

Summary: How to use the Public User Database **Administrative Option**

PUBLIC USER DATABASE Steps:

Administering the Public User database.

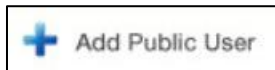


Administration Options/
Public User Database

Name:
 User ID:
 Email Address:

To search for a specific user, type information into a field

To search all public users, leave fields blank



To add a Public User, click the plus button



To edit a Public User, choose Edit

Prefix:
 First Name:
 Middle Name:
 Last Name:
 Suffix:
 Details/Info:

Place/Edit the Public Users information in fields provided

Login User ID:
 Password:

Choose/Edit a User ID and Password

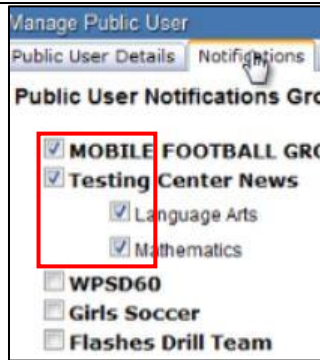
Email Address(s):
 Phone #(s): () - -

Add a new/Edit an existing Email Address and/or Phone Number

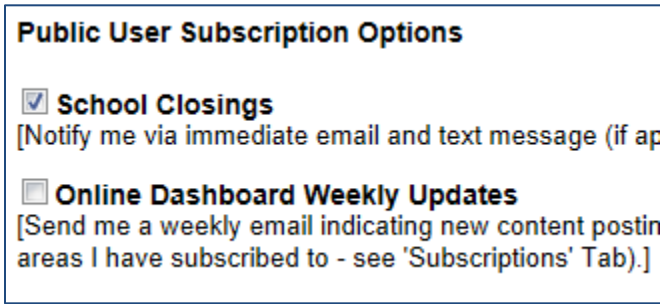
Cell/Mobile Phone

If phone number is a cell, choose the cell carrier from the dropdown options

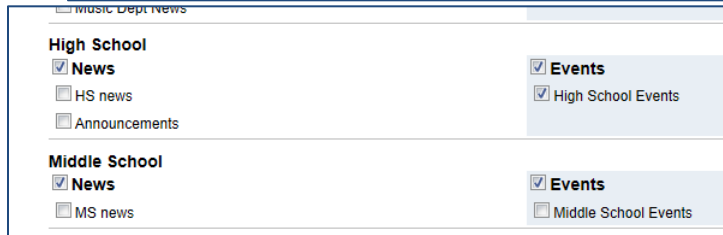
Save



The Notification tab displays the groups they have chosen to/ will be included in



The Subscription tab displays the Closings, Updates, News and Events that have been / will be subscribed to by the Public User



Login History will display how often the user logs into the account