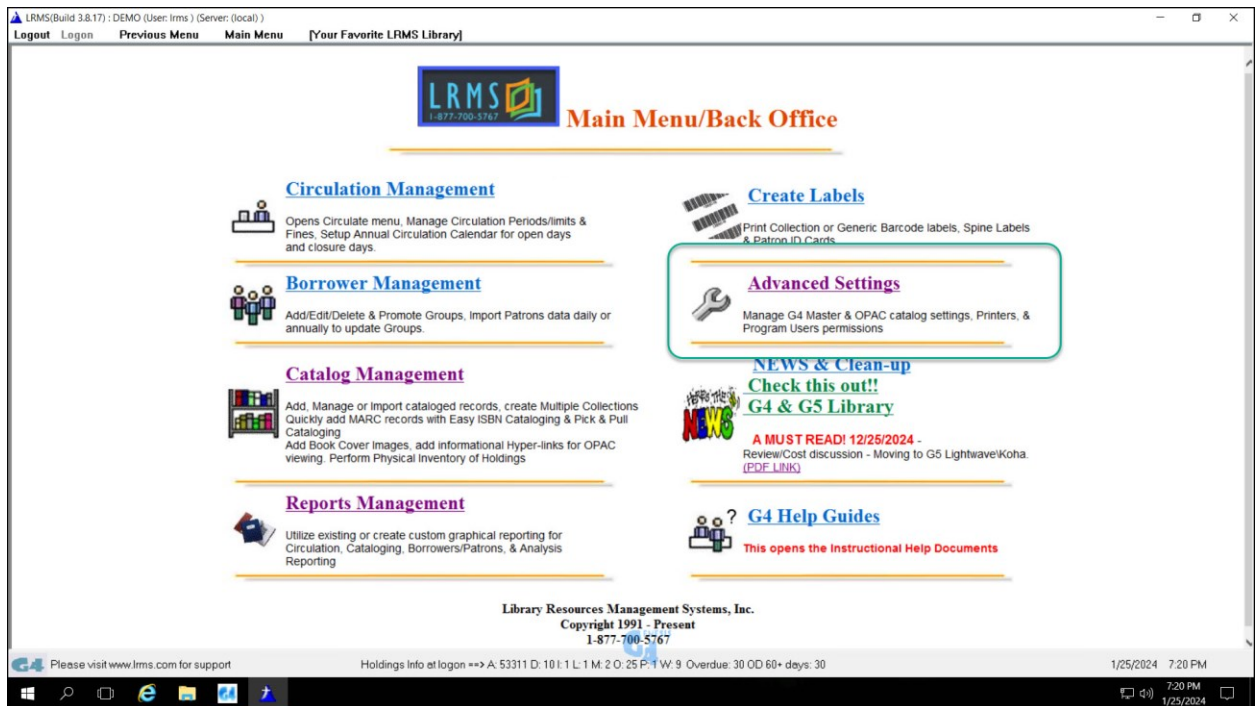




Library Resource Management Systems, Inc.

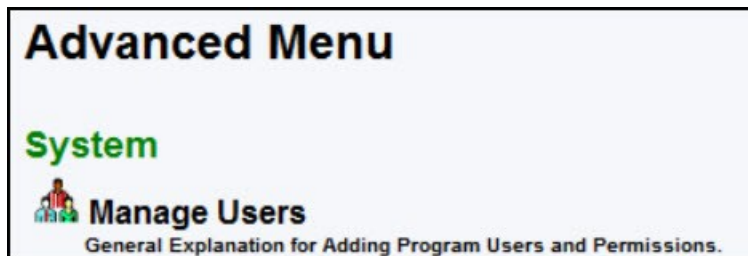
How to add or modify a G4 Program User

Working within the G4 Program to add or modify program users is accomplished through the Main Menu/Back Office – Advanced Settings menu option.



Begin by:

1. Select Manage Users



2. Next determine if you are adding a new users or modifying a current user.



Library Resource Management Systems, Inc.

3. To Add a New User, select the Add button option
4. For our example we are adding a Generic name of “STAFF”

5.

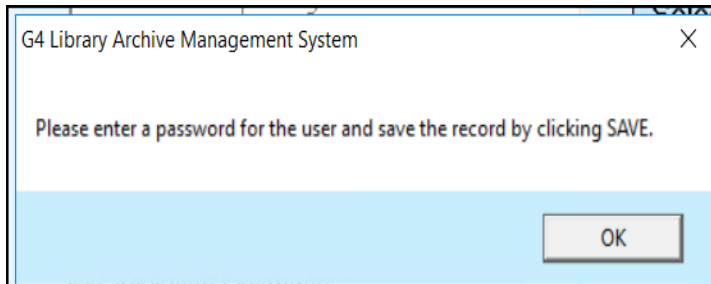
6.

