UI BUILDER FOR ACCESS – ENTERPRISE EDITION

Security Guide
Version 05.29.2008

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1 Introduction

UI Builder provides a solid foundation to secure your Microsoft Access projects, control user access and activity, and monitor their actions in your database. This guide is intended to help you understand how to configure UI Builder security, and provide additional resources that can help you further tighten the security of your database.

It is important to note that Microsoft Access is generally not considered to be a recommended solution for applications that require an extremely high level of data security. With appropriate measures, many of which are provided here and found in the resources referenced in Section 3, you can ensure an adequate level of security that will prevent all but the most experienced and determined individuals from compromising your data.

2 User Login Methods

UI Builder Enterprise Editions 3.2 and higher support two user login methods. You can rely on each user's NT (Windows) Login to authenticate them and automatically log in authorized users, or you can employ the UI Builder login prompt. If each user will log in from their own machine, we recommend you employ the NT Login method. However, if you have a shared machine that is used by multiple individuals without logging in separately, the UI Builder login prompt can provide user level menus despite the fact all users are logged in with the same Windows username.
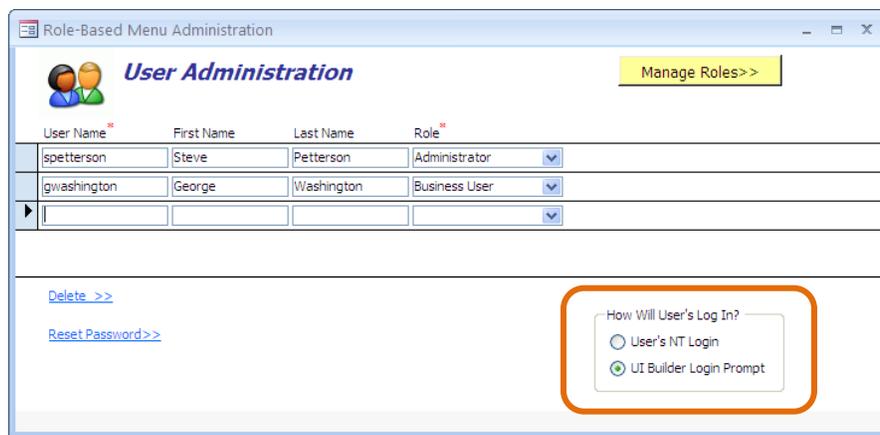
Figure 1: User Administration Screen

You can select which user login method to use in the User Administration screen (frmAdminUsers).

2.1 USING THE NT (WINDOWS) LOGIN METHOD

When using the NT Login method, you will need to ensure each user's Windows username is defined in the User Name field of the User Administration form.

2.1.1 ANONYMOUS USERS

If desired, you can allow anonymous users to access the system. That is, users that do not have a user record established in the UI Builder user table. These individuals will have access to the default menus you set up in the Administration form "Default Menu" tab. To allow anonymous users, simply check the "Anonymous Access" box in the General Settings tab of the Administration form.
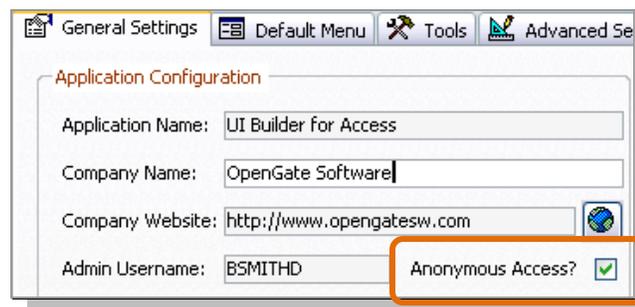
> **Note**
> UI Builder will still capture the Windows login username for any anonymous user's activities. They are anonymous only insofar as they do not have a formal user profile with an assigned role in your application.

2.1.2 RESTRICTING USERS

UI Builder 3.1 and above support the ability to lock a user out of the application, while allowing anonymous users. For example, you may have a specific individual with a Windows Login that should not be allowed to access your database, but other users should be able to access the application even if they do not have a user record created in the UI Builder user table. To prevent a user from accessing the system, leave their user record in the use table, but clear the role field for that user.

2.2 USING THE UI BUILDER LOGIN PROMPT

When using the UI Builder login prompt method, users will be prompted to provide their username and password each time they log in to your UI Builder application.

2.2.1 USER'S FIRST LOGIN

Each new user is provided a temporary password, which is their username followed immediately by the number 999. For example, the username "gwashington" will have a temporary of "gwashington999."

When the user first logs in with their temporary password, they will be prompted to change to a password of their choice.

> **Important!**
> If you implemented UI Builder prior to version 3.2, you will need to select the "Reset Password>>" button for each user in the User Administration screen to establish a temporary password for the users. New users will automatically be associated with a default temporary password.

2.2.2 RESETTING PASSWORDS

Select the "Reset Password>>" button for each user in the User Administration screen to establish a temporary password for the users.

2.2.3 RECORD LEVEL AUDITING

If you wish to track a user's UI Builder username in record-level auditing activity, a small modification is required to the function that obtains the username at the time the audit record is written. Open the Visual Basic module "modVBAToolbox" and locate the function "fOSUsername." At the very beginning of the function you will see a note that provides instructions to use the UI Builder username instead of the NT username.

3 Microsoft Access Security Resources

3.1 SECURITY CONSIDERATIONS AND GUIDANCE FOR ACCESS 2007

By Garry Robinson, Office Access MVP and Editor of vb123.com. Find out how you can use Access 2007 to protect the information in your databases. Learn about encrypting files, administering passwords, converting databases to the new ACCDB and ACCDE formats, and using other security options such as SQL Server.
http://msdn2.microsoft.com/en-us/library/bb421308.aspx

3.2 MICROSOFT ACCESS USER-LEVEL SECURITY TUTORIAL

Article from About.com on securing Microsoft Access 2003 and lower databases with workgroup security.
http://databases.about.com/od/tutorials/ss/usersecurity.htm