Section One - User Roles

Explanation and use of User Codes:

A Single User System presents one Menu and the user fills all rolls.

A multi-user system presents <u>menus</u> *and* <u>user screen forms</u> *based on job requirements and the need to know. This allows users access to the areas of the program they most often use easily and quickly. Lawyers, for example, do not need to view accounting screen and generate most reports. On the other hand, staff persons do not need to see profit and loss statements, or lawyers' income distribution reports.*

Multi-Office Setup: The Multi-Office setup is initiated by completeLAW. Be sure and check spelling, and administrator for each office, if the setup required separate administrators. Otherwise, the home office Admin will administer all offices

When adding Users to a Multi-Office environment, be sure and select the office the user works in from the Office-Drop-Down

The User Role is assigned by the systems administrator. Please assign a Role to each user and insert the person's name and other required information when asked. We recommended the administrator install the User password as well.

You may print a report at any time to verify your entries. An Edit Box is displayed listing all users. Select one to edit..

Passwords:

Passwords are required.

Please assign someone to keep a list of passwords in a safe place. This person should always be informed when a user changes his or her password. Otherwise, a user or administrator may not gain access to that person's "labeled" information if the password is forgotten or the person leaves your employ. If a password is lost, we can go on-line and restore the user for you by first granting us your "systems" password. You should change the "systems" password after we have completed the job to insure your systems integrity will not be compromised.