

## RAPID REFERENCE GUIDE: ADDING NEW USERS



**USE:** To Add New Users on the *RAPID* System.

**Step 1.** Enter the Administration page by pressing the **ADMINISTRATION** button.

**Step 2.** Press the **EDIT USERS** button on the top of the Administration page.

The screenshot shows a navigation bar with buttons: EDIT COMPANY (circled), EDIT USERS, PRODUCTS / PROVIDERS, and EXIT ADMIN. Below is a section titled 'Current Information' with two columns: 'Main Address' and 'Billing Address'. Both columns contain the same information for 'Customer Test Mortgage': Company ID: 10934, 456 Parsons St South, Suite 150, Houston, TX 77077. Contact: John J King Jr., Contact Phone: (456) 709-4569, Contact Fax: (564) 567-8950, Contact Email: jking@yahoo.com.

**Step 3.** Press the **ADD NEW USERS** button to continue.

The screenshot shows a table titled 'Current Users' with columns: Modify, Active, Username, First Name, and Last Name. There are three rows of users: kathyj (Kathy Jones), fking (Fred King), and jacksmith (Jack Smith). Below the table is a button 'Add New/Existing Users' with an arrow pointing to it, and two radio buttons: 'ADD NEW USERS' (selected) and 'ADD EXISTING USERS'.

**Step 4.** Multiple users can be added from this screen. Fill in the new users information in the fields provided. All required fields are in italics. Select the appropriate Access levels for the user. Press **ADD** when done. The Current Users will display next. Check your new entries for accuracy then press **EXIT ADMIN** if satisfied.

The screenshot shows a form titled 'Add New Users for Branch Testing'. A note states: 'Note: User names must be unique. Required fields for each new user are italicized.' Below is a table with columns: First Name, Last Name, Username, E-Mail, Phone, Password, Confirm Password, Add/Edit Orders, View All Orders, Admin, and Default Location. The table has 10 empty rows. At the bottom are three buttons: BACK, CLEAR FORM, and ADD (circled).