7. Please Note when the new user is being saved by clicking the OK button, this same action creates the same name used for the user’s name as their password description. This password can be changed/modified after this setup is completed by highlighting the Asterisk’s and typing in and saving the new Password.



Library Resource Management Systems, Inc.

8. G4 will display a message about changing the password



9. When the new user has been added, G4 will display this user within the Users column.

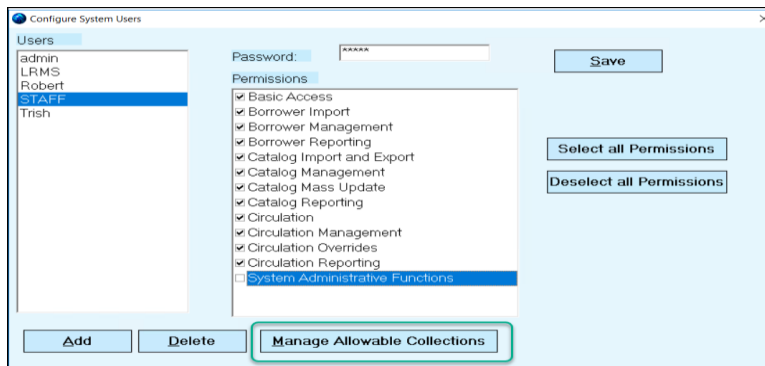


10. Highlight the new member and precede to provide them with appropriate Permissions. Every User is required to have Basic Access. Select permissions for this member or Select all Permissions giving them full rights to all areas of G4. Removing the System Administrative Functions will prevent this member from entering the Configure System Users area.

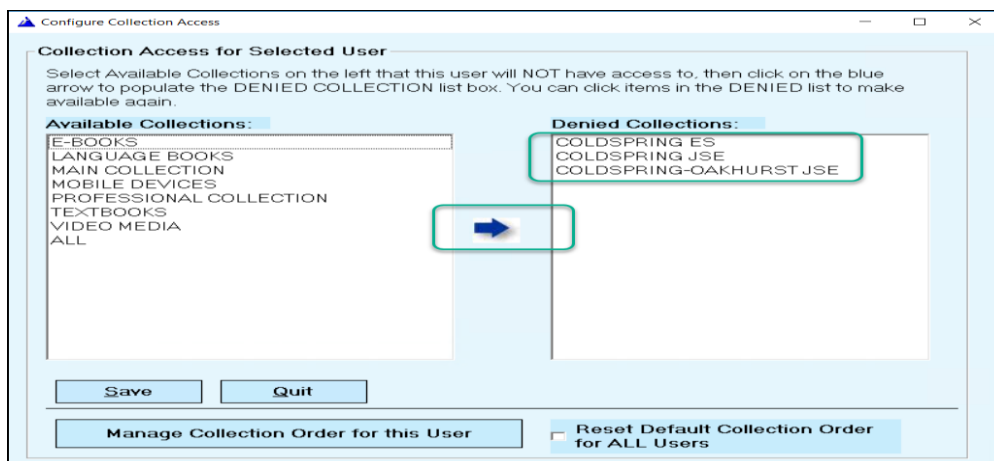


Library Resource Management Systems, Inc.

11. Next select Manage Allowable Collections, G4 includes the ability to restrict what any user can work within a collection or collections. Click the Manage Allowable Collections to display the various collections of G4.



