

Add Users

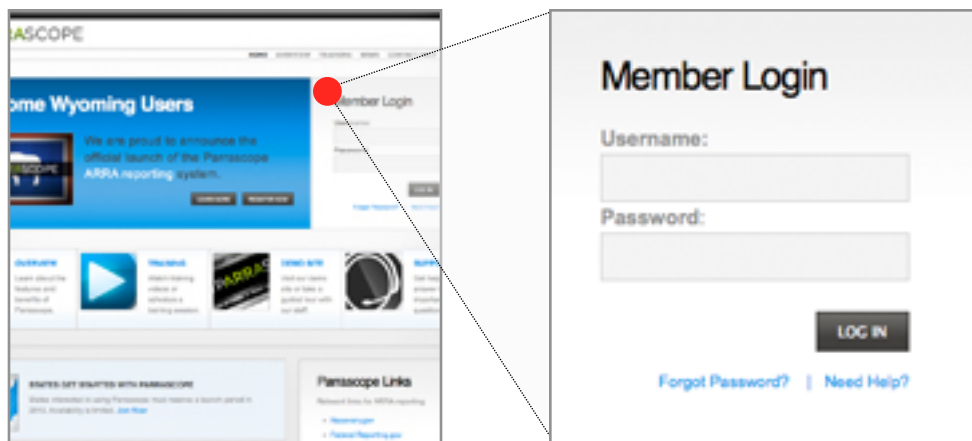
Parrascope Guidelines 2010

CREATE USER ACCOUNTS

Parrascope members are permitted to create an unlimited number of users for their account, each with customizable user permissions.

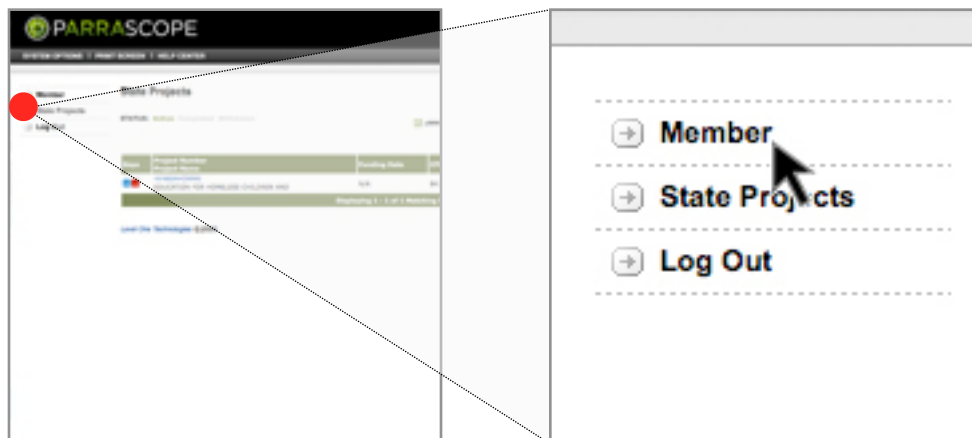
1. Login to Parrascope

Login to www.parrascope.com with the username and password created during initial registration.



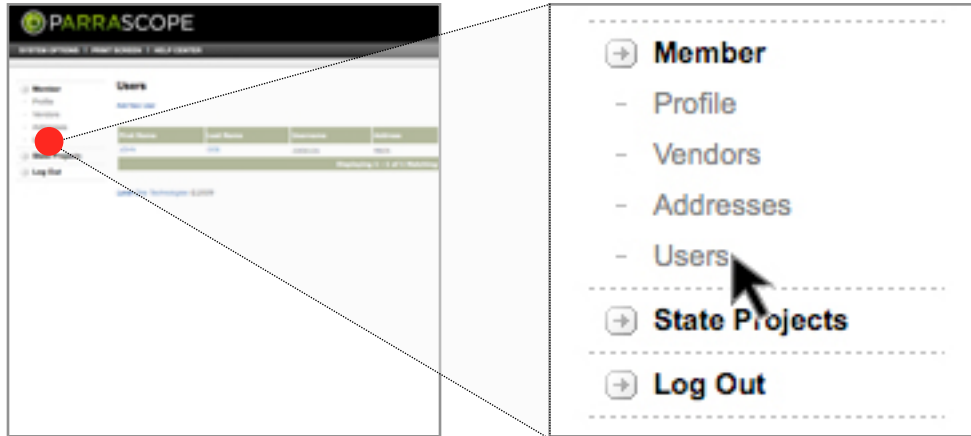
2. Click Member

Locate the Main Menu found in the top left hand corner of your screen and click "Member".



3. Click Users

Click "Users" under Member to view your list of users.



4. Click Add New User

Click "Add New User" on the User List to access the add user entry form.



5. Complete the Add User Form

Complete the form to create a new user and establish their access permissions.

