

## Tech Tip Tuesday— July 28, 2015

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### Livery Coach Users/Windows Users

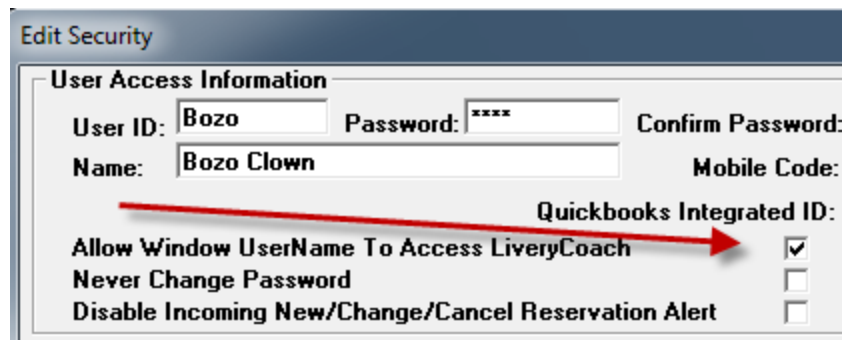
In a previous Tech Tip, we talked about how a user can easily change his or her password upon login.

Another option, although one that must be used carefully, is to not require a username and password at all! In this scenario, Livery Coach will default to the Windows user name and automatically log in—assuming the names match.

With this scenario, essentially Livery Coach defers logon security to Windows—so you should make sure that your Windows users and passwords are secure, and that each person uses that logon at only one computer at a time.

To enable this feature, first of all, you will need to set up the user in Livery Coach EXACTLY the way that user is set up in Windows. For example, if you have an employee named Bozo (the) Clown, his logon for Windows might just be “Bozo”.

Assuming that is the case, then add or edit that user in Livery Coach, and make sure that there is a checkbox next to “Allow Window UserName To Access LiveryCoach”. If that is checked, then if Bozo is logged into Windows, clicking on the Livery Coach icon will bring him right into Livery Coach with no username/password entry needed.



The screenshot shows a dialog box titled "Edit Security". Under the "User Access Information" section, there are several fields: "User ID:" with the value "Bozo", "Password:" with "\*\*\*\*", "Name:" with "Bozo Clown", and "Quickbooks Integrated ID:". Below these fields are three checkboxes: "Allow Window UserName To Access LiveryCoach" (checked), "Never Change Password" (unchecked), and "Disable Incoming New/Change/Cancel Reservation Alert" (unchecked). A red arrow points to the checked checkbox.

Important note: make sure you have at least one Windows user for which you have no Livery Coach user—and our tech support team should have access to that machine (your lcomm, for example). Otherwise you could create a situation where it becomes difficult for us to log in as our system user to check or fix settings.