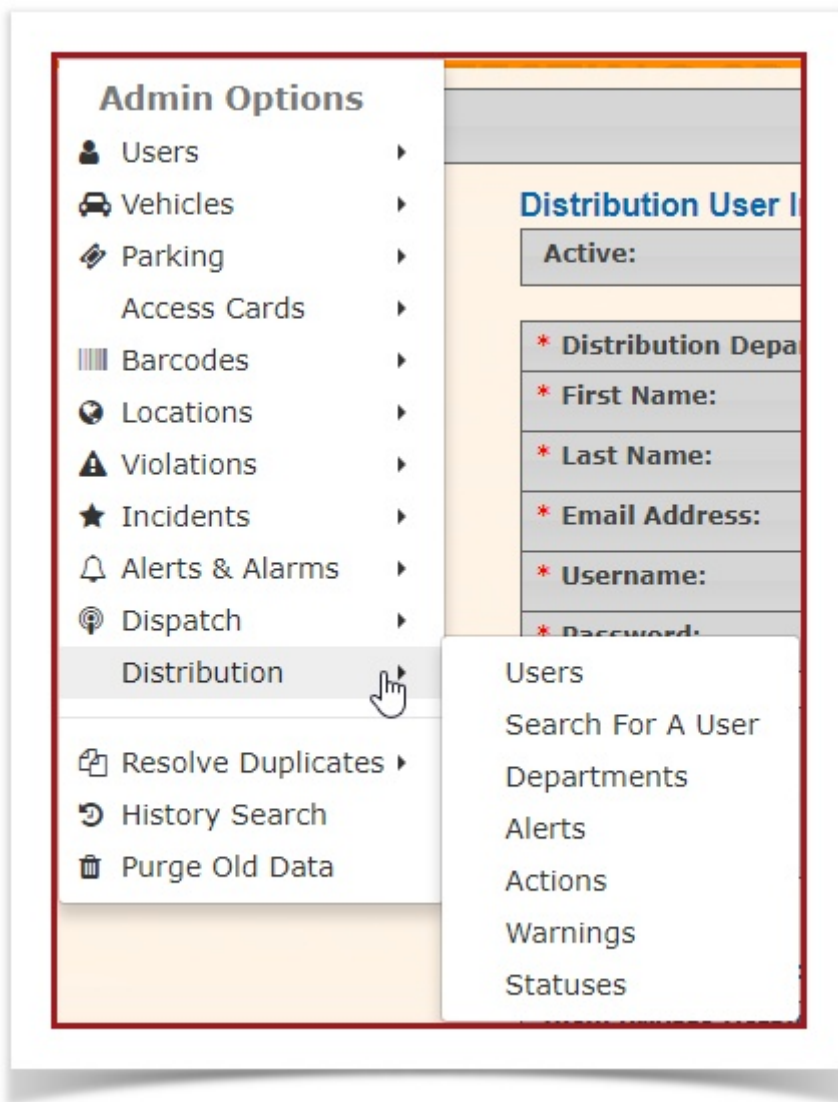


Users - Distribution Admin Options

1. Under **Admin Options**, hover over **Distribution**, then click **Users**.



2. You will be redirected to the **Distribution User Admin** page.

Complete the required fields, (marked with a red *). Select the checkbox to allow the user to log in and manage Distribution Reports.

Select **YES** if this user can view **Private Details**, or select **NO** to not allow this function.

Once you are finished, click **Add New** to save.

The screenshot shows a web form titled "Distribution User Admin". It is divided into two main sections: "Distribution User Information" and "Distribution User Permissions".

Distribution User Information

- Active:** A checkbox labeled "Allow user to login and review Distribution Reports". An annotation points to it: "Check this box to allow users to login & review reports".
- * Distribution Department:** A dropdown menu with "-- Select A Distribution Department --".
- * First Name:** A text input field.
- * Last Name:** A text input field.
- * Email Address:** A text input field.
- * Username:** A text input field.
- * Password:** A text input field with the value "BLCHMO" and a password icon.
- Comments/Notes:** A large text area for additional notes. An annotation points to it: "Any additional notes/comments can go here".

Distribution User Permissions

- View Private Details:** Radio buttons for "No" (selected) and "Yes". An annotation points to the "No" button: "Select Yes to allow user to view private details. Select No to not allow this function."
- Add New:** A blue button. An annotation points to it: "Click Add New to save".

Other annotations include a red bracket on the left pointing to the required fields (marked with a red *) and stating: "Fill in required information fields, marked with a red *".

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