The image shows a screenshot of the PARRASCOPE 'Add User' form. The form is divided into several sections: LOGIN INFORMATION, CONTACT INFORMATION, ADDRESS INFORMATION, ALTERNATE EMAIL CONTACT, MEMBER PERMISSIONS, and STATE PROJECT PERMISSIONS. A red circle highlights the 'Add User' button in the top left corner of the main screenshot. Three callout boxes provide additional information:

- Department:** Not used by Sub-Recipients. (Points to the Department dropdown field)
- Alternate Email:** CC another user on all emails sent to this user. (Points to the Users dropdown field)
- Permissions:** Customize which areas of the site this user may access. (Points to the Member Permissions section)

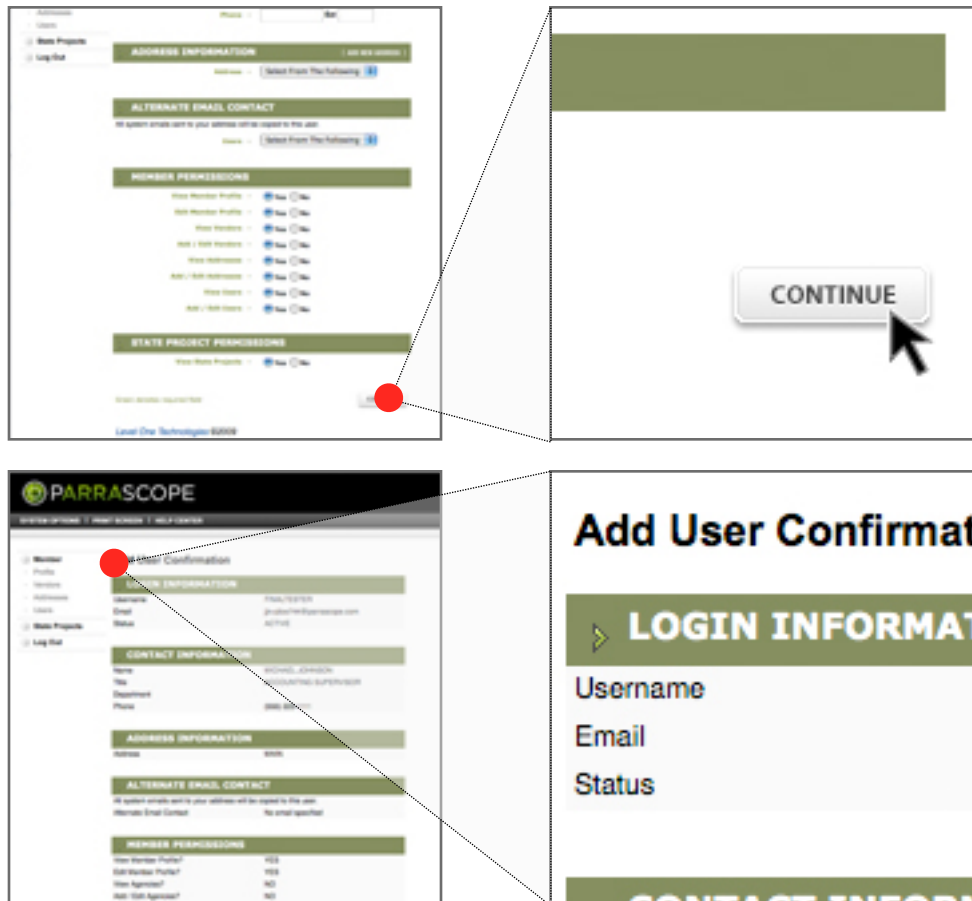
Form Fields:

- LOGIN INFORMATION:** Username, Email, Status (Active/Disabled).
- CONTACT INFORMATION:** First Name, Last Name, Title, Department (Select From The Following), Phone.
- ADDRESS INFORMATION:** Address (Select From The Following).
- ALTERNATE EMAIL CONTACT:** All system emails sent to your address will be copied to this user. Users (Select From The Following).
- MEMBER PERMISSIONS:** View Member Profile, Edit Member Profile, View Vendors, Add / Edit Vendors, View Addresses, Add / Edit Addresses, View Users, Add / Edit Users. Each has Yes/No radio buttons.
- STATE PROJECT PERMISSIONS:** View State Projects (Yes/No).

Green denotes required field.

6. Click Continue

Once the form is completed, click "Continue" to add the new user. An **Add User Confirmation** page will display the details of the new account, and the system will send the user an email with a temporary password. After logging in, Parrascope will direct the user to create a permanent password known only to that individual, and he/she may begin using Parrascope.



7. Repeat Steps 2-6 Until All Users are Added

You may create as many users as you wish by following the steps listed above.

CUSTOMER SUPPORT

If you need assistance using Parrascope please contact JJ Kirkpatrick at:

phone: **800.240.1824 x 138** email: **jjk@parrascope.com**