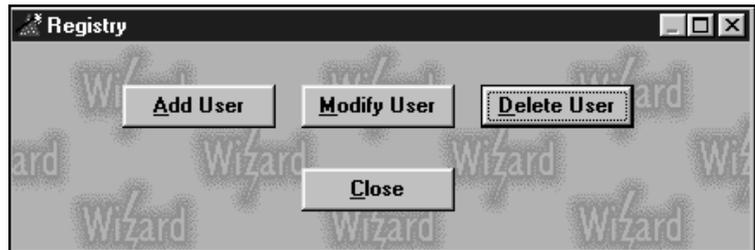


2 Managing User Accounts

By clicking on the **Roll Book** in *The Library* you can add, delete and modify users. If you are not the only user on the computer of a subject database it is recommended that you add your own personal user name and password. Then only your saved exams will appear in the *Vault* when you sign on.

Administrator: The Administrator status can be assigned to any user(s). This status will allow that user to edit and delete any question in the database. A non-Administrator may only delete and change questions that he/she has created.



MODIFYING THE "MASTER" ACCOUNT (FOR SINGLE-USER LICENSE)

1. Click on the **Roll Book** in *The Library*.
2. The *Registry* (top) will appear.
3. Here, click **Modify User**. The *Modify User* form will prompt for the old user name and password.
4. Type "Master" in each field, and click **OK**.
5. This should bring up a new *Modify User* form that prompts for a new user name and password.
6. Make yourself an administrator by clicking in the box next to "Administrator."
7. To finalize the change, click **OK**.



ADDING A NEW USER (FOR SITE LICENSE USERS)

1. Click the **Roll Book** in the *Library*.
2. The Registry screen will appear. Select *Add User*.
3. On the *Add New User* screen, type in your new user name and password.
4. Choose an Administrator option, and click **OK**.



NOTE: Write down your user name and password, and store them in a safe place. If you forget your password call us for help.

DELETING AN ACCOUNT

1. Log in under your name and password, as described above.
2. Click the *Roll Book* in *The Library*.
3. Select **Delete User**. The *Delete User* form appears.
4. Enter the name and password of the user whose account you want to delete.
5. Click **OK**.