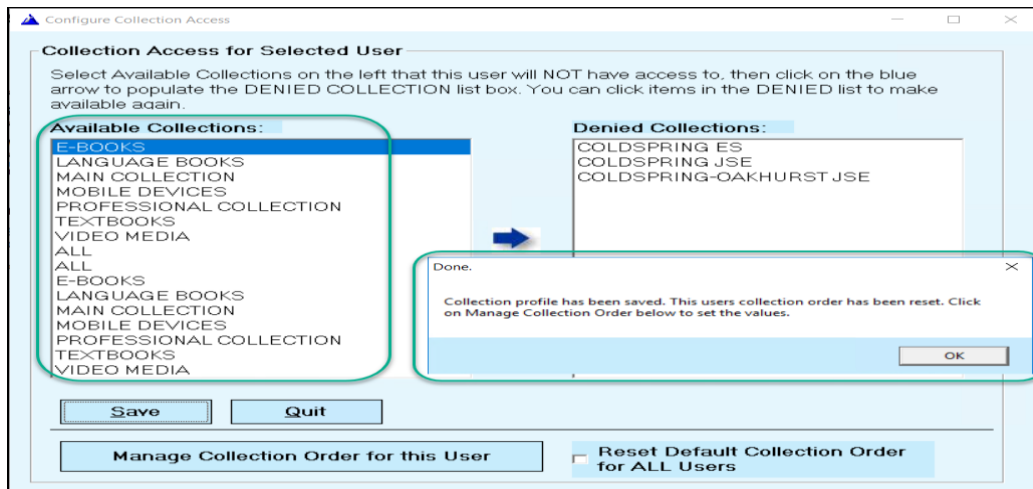
12. G4 allows for a user to be restricted to using certain collections or if left unchanged will allow access to all collections. The Manage Allowable Collections will display All G4 collections, here you can Deny Collections from a user by highlighting the left-hand column collection name and moving this collection to the Denied Collection using the Center blue Arrow.



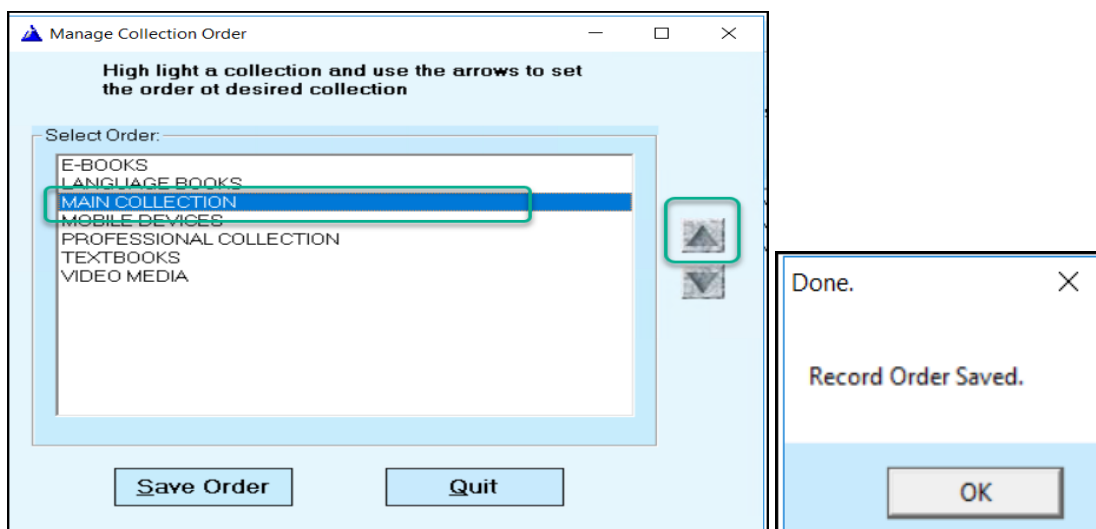


Library Resource Management Systems, Inc.

13. When denying collections always Save before moving on to other User options. Don't be alarmed when the Save button is used G4 will display redundant collection listings, this is normal.



14. One last option is to arrange how this user will see the collections or remaining collection order, Select the Manage Collection Order for this User to setup this option. Once setup is done click **Save Order**.





Library Resource Management Systems, Inc.

15. When the next screen appears Select "Quit"
16. This is the final screen for completing this task, Click the Save button to retain your modifications or add-ins.

A screenshot of the "Configure System Users" window. The window title is "Configure System Users" and it has a close button (X) in the top right corner. On the left, there is a "Users" list with the following entries: "admin", "LRMS", "Robert", "STAFF" (highlighted in blue), and "Trish". In the center, there is a "Password:" field with a masked password "*****". Below the password field is a "Permissions" list with the following items, each with a checkbox: "Basic Access" (checked), "Borrower Import" (checked), "Borrower Management" (checked), "Borrower Reporting" (checked), "Catalog Import and Export" (checked), "Catalog Management" (checked), "Catalog Mass Update" (checked), "Catalog Reporting" (checked), "Circulation" (checked), "Circulation Management" (checked), "Circulation Overrides" (checked), "Circulation Reporting" (checked), and "System Administrative Functions" (unchecked). On the right side, there are three buttons: "Save" (highlighted with a green border), "Select all Permissions", and "Deselect all Permissions". At the bottom of the window, there are three buttons: "Add", "Delete", and "Manage Allowable Collections".

Here is a [Video Review](#)