

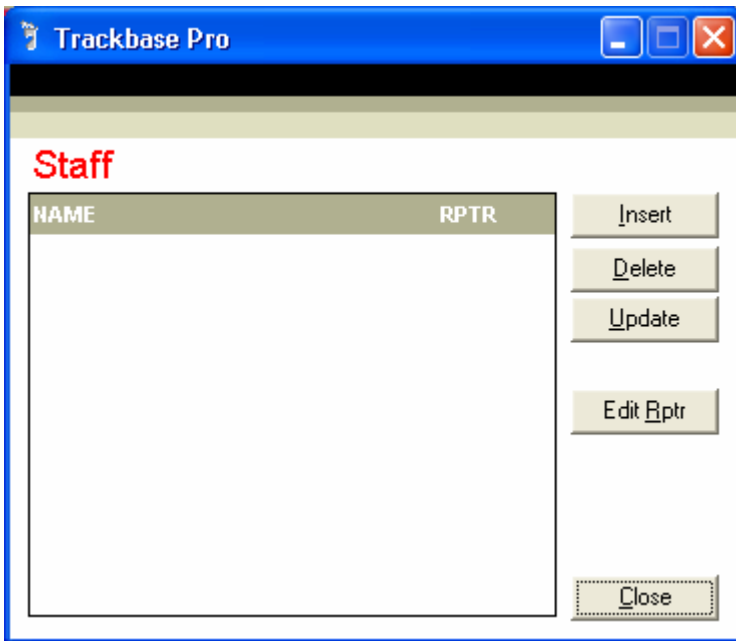
Adding Users within your Organisation

If more than one person in your company uses the Trackbase Pro Diary to manage their calls, you will find it useful to set up different usernames for them. This will allow their Diary entries to be kept separate and also to be logged under their name.

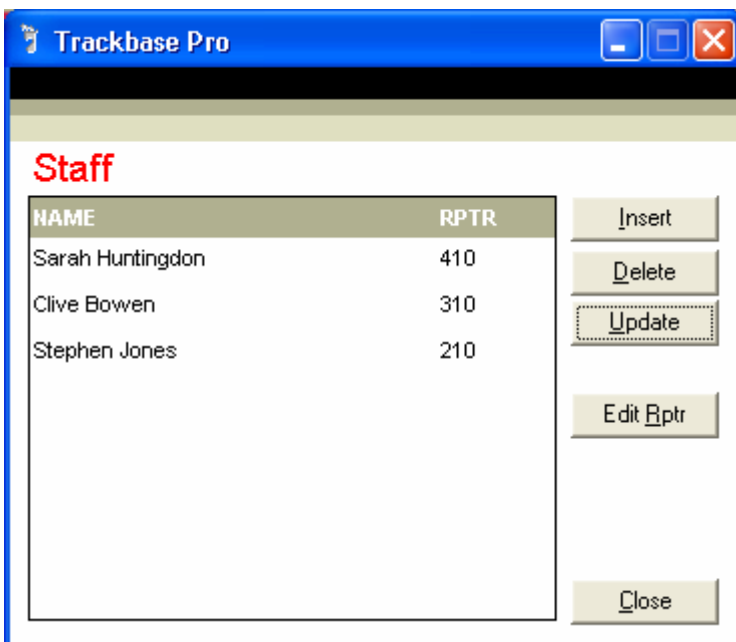
To add staff members to Trackbase Pro, go to the front screen and click on 'Data Manager' and then 'Company Staff'.



This will open the 'Set Default Data List' window shown below. This is where you can add new staff by clicking the 'Insert' button.



Type the name of the staff member you wish to add and then click the 'Update' button. The staff member is now added to the 'Company Staff' list. To add another staff member, click on the 'Insert' button again and type the next name you wish to add. Again, click on the 'Update' button to add this name to the 'Company Staff' list.



Once you have added all your staff members to the 'Company Staff' list, click on the close button to return to the front screen of Trackbase Pro.

To switch users in Trackbase Pro, single-click on the black arrow next to “Sys. Administrator” at the right hand side of the screen, to bring up the ‘Company Staff’ list window.



This will open the window shown below:

Staff List	
NAME	RPTR
Sys. Administrator	999
Sarah Huntingdon	410
Clive Bowen	310
Stephen Jones	210

To switch to a user, double-click on the person’s name. This will close the ‘Company Staff’ list window and you will notice that the name on the front screen of Trackbase Pro is no longer “Sys. Administrator”.

If you wish to see all the diary entries of all your staff members, you can switch user to “Sys. Administrator”. This will allow you to view the diary entries and project notes of all the ‘Company Staff Users’.