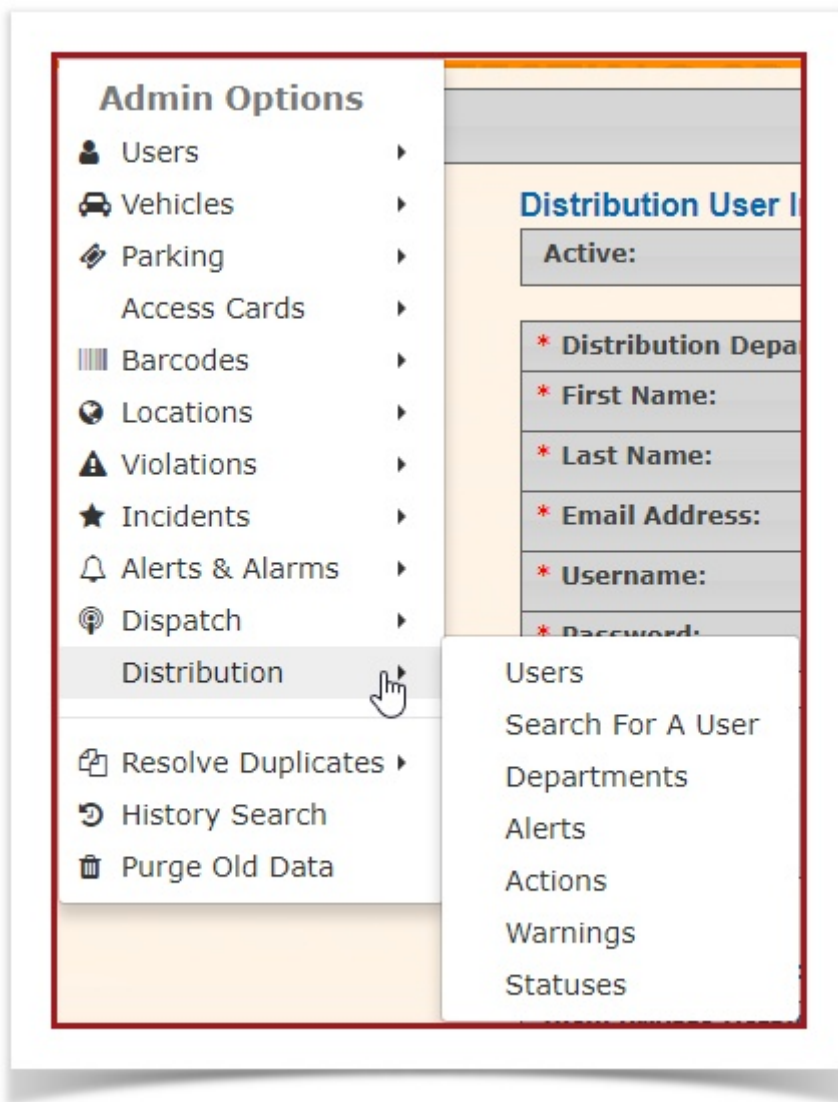


# Users - Distribution Admin Options

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 an 'Active' checkbox, a checkbox for 'Allow user to login and review Distribution Reports', and several required fields marked with a red asterisk: 'Distribution Department' (a dropdown menu), 'First Name', 'Last Name', 'Email Address', 'Username', and 'Password' (which has the text 'BLCHMO' and a password icon). Below these fields 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'. At the bottom of this section is an 'Add New' button. Annotations with red boxes and arrows point to various parts of the form: one points to the required fields, another to the 'Allow user to login and review Distribution Reports' checkbox, a third to the 'Comments/Notes' area, a fourth to the 'View Private Details' radio buttons, and a fifth 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**

Revision #2

Created 22 May 2024 08:29:22

Updated 15 November 2024 11:52:47