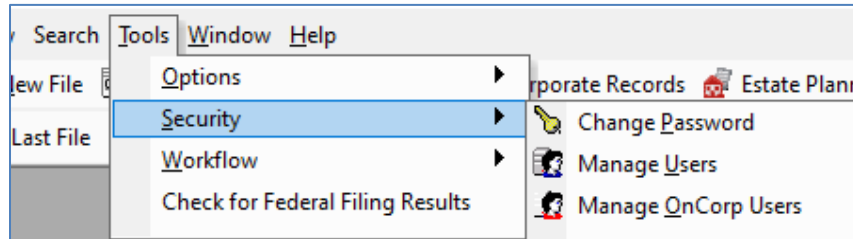
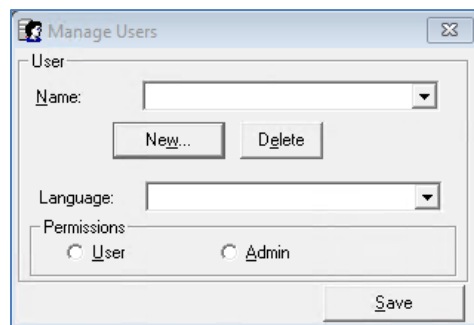


Adding/Deleting Users

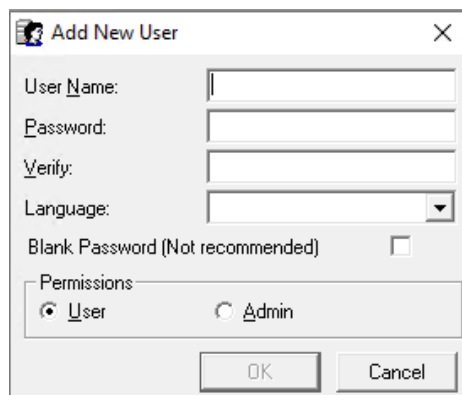
Adding Users is done through the Manage Users sections. Select **Tools > Security > Manage Users**.



In the Manage Users window, select **New**



Enter the Users name, password and identical password confirmation. If no password is required, select the **Blank Password** tickbox



There are two levels of security and permissions available in Corporate and Estate Manager ET: Administrator, and User. Each level provides different accessibility options for the User and is designed to help maintain the integrity of your database.

A password is not needed to delete a User, but can only be done by an Admin level User

Administrator

Administrator access is usually reserved for individuals in your organization such as System Administrators or the individual(s) responsible for maintaining the database and making permanent changes to the system. Administrator access

grants the individual the ability to make changes to the database, alter global settings that will affect all Users, set up or delete Users, set User accessibility levels, and change values in drop-down fields.

User

User access is likely what the majority of the individuals in your office will have. This type of access allows general Users to create new Contacts and Matters, create/change document templates, edit or delete existing Contacts and Matters, etc. This accessibility option is recommended for Users who are responsible for data entry, document creation, and report generation. This User will not have access to the Security or Application options or Data Maintenance Tables.