
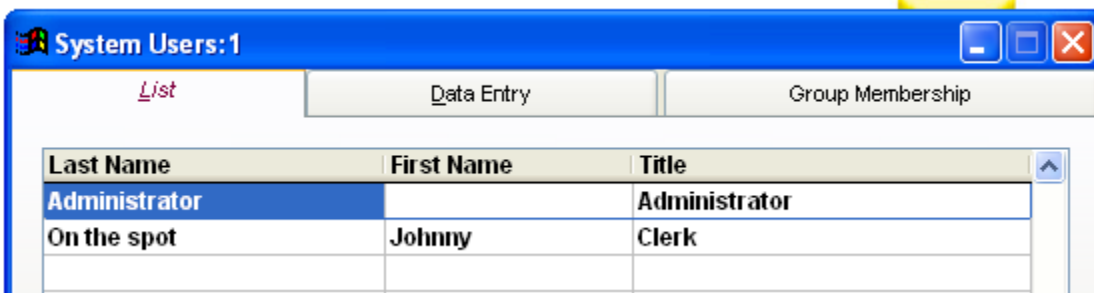


## Users

The Users menu allows for adds, edits, or removal of the different logins and permissions to Clinic Pro. ClinicPro allows you to create different Users, with separate passwords, that access the software. These Users can also be granted different levels of access to the program. The ClinicPro staff will be happy to help you determine access levels.

When first setting up Clinic Pro, accessing the **Users Groups** first is recommended, so that permission levels may be created that can be assigned to each user or group of users.

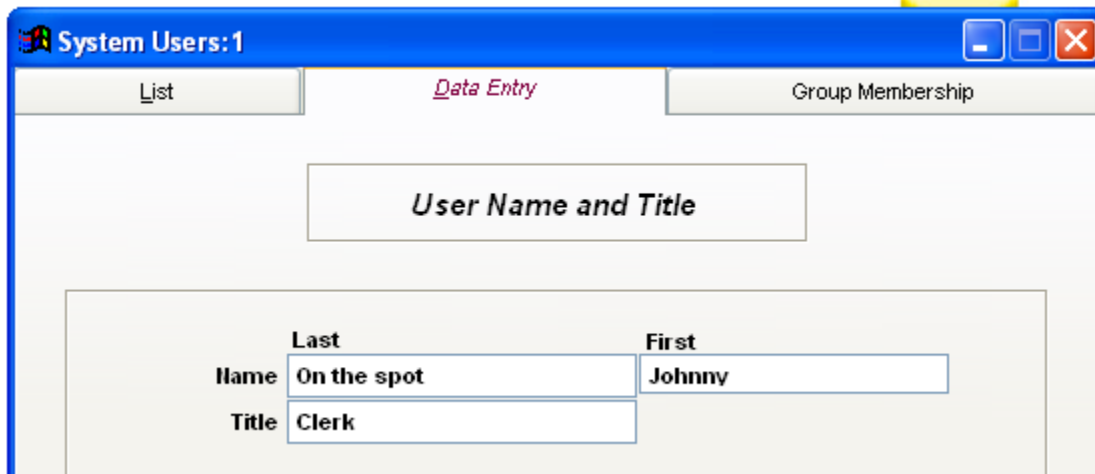
**Adding a New User** - To Add a new User, open up the Users screen under System: Users, and press the New  icon at the top of the main Clinic Pro window. Enter in the name of the user as well as a title, as desired:



The screenshot shows a window titled "System Users: 1" with three tabs: "List", "Data Entry", and "Group Membership". The "List" tab is active, displaying a table with columns "Last Name", "First Name", and "Title".

Last Name	First Name	Title
Administrator		Administrator
On the spot	Johnny	Clerk

You will see this screen when you click on Data Entry:



The screenshot shows the "System Users: 1" window with the "Data Entry" tab selected. A form titled "User Name and Title" is displayed, containing input fields for "Last Name", "First Name", and "Title".

	Last	First
Name	On the spot	Johnny
Title	Clerk	

