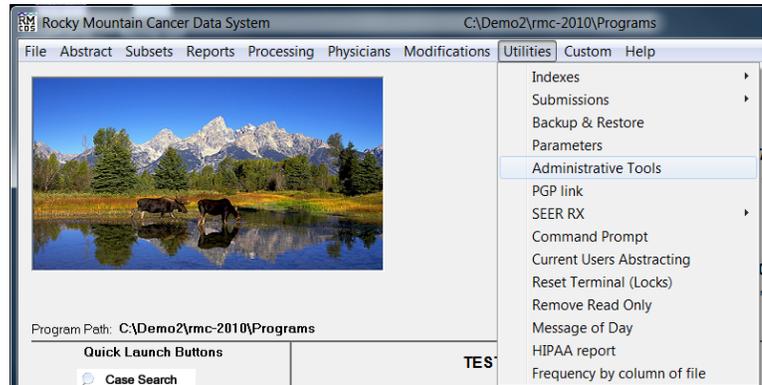
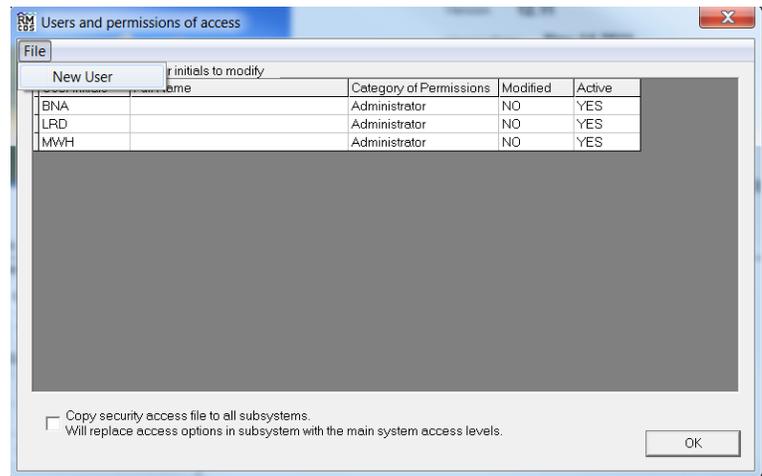


## Adding New Users - Administrative Tools

To add new users through the Administrative Tools options you will need to open the Administrative Tools options. Go to the 'Utilities Menu' and choose 'Administrative Tools'.



Once the Administrative Tools box opens you will choose 'New User' from the 'File' menu at the top of the screen.



You will see another pop-up box. Here you can enter the initials of the new user, their name, and a security category. The box next to 'Active User' is checked by default. You can either assign the new user a password or let them input their own. For security reasons, it is best to let the new user assign their own password.

Each category of user has default security options. If you would like to check or change the options click on the 'Advanced' button. There are two pages of security options.



The options pre-checked for the each type of users are listed below.

Researcher: Reports: Statistical Reports.

Researcher Confidential: File: Printer Control; Abstract: New/Update, Case Search; Subsets: Either; Reports: Individual Reports, Statistical Reports.

Abstractor Follow-up: Everything Researcher Confidential has plus: File: Open Sub System; Processing: Print Abstracts; Physicians: Physician Listing; Utilities: Reset Terminal, Message of the Day.

Abstractor, Full Access: Everything listed above plus: File: New/Delete Sub Systems; Processing: Export Data, Update Hospital Information; Physicians: Update; Modifications: Recalc , All other Copy Options, Convert Zip to County; Utilities: Command Prompt, Remove Read Only, Backup & Restore.

Supervisor has all options except Utilities: All Parameters.

Administrator has all options.

