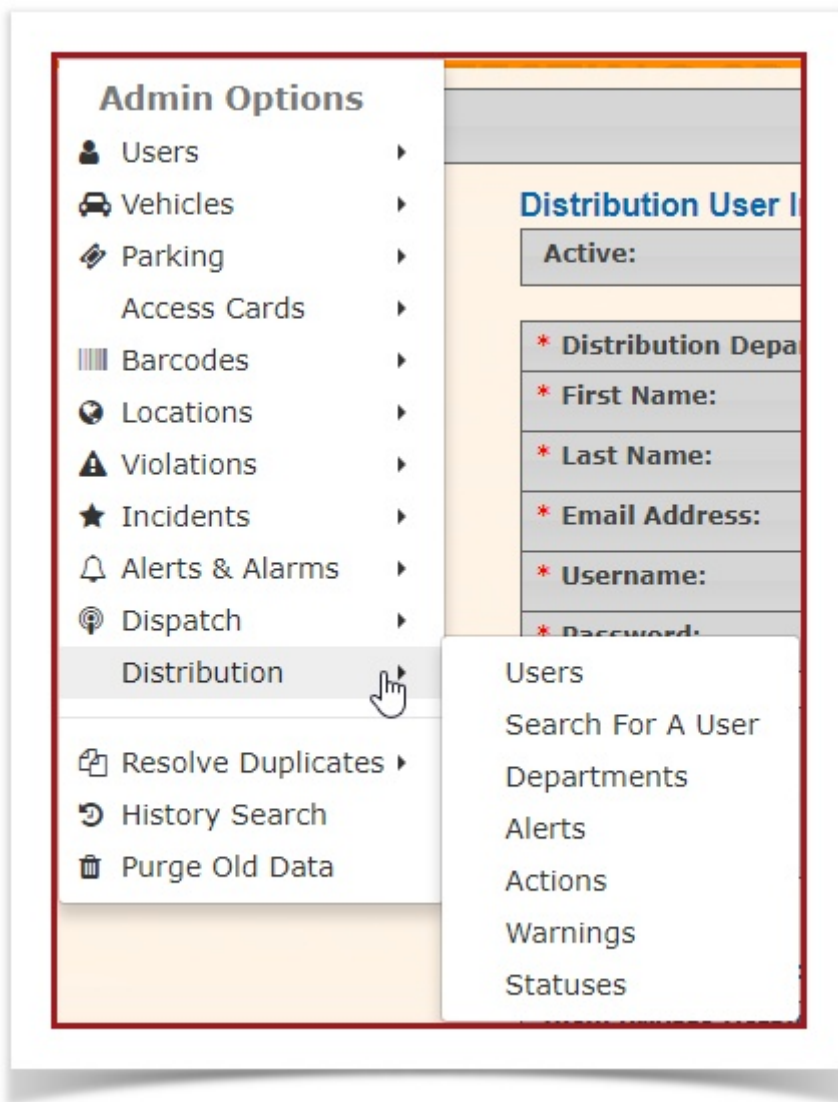


# Users - Distribution Admin Options

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 'BLCHMO' entered). Below these is a 'Comments/Notes' text area. The 'Distribution User Permissions' section has a 'View Private Details' label and two radio buttons, 'No' (selected) and 'Yes'. An 'Add New' button is at the bottom right. Red callout boxes with arrows provide instructions: one points to the required fields, another to the login/review checkbox, a third to the comments 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**

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