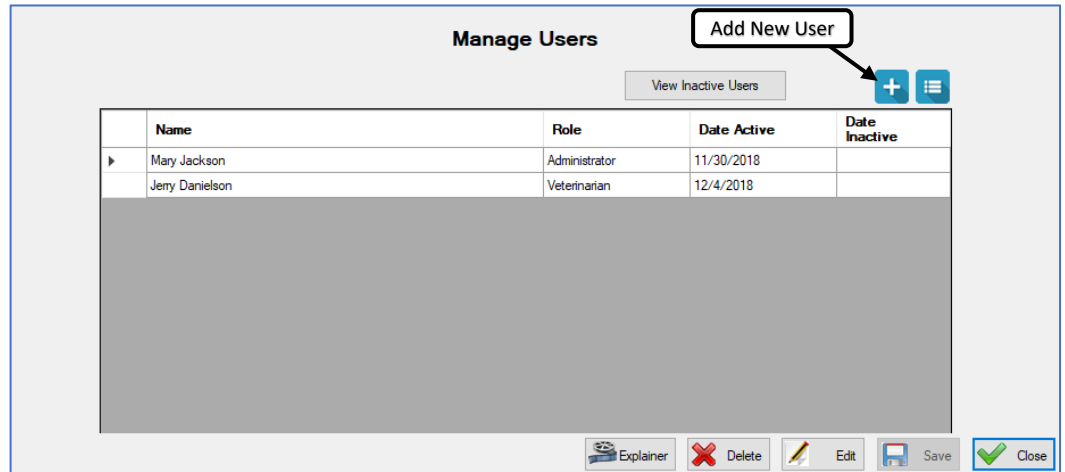


# Add a New User

1. On the **Home** screen under **Administration** at the bottom of the right-hand column, click **Users**.

2. When the **Manage Users** window appears, click the **Add New User** button at the upper right.



The **System User** window appears.

3. In the **System User** window, enter the User details:

- Name (first and last)
- Phone number
- Email address

4. Select the **Role**.

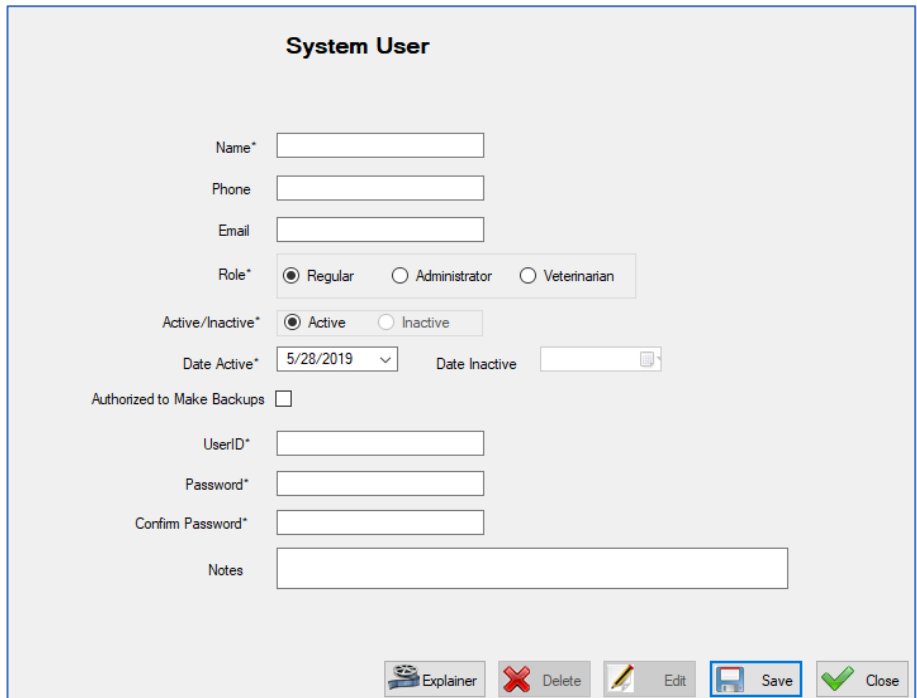
5. Change the **Date Active** if you prefer a date different than today.

6. Select **Authorized to Make Backups** if appropriate.

*Note: Only trusted volunteers should be authorized to make backups.*

7. Enter a **UserID** and **Password** for the new User.

8. In the **Notes** field, type any helpful comments about the User.



9. Click the **Save** button at the lower right.

You are returned to the **Manage Users** window, where your new User now appears in the list, along with a **"User saved"** message at the lower left.

