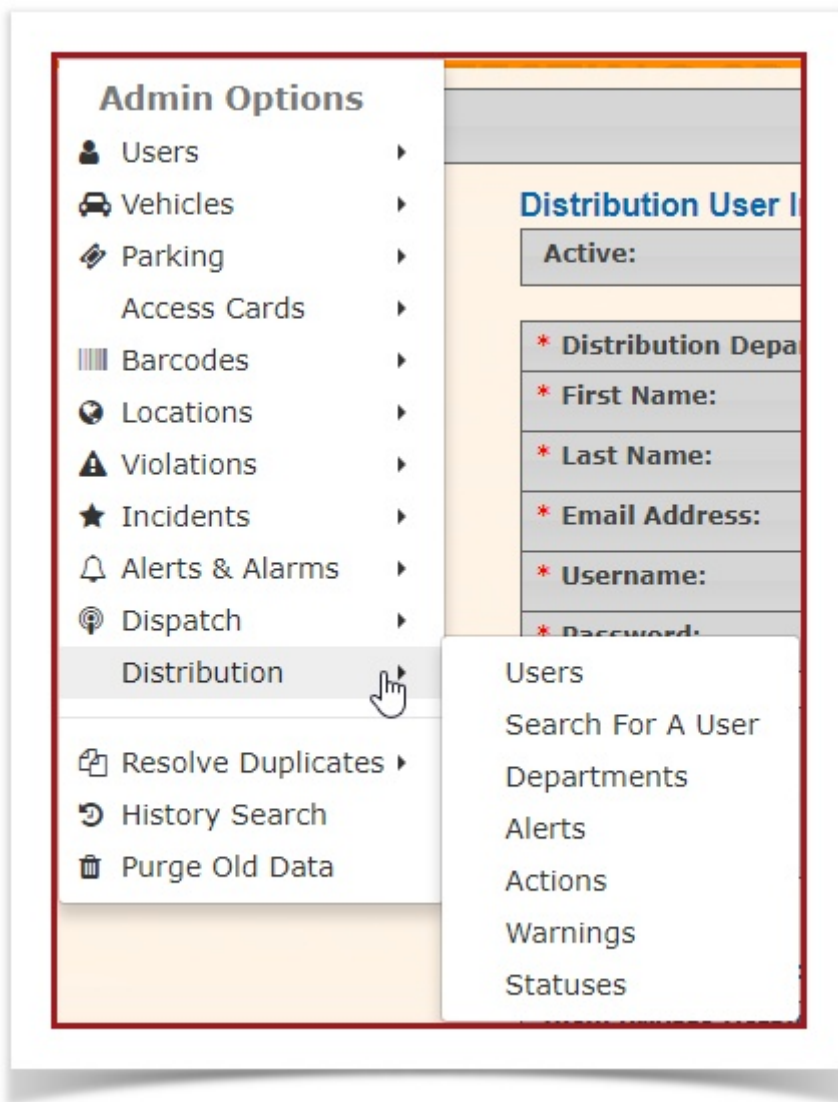


Users - Distribution Admin Options

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 the 'Distribution User Admin' form. It is divided into two main sections: 'Distribution User Information' and 'Distribution User Permissions'. The 'Distribution User Information' section includes fields for 'Active' (checkbox), 'Allow user to login and review Distribution Reports' (checkbox), 'Distribution Department' (dropdown), 'First Name' (text), 'Last Name' (text), 'Email Address' (text), 'Username' (text), and 'Password' (text with a strength indicator). Below these is a 'Comments/Notes' text area. The 'Distribution User Permissions' section includes a 'View Private Details' section with radio buttons for 'No' (selected) and 'Yes'. An 'Add New' button is located at the bottom right of the form. Annotations with red boxes and arrows point to various elements: 'Fill in required information fields, marked with a red *' points to the asterisks on the form fields; 'Check this box to allow users to login & review reports' points to the 'Allow user to login and review Distribution Reports' checkbox; 'Any additional notes/comments can go here' points to the 'Comments/Notes' text area; 'Select Yes to allow user to view private details. Select No to not allow this function.' points to the 'View Private Details' radio buttons; and 'Click Add New to save' points to the 'Add New' button.

Distribution User Admin

Distribution User Information

Active: ☐ **Allow user to login and review Distribution Reports**

* Distribution Department: -- Select A Distribution Department --

* First Name:

* Last Name:

* Email Address:

* Username:

* Password:

Comments/Notes:

Distribution User Permissions

View Private Details: ☒ No ☐ Yes

Add New

Click **Add New** to save

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