

Accounts and Passwords

Standard Accounts

When starting Athenaeum or re-logging in, you will be prompted for an account and a password. The following accounts and their default passwords are available for use with Athenaeum Pro 8.0:

Account	Default password	purpose
Library	lib	The standard library administrator password
Issue	i	An account that allows issuing and searching the catalogue, but no administration.
Guest		Guest only. There is no password and this can be disabled by defining a password
Web		Search only using a web browser (requires FileMaker Pro). There is no password and this can be disabled by defining a password.
Edit	ed	A special account that allows access to some administrative functions (such as delete all records)

Passwords are case sensitive. Accounts are not.

You may change the default passwords at any time for all accounts.

You may also create custom accounts for guests, issue and library.

Options Password

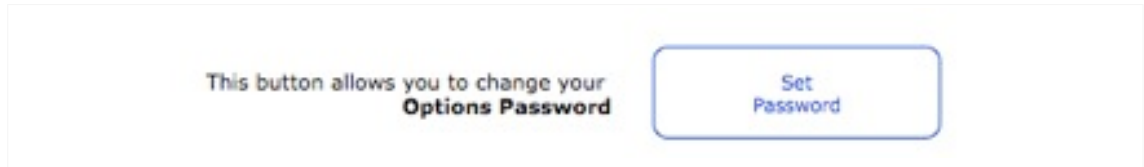
The **options** password allows you, as the administrator, to authorise overrides, for example in the case where a borrower has exceeded his/her borrowing limits.

By default the options password is

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We highly recommend that you change this password. To change the options password, go to the **Admin** section and click on the **Set Password** button



and follow the instructions.

Exit Password

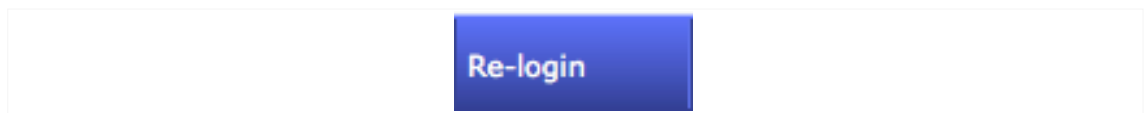
This determines whether you need a password to be able to quit Athenaeum – preventing unauthorised closing of Athenaeum.

The exit password only is activated for those computers NOT logged on as administrators)



Re-login

At any time, you can re-login to Athenaeum Pro using a different account. You might do this if you are going to leave your computer for a while and re-logging in with the issue or the guest account will enhance security.



Enter the appropriate Account and Password, or click the "guest" button.

Quick Log-Out