to limit who can open the Main Menu, provided they know this password.

## Operators

The Operators button presents a way to record which users are logged in and to restrict access to the Main Menu to certain people or groups.

The screenshot shows a window titled "Operators" with a table of users and their access levels. Below the table are input fields for UserID, Name, and Can access, and a list of modules with checkboxes for selection. Buttons for Update, Remove, New, View log, and Close are also visible.

UserID	Name	Can access
PP-35	Penelope	124
HODGIE7	Dean Hodgson	0
SAM	Sammy Seagull	2

UserID:

Name:

Can access:

- All modules
- Circulation
- Search
- Cataloguing
- Borrowers
- Overdues
- Reports
- Stocktake
- Controls
- Utilities

To add an operator, enter their login ID (username) and the name which will be recorded. If the operator is to have access to everything, tick the top "All modules". If you wish the operator to be able to open specific modules and not others, tick the ones they are allowed to use. Click on Update or press Enter.

An existing entry can be edited by clicking on the row, making changes, and Update. If the user ID is altered, it is added as a new entry.

Remove deletes the highlighted row.

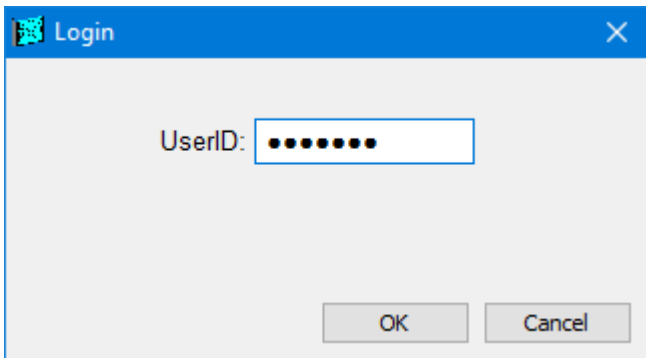
New clears the fields to enter a new user.

Close saves the list.

An operator is still required to use passwords to open modules if they have been entered against modules. This allows "All modules" for an operator but restricts access via passwords instead.

## Restricted Access to User IDs

When Bookmark's main menu is opened it will ask for a user ID.



A valid User ID must be entered. It acts like a password.

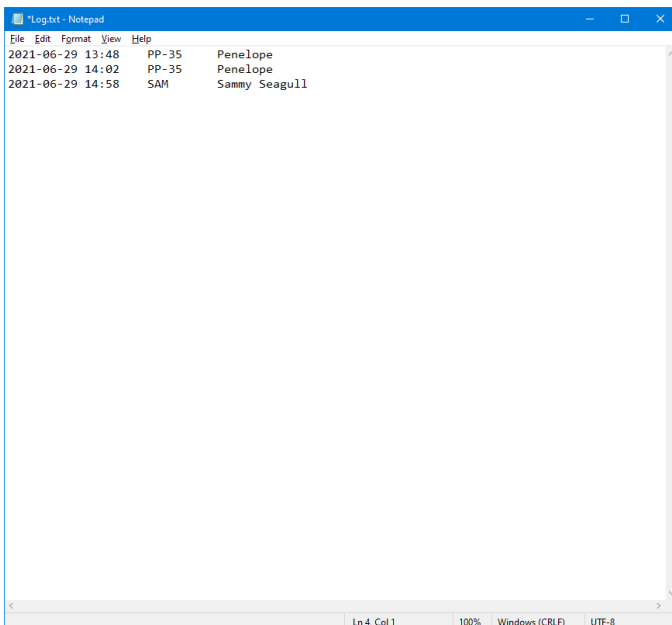
Only users with a valid ID can continue to the Main Menu.

When a valid user ID is entered, Bookmark records the date, time, userID and name into a log. This is a file called Log.txt in the Bookmark folder.

Removing all of the user IDs from the list disables this function, and Bookmark will open without asking.

## View Log

The View log button on the Operators window opens the login list. The Windows Notepad program opens to display the login list. The list can be viewed, printed and even edited. Rows can be highlighted and deleted. The entire list can be deleted. Be sure to save if any changes are made.



This list continually grows unless edited.