



Chapter 4

System Administration and Management

This chapter explains the System Administrator's tasks and the procedures for performing *JOBbase* system administration and management in the following sections:

- [Overview, page 4-1](#)
- [Logging In As System Administrator, page 4-2](#)
- [JOBbase Security, page 4-3](#)
- [Adding New Roles, page 4-12](#)
- [Creating an Audit Trail, page 4-20](#)
- [Pick Lists, page 4-27](#)
- [Managing Databases, page 4-30](#)

Overview

The *JOBbase* System Administrator manages the *JOBbase* databases and system security. Until other users are granted access, the System Administrator controls all rights to the information in a database.

Logging In As System Administrator

When a new database is first added or created, the System Administrator is the only user with system access (see [Figure 4-1](#)).

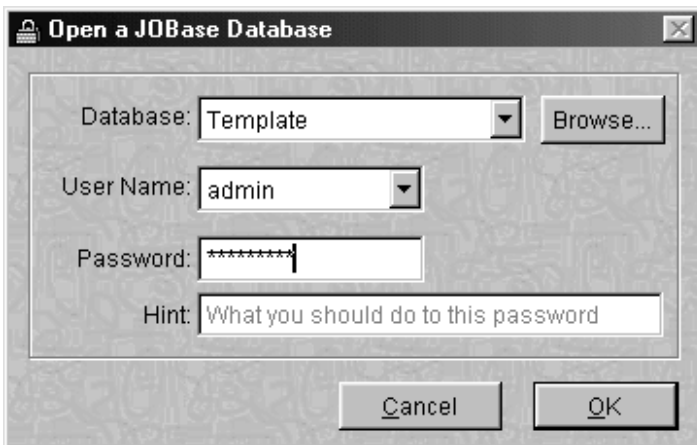


Figure 4-1 JOBbase Database Login Dialog Box

To initially login to a database as the System Administrator, do the following:

1. In the **Database** field, from the drop-down list select the database to access (see [Figure 4-2](#)). To locate a database not shown in the database list, click **Browse**.

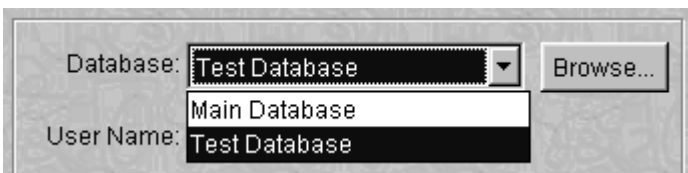



Figure 4-2 Database Drop-Down List

2. In the **User Name** field, using the drop-down list, select the default user name for the System Administrator, “**admin**.”
3. In the **Password** field, enter the default System Administrator password, “**changenow**.”

 **NOTE:** The user name and password are case sensitive and must be entered exactly as created. The System Administrator can enter a “hint” as a reminder in case he or she forgets the password.

4. Click OK.

While logging in, the *Opening database....* message appears in the upper-right area of the *JOBbase* main window. Once logged in, *JOBbase* automatically opens the database, and the menu options in the *JOBbase* main window become active (see [Figure 4-3](#)). The System Administrator is now ready to perform system administration tasks for the database.



Figure 4-3 *JOBbase* Main Window

JOBbase Security

The *JOBbase* security system controls access to databases by users who have been assigned roles and privileges. The System Administrator manages security by creating the user names, passwords, and assigning database privileges.

Changing Administrator Password

IMPORTANT! The default password (*changenow*) should be changed immediately and known only to the user who will be acting as the JOBase System Administrator.

To change the Administrator password, do the following:

1. In the JOBase main window, select the **Admin** pull-down menu (see [Figure 4-4](#)).




Figure 4-4 Admin Pull-Down Menu

2. From the **Admin** menu, select **Change Password**. The *Change Password: admin* dialog box appears (see [Figure 4-5](#)).




Figure 4-5 Change Administrator Password Dialog Box

3. In the **Old Password** field, enter the current login password.

 *NOTE: If this is the first time for logging in, enter the password **changenow**.*

4. In the **New Password** field, enter a new password.

5. In the **Confirm Password** field, enter the new password again exactly as entered in the **New Password** field.

 *NOTE: The System Administrator can enter a "hint" as a reminder in case he or she forgets the password.*

6. Click **Change**. If the System Administrator has entered the confirmation password incorrectly, a *Confirmation Does Not Match* message appears (see [Figure 4-6](#)). Re-enter the correct password to confirm.



Figure 4-6 *Incorrect Confirmation Password Message*

7. Click **OK** to save the new Administrator password.

