4.1   VIEWING USER DATA

The data on the system user is reconciled with the data in CRU every time the users logs in to the COBISS3 software.

The privileges *ADM – Access to COBISS3/Application Administration, and data viewing and printing* and *ADM_USER – Username maintenance* are required to view the data on system users.

Precondition   The system users has logged in to the COBISS3 software with the username that is defined in the Central Register of Users (CRU) at least once before.

Procedure   1. In the **User** class find and select the data on the system user.

The data on the selected system user, which is maintained at the **Training** portal, can be seen in the browser, in the part of the window containing the list of the following attributes:

- the username that the system user uses to log in to the COBISS3 software (value under the "Username")

- user's name and surname (values under "Name" and "Surname"); the data is entered at the place provided for signature on reports created and sent to destinations by the user

- a word or phrase indicating a term of address (e.g. *Mr, Ms, Miss,* etc.) or an academic title (e.g. *Prof., Dr.,* etc.); the data appears before the user's name and surname on reports created and sent to destinations by the user

- professional title indicating higher or high educational qualification (value under "Professional title"); the data appears after the user's name and surname on reports prepared and sent to destinations by the user

- a position indicating a job or a post in an organisation (value under "Position"); the data appears under the user's name and surname on reports prepared and sent to destinations by the user

- a position indicating a job or a post in an organisation in the English language (value under "Position – English"); the data appears under the user's name and surname on reports in English prepared and sent to destinations by the user

- e-mail address of the user, library, department, etc. (value under "E-mail"); the data appears under "From" when the users sends reports by e-mail

- user's telephone number (value under "Telephone")

- login disabled as the user will no longer log in to the COBISS3 software ("Login disabled" checkbox ticked)

- login disabled as the user made a mistake six times while logging in to the COBISS3 software ("Password locked" checkbox ticked); if this checkbox is ticked, the user must set a new password at the **Training** portal before logging in to the COBISS3 software

- date and time when the user logged in to the COBISS3 software or logged off for the last time (values under "Last login" and "Last logoff")

- date and time when the user last entered a wrong password when logging in to the COBISS3 software (value under "Last incorrect password entry")

- departments or organizational units of the library where the user can carry out serials check-in (value under "Check-in for departments"); if the value is not specified, the user can carry out serials check-in for all departments or organizational units of the library

- the date for which the user can enter loan transactions manually as it was not possible to record them automatically (value under "Date of procedures")

- one or more departments (if the loan in the library is organised by departments) where the user can log in to and enter lending procedures (value under "Lending departments")

To view privileges for work in the COBISS3 software of the selected user, select the folder **Privileges** under related objects.