

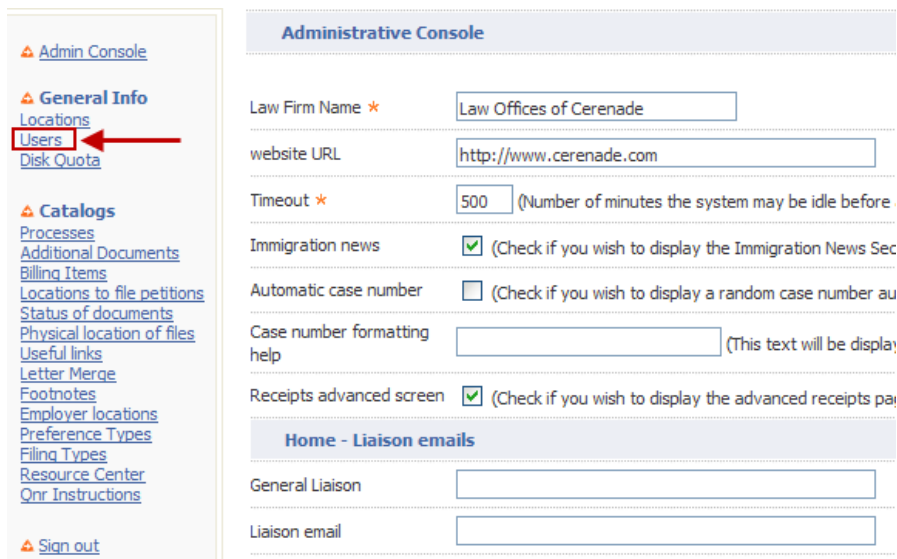
Admin Console – Managing Users

Adding, disabling or enabling users consist of a three step process.

To add a user account, follow these steps:

Note: you can add many user accounts, however, only a number of these accounts can be enabled at any point in time. The number of enabled users cannot be greater than the number of licensed users.

- 1) Login to **Admin Console** using your admin username/password.
- 2) Click on **Users** from the menu on the left side of the screen.



Administrative Console

Law Firm Name *

website URL

Timeout * (Number of minutes the system may be idle before)

Immigration news (Check if you wish to display the Immigration News Sec

Automatic case number (Check if you wish to display a random case number au

Case number formatting (This text will be displa; help

Receipts advanced screen (Check if you wish to display the advanced receipts pa

Home - Liaison emails

General Liaison

Liaison email

- 3) Click on **Add a user** button.



Active Users (Maximum 4) -

Results - 1 to 51 of 51 Page 1

Add a user **Save Changes**

Actions	#	Name	email	Type	User/Password	Enable
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4) Enter the information and when done click the **Add** button.

Tips:

- **Order#:** Order in which the attorneys/paralegals will be displayed in the forms (The smaller number will be displayed first)
- **Access:** Users with 'All case' selected will be able to view all cases in the Law Firm. Users with "Assigned cases only" will be able to view only those cases in which they are linked to.

Home > Users

Active Archived

Add User

Order * (Order in which the attorney/paralegal will be displayed in the list and in the forms)

Type * Attorney Paralegal

First Name *

Middle Name

Last Name *

Phone

Email *

Access * All Cases Assigned Cases Only

Add to case automatically * Yes No

Receive News Yes No

Location * Please select a location

Complete for Attorneys only

G-28 **State Licence #**

VOLAG # **State of**

Member in good standing of

Tips:

- * **Order#:** Order in which the attorneys/paralegals will be displayed in the forms (The smaller number will be displayed first)
- * **Access:** Users with 'All cases' selected will be able to view all cases in the Law Firm, Users with "Assigned cases only" will be able to view only those cases in which they are linked to
- * **Add to**

To disable an existing user:

1) Click on the checkbox next to the user's name to uncheck it () and click **Save Changes** button.

Active Users (Maximum 4) -

Results - 1 to 51 of 51 Page 1

Add a user Save Changes

Actions	#	Name	email	Type	User/Password	Enable
	7	John Doe	johnd_gmail.com	attorney		<input type="checkbox"/>
		Sam Adoe	samadoe30@yahoo.com	attorney		<input checked="" type="checkbox"/>
		Aratest Orntest	aratest@cerenade.com	attorney		<input type="checkbox"/>
	7	Watest Watest	wawa26@lawfirm.com	attorney		<input checked="" type="checkbox"/>
		Peter Doe	doe_peter@aol.com	paralegal		<input checked="" type="checkbox"/>
	1	Jill Fran	jill_fran@hotmail.com	attorney		<input type="checkbox"/>
	7	Test Test	testtest@cerenade.com	paralegal		<input checked="" type="checkbox"/>

User/Password will display here.

To enable user(s):

NOTE: The number of enabled users cannot be greater than the number of licensed users.

1) Click on the checkbox next to user's name to check it () and click **Save Changes** button.

Active Users (Maximum 4) -

Results - 1 to 51 of 51 Page 1

Add a user Save Changes

Licensed users

Actions	#	Name	email	Type	User/Password	Enable
	7	John Doe	johnd_gmail.com	attorney		<input type="checkbox"/>
		Sam Adoe	samadoe30@yahoo.com	attorney		<input checked="" type="checkbox"/>
		Aratest Orntest	aratest@cerenade.com	attorney		<input type="checkbox"/>
	7	Watest Watest	wawa26@lawfirm.com	attorney		<input checked="" type="checkbox"/>
		Peter Doe	doe_peter@aol.com	paralegal		<input checked="" type="checkbox"/>
	1	Jill Fran	jill_fran@hotmail.com	attorney		<input type="checkbox"/>
	7	Test Test	testtest@cerenade.com	paralegal		<input checked="" type="checkbox"/>

User/Password will display here.



Related Articles:

Managing Law Firm Location:

<http://www.cerenade.com/eimmigration/AdminConsoleLawFirmLocation.pdf>

Managing Processes:

<http://www.cerenade.com/eimmigration/AdminConsoleManagingProcesses.pdf>

For more information and articles, please visit www.eimmigration.com