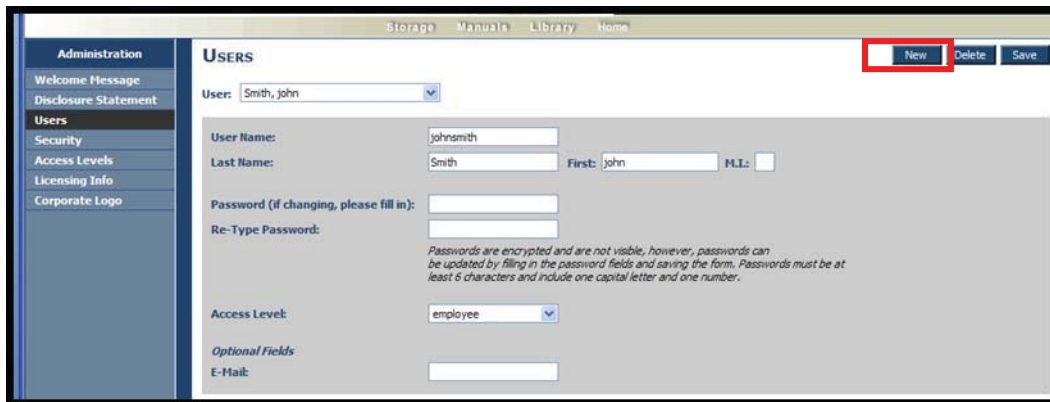


Administration: Adding New Users

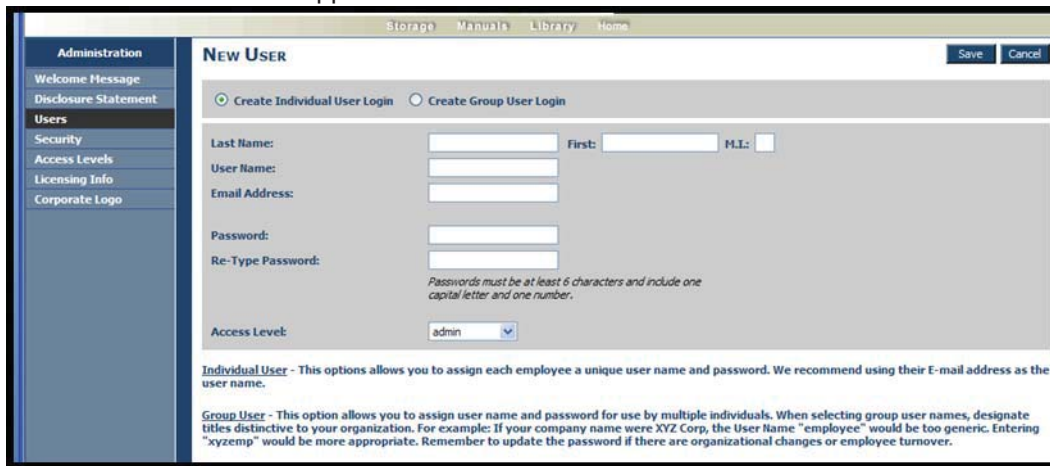
1. Click on the “Users” button on the left navigation.



2. A list of current users will appear. Click the “New” button on the far right side of the screen.



3. The “New User” form will appear.



4. Two types of users can be created: Individual or Group Users.
5. Individual User is a distinct User Name and Password for a specific individual. A Group User is a User Name and Password that is shared among a group who all have the same access level (i.e. Board of Directors or Employees with read-only access)

- For either an Individual or Group User, type in the First and Last Name (or Group Name for Group Users), the User ID, Email address, and Password. (Passwords are encrypted and must be entered in twice for security reasons).
- From the dropdown list, choose the Access Level this user will have.
- When you're finished, click the "Save" button.

By default, only "Admin" and "Employee" access levels are available. To add additional access levels as seen here, see page 66

Tip: An email address must be entered in order for the user to utilize the "Forgotten Password" function from the login screen. Group users will not have an email address option.

Administration: Editing or Deleting Users

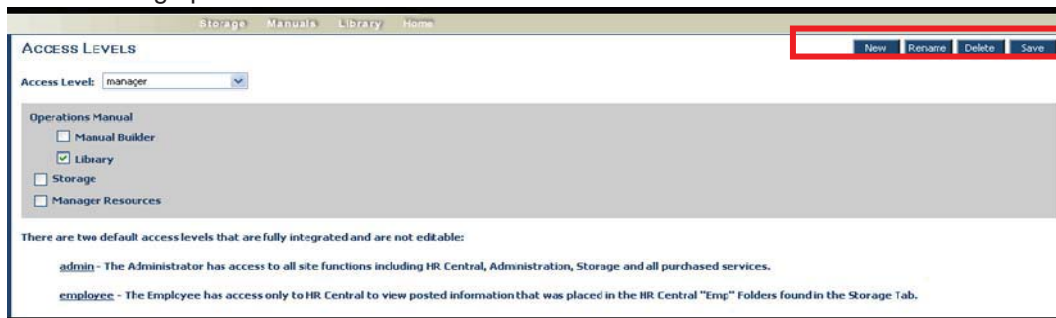
- Click on the "Users" button on the left navigation.
- This will bring up the list of current users. Use the dropdown list to view individual user information.
- For any user, you can update the user's first or last name, user name, password or access level. When any changes are made, click the "Save" button.
- To delete a user, click the "Delete" button. This will permanently delete this user.

