

## Adding a User in ED

AgIT/YDAE

Procedure No. T5.3.12

### Procedure Statement

This document contains instructions on adding a user in ED.

### Procedure Specifics

This procedure will explain how to add a user in ED.

#### Adding a User in ED

1. Login into ED and get to the main menu. If it asks for a name, select one of the “User1 thru 10” if possible; if not, select a name that is no longer being used.



2. Click on the **Setup** button.
3. Click on the **Admin** tab.
4. Click the **Flags** button.
5. Click on the Rolodex until you get to a record that has no name (Richard has then numbered either User 1 thru 10 or User1 thru 10). If none are left then stop at a record that no one uses anymore.

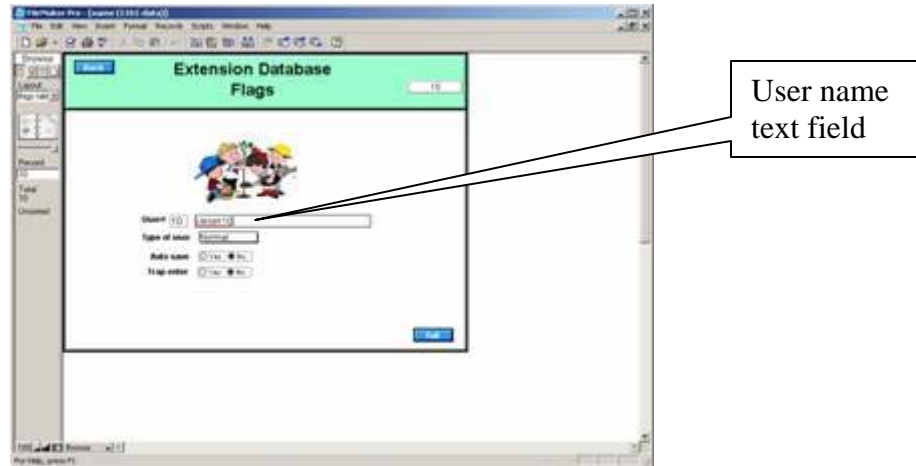
Procedure

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6. Click in the **User Name** “text” field and type in the person’s first name.



7. Click the **Back** button.
8. When a box pops up asking “Save changes to this record?” select **Save**.
9. Click the **Main** button. Make sure the person’s name is in the lower right name box on the Main Menu.

