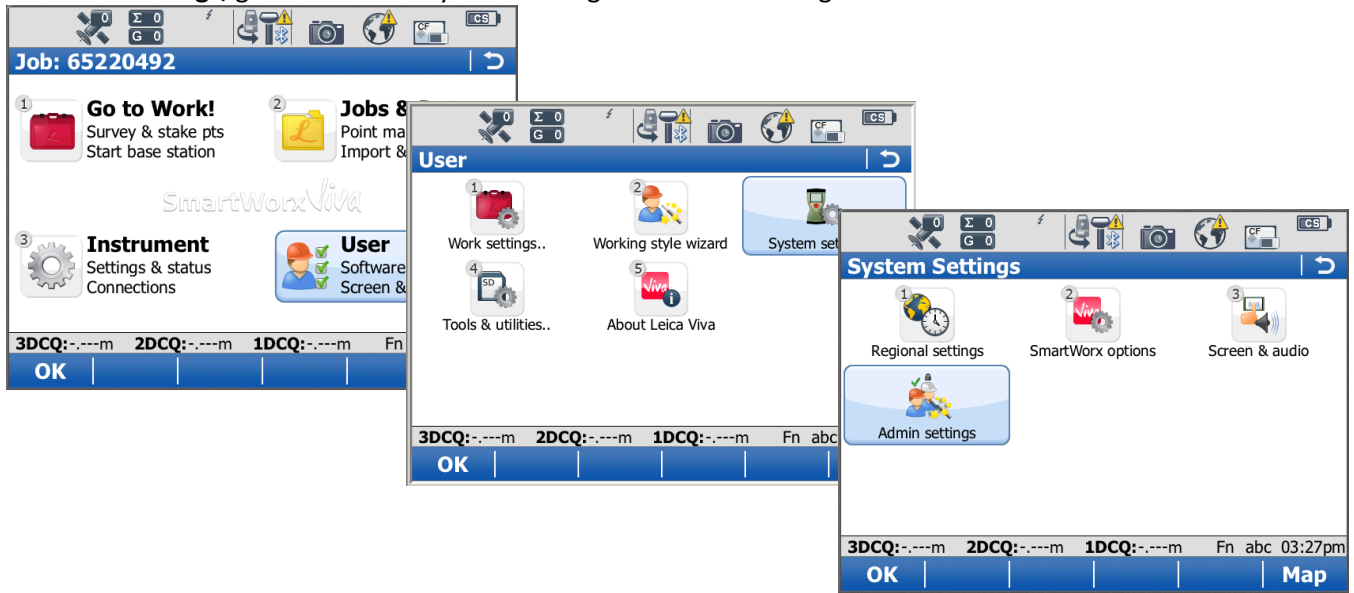


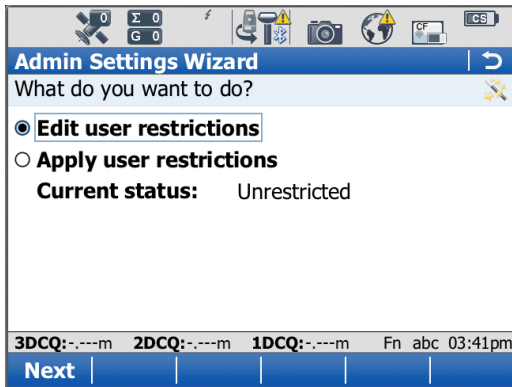
Using the Admin settings control in Leica Viva

By using the Admin settings, access to certain areas of the system can be locked for users.

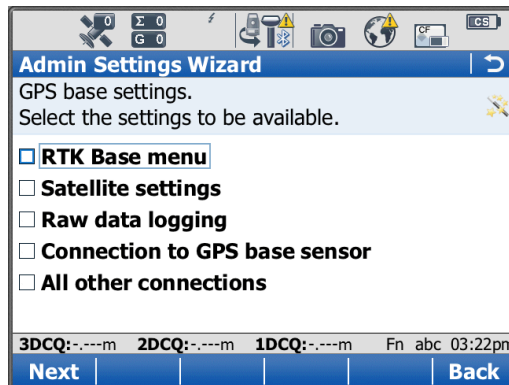
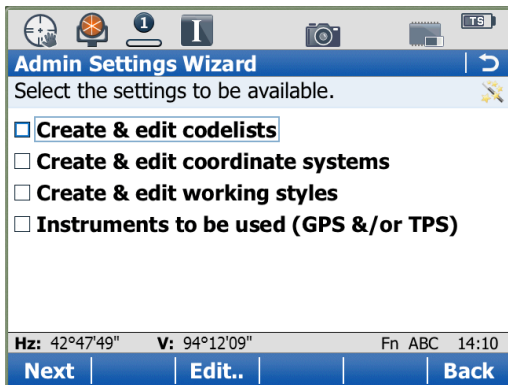
To access Admin Settings, go to 'USER' -> 'System Settings' -> 'Admin Settings'



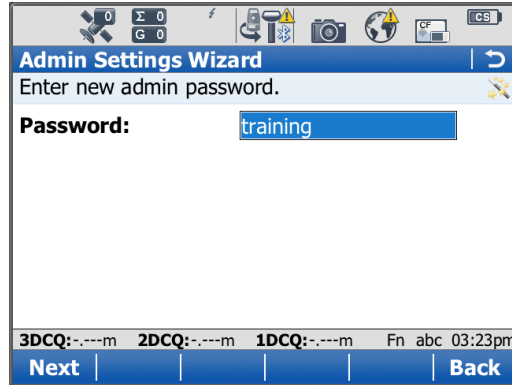
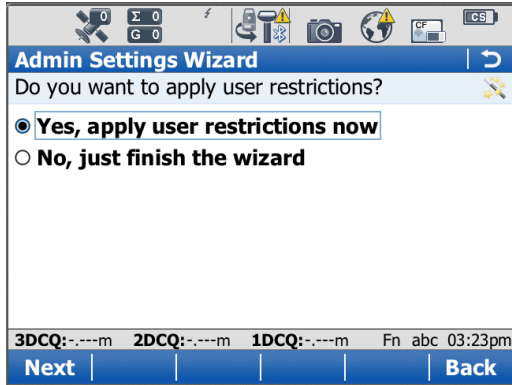
To create a new admin profile, select 'Edit user restrictions', then press F1.'next'



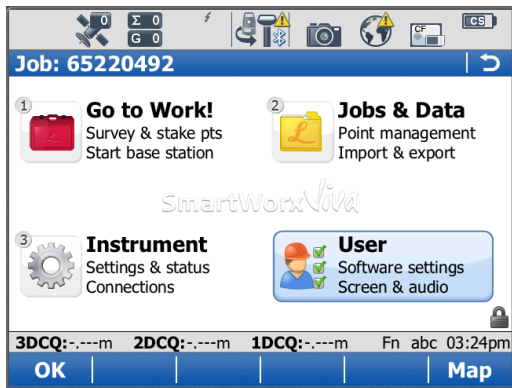
The wizard will then guide you through a series of screens, showing the various settings which can be made invisible. As you work through the wizard, some screens, for example 'create & edit codelists', have an F3.'Edit' option. This allows you to set the default configuration, which cannot be changed by a user who doesn't have the admin password. Below are examples of the configuration screens.



The final screen of the wizard will ask if you would like to apply the settings. Select “Yes, apply user restrictions now”, then F1.’Next’. Enter the password into the following screen. This is the password you will need to enter to remove the Admin settings. Store it somewhere safe.



When settings are restricted, a lock icon will appear in the bottom right of the screen (see below)



To remove the restrictions, go to ‘USER’ -> ‘System Settings’ -> ‘Admin Settings’, enter the password, and then press F1.’next’ & F1’Finish’

