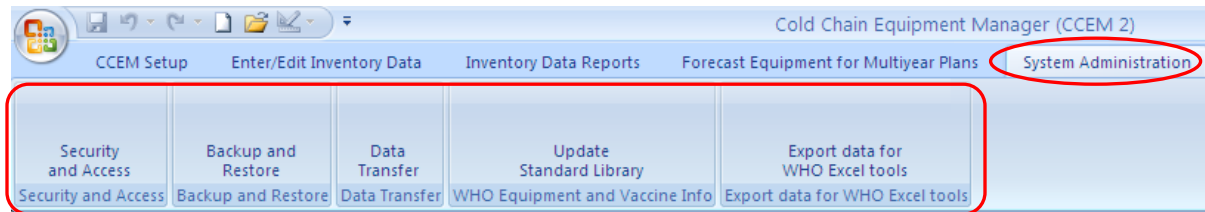


The top main menu option **System Administration** provides access to five different functions as shown in the image below:



## 1.1 Security and Access

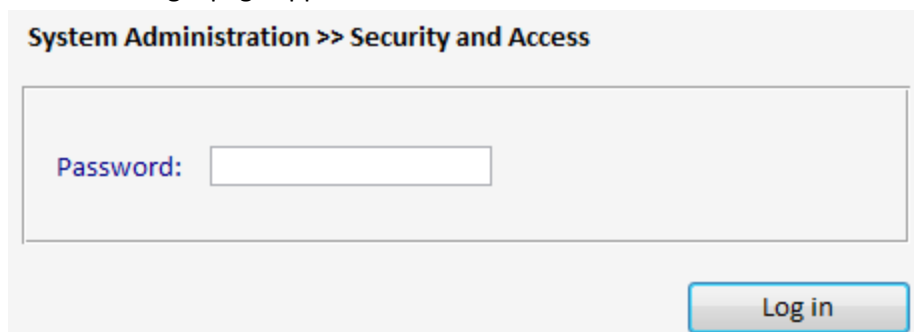
This option in **System Administration** adds password protection for some critical CCEM data and settings. Password protection can be added to four different categories of CCEM data and settings:

- Facility and Inventory Data
- Administrative Levels and Demographic Data
- Facility Types
- Country Vaccine Schedule

### Steps to set the Security and Access

1. Select **Security and Access** option from **Security and Access** group of **System Administration**.

The login page appears as shown below:



2. Enter the default password "admin0001" when initially setting the security access and click **Log In**. the four data categories along with change password option will appear.
3. Change the password by clicking **Change Admin Password**.

Check to lock in the data. Once checked records can not be edited or deleted.

☐ Facility and Inventory Data

☐ Administrative Levels and Demographics Data

☐ Facility Types

☐ Country Vaccine Schedule

**Change Admin Password**

4. Enter "admin0001" as the Current password and enter the <new password> in both the New Password text box and Confirm New Password text box and Click **Change Admin Password** to apply the changes.

Change password

Current Password:

New Password:

Confirm New Password:

**Change Admin Password**

5. Select which of the four data categories to lock with this password. Once locked, this data cannot be edited, added, or deleted without the selected password.

Check to lock in the data. Once checked records can not be edited or deleted.

☐ Facility and Inventory Data

☐ Administrative Levels and Demographics Data

☐ Facility Types

☐ Country Vaccine Schedule