

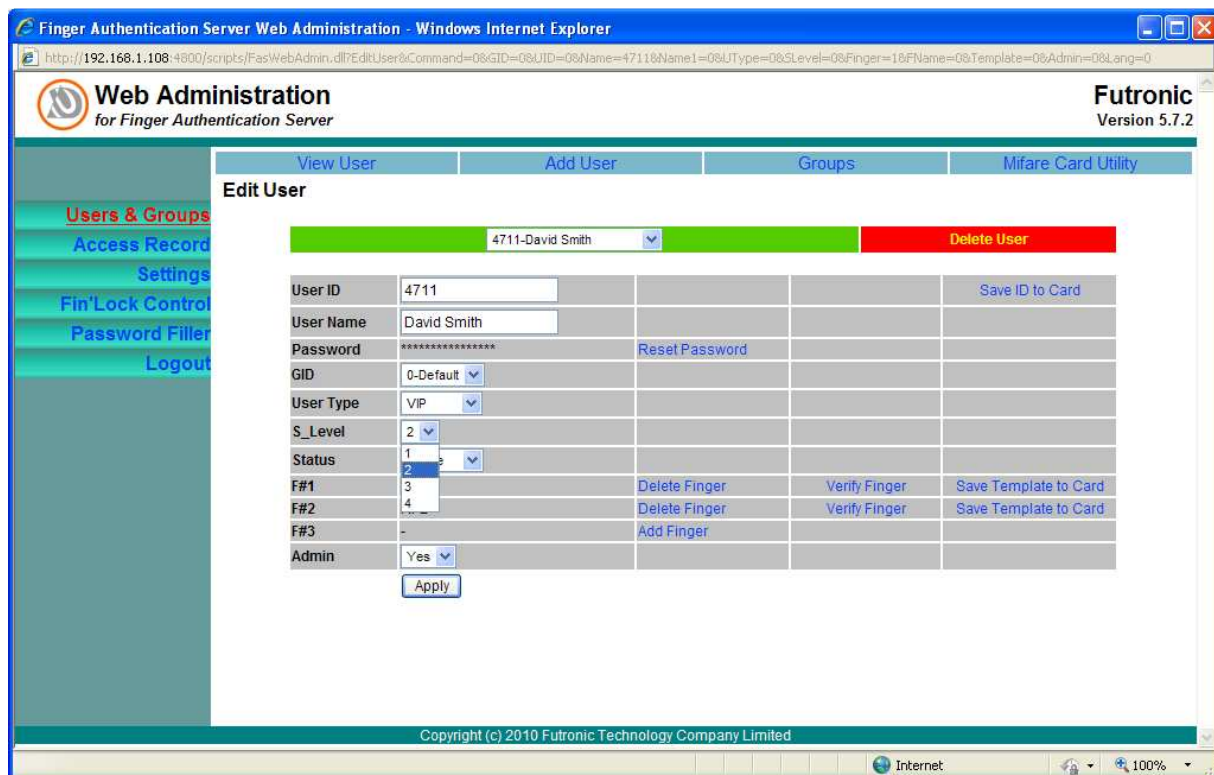


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FAS Administration FAQs

How do I change the Security level for a user?

First Log into the FAS at the site.
Click on Main menu “Users & Groups”
Click on View Users
Click on the User name.



The edit user screen will open and there is a drop down menu on the security Level (S_Level)
If there is no drop down box on the security level for the user you probably have to re-enroll the user.
Change the level as required.
Click on [Apply] at the bottom of the data area.

If you want to edit another user click on the drop box in the green block above the data area.

Once you have finished editing the user(s)
Click on the main menu “Fin’Lock Control”
Open the “Send User” window if it’s not open
Check the correct Fin’Lock is selected if there is more than one
Click on the user ID of the user(s) that were changed to send them to the Fin’Lock