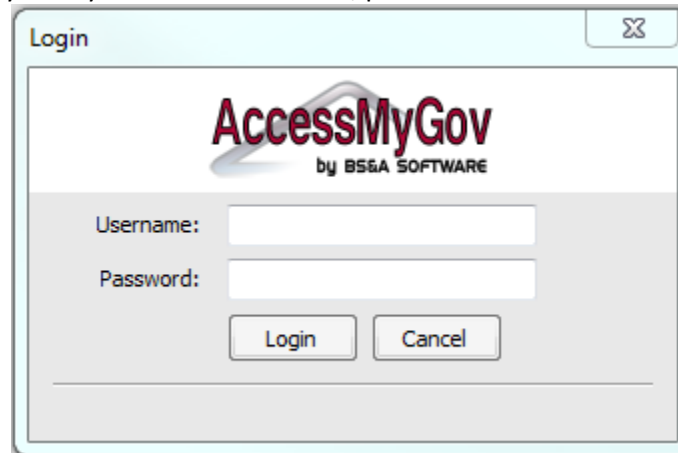


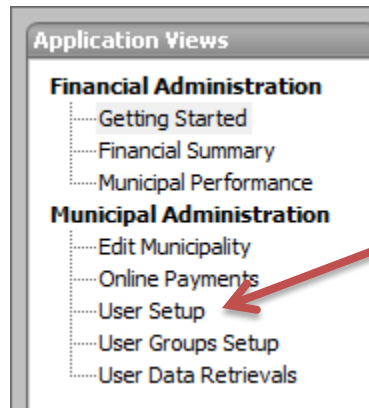
Managing User Security on AccessMyGov using the Administration Application

All security on AccessMyGov is handled by individual user security. Here are the steps to change the settings for your municipality.

1. First, we need to obtain a copy of the AccessMyGov Administration Application. If you do not already have a copy, it can be downloaded here:
<http://www.bsasoftware.com/Support/updates/dotnet/AccessMyGovAdministration.exe>
2. Next, launch the application and type in the unit administrator credentials that have been given to you. If you do not have these, please contact BS&A Software.



3. After logging in, you will be shown the Getting Started page. Please click on the link 'User Setup' on the menu on the left:



4. Once on the User Setup page, please click the 'Edit Security Settings' button at the top of the screen.

5. The following screen represents the current options for display to the public:

The screenshot shows a window titled "Security Setup" with a standard Windows-style title bar. The window is divided into several sections:

- General Information:** A section at the top with a label "User Name:" and a text field containing "Default User".
- Security Items:** A section below with a search box labeled "Search:".
- Security Categories:** A list on the left with one item selected: ".....|Building Department Security (34)".
- Security Items Building Department Security:** A list on the right with 34 items, each with a checkbox. The first item, "Show Permit Details", is selected. The items are:
 - Show Permit Details
 - Show Enforcement Details
 - Show Certificate Details
 - Show Inspection Details
 - Show Fees and Payment Details
 - Inspection Comments
 - Applicant Name
 - Applicant Address
 - Applicant Phone
 - Owner Name
 - Owner Address
 - Owner Phone
 - Occupant Name
 - Occupant Address
 - Occupant Phone
 - Deficiencies
 - Contractor Name
 - Contractor Address
 - Contractor Phone Numbers
 - Don't Allow Searching by Record Number
 - Show Projects
 - Permit Work Description
 - Permit Stipulations
 - Enforcement Complaint
 - Enforcement Inspection Comments
 - Enforcement Deficiencies
 - Hide Comments on Certificates
 - Responsible Party Name
 - Responsible Party Address
 - Responsible Party Phone
 - Property Address
 - Certificate Holder Name
 - Certificate Holder Address
 - Certificate Holder Phone

At the bottom of the window, there are three links: "Check All Security Categories and set Default Values", "Check Default Values for displayed Security Items", and "Clear All". A "Close" button is located in the bottom right corner.

Once the appropriate options have been selected, choosing Close will save them to the database to be reflected on the AccessMyGov website.