Administration: Adding/Editing Additional User Access Levels

1. By default, there are only two access levels: *Admin* and *Employee*.
2. *Admin* level access gives the user full access to perform any function in the system. *Admin* is the only level of access that allows a user to access the *Administration* area.
3. *Employee* level access is read-only. A user with *Employee* access can login and will only see items posted in the “Employee Manuals” and “Employee Resources” folders on the *Home* Page. No navigation (other than Logoff) will be available to an *Employee* level user.
4. You may find it useful to have access levels between Admin and Employee. To create and define these intermediate levels of access, click on the “Access Levels” button on the left navigation.



5. This will bring up *Access Levels* Form.



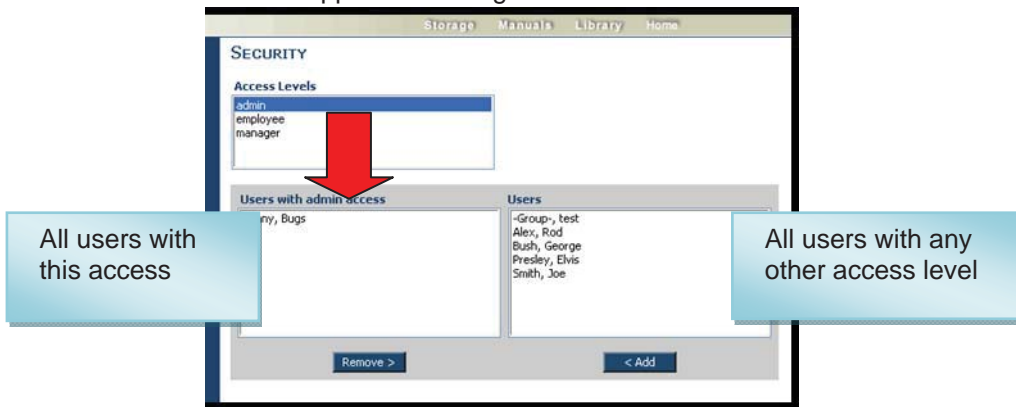
6. Click “New” to create a new access level. You will be asked to name the access level.
7. Then, use the checkboxes to determine what access these users will have.
 - **Manual Builder** allows this user to access the Manual Builder area, and the user will have full rights to edit the Working Manual, including publishing, archiving, etc.
 - **Library** allows the user to access the resource found in the Library
 - **Storage** allows the user to full access to the Storage area, including uploading files and posting them to the “Employee” and “Managers Resources” folders.
 - **Manager Resources** will allow this user to see the documents posted in the “Manager Resources” folder, as well as manuals posted to the “Manager Manager” folder.
8. Choose one or more access rights for the user level, and click Save.
9. You can also delete or rename existing access levels, using the buttons on the far right of the screen.

Administration: Viewing/Editing Multiple Users at Once

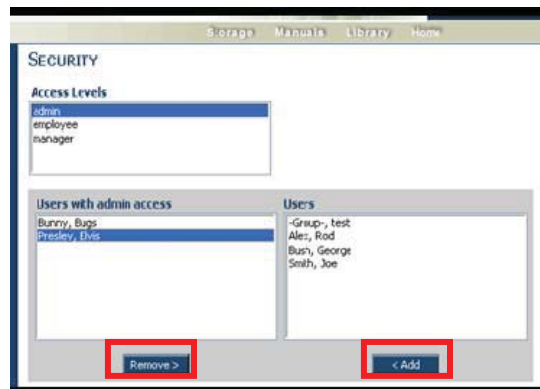
1. Use the “Security” tab to view all quickly user levels and user IDs, and to quickly change the user access level for multiple users at one time.
2. Click on the “Security” button on the left navigation.



3. Clicking on the various access levels will show in on the left side all users with that level of access. All users with any other level of access will appear on the right side.



4. Click on a user and use the “add” or “remove” buttons to move users in or out of any access level. This can also be done by individual user in the *Users* tab.



Tip: You will not see your own User Name. This prevents you from inadvertently removing yourself as an